

## **CIEH Cymru Wales - Bursary Conditions**

### **General**

*Bursary applications will be considered by the Management Board of the CIEH Cymru Wales Region or it's Executive for the assistance of members in furthering the aims of environmental health, assisting with training/ professional development and other objectives deemed suitable. Normally Bursaries are provided to help member's professional development.*

- The amount of Bursary paid will be up to £300
- A limit of £300 /member/calendar year.
- In special circumstances the £300 limit can be exceeded subject to decision by the Management Board or Executive Committee of the Management Board.

### **Conditions**

- 1) The applicant must be a member of the Cymru Wales Region in good financial standing on the date the claim is submitted.
- 2) Any member who terminates their membership of the CIEH within 6 months of the receipt of a bursary payment, shall (except in exceptional circumstances such as may be determined by the Management Board or Executive Committee) return the bursary payment within 28 days of being requested to do so.
- 3) Payment shall be to the applicant only for expenses incurred by them personally.
- 4) When considering "the cost" (as detailed above) the Region or its delegated body shall have regard to any grants or support received by the applicant from an employer or other in relation to the subject of the application when determining the £300 allocation.
- 5) The Centre or its delegated body reserve the right to decline or postpone an application if the Bursary funds available for the year in which the application is made are insufficient to meet the cost of the application or applications.
- 6) Each application is taken on its own merit and decisions on individual applications will be decided by the Management Board or Executive Committee of the Management Board -payment to be made retrospectively on proof of attendance/purchase etc where appropriate.
- 7) Applicants shall be expected to complete an application form for a Bursary and to provide the Management Board, if requested, with feedback on the future viability and suitability of funding similar areas.
- 8) The decision of the Region's Management Board or Executive is final.

**CIEH - Cymru Wales**

**Application for Bursary**

Members Name :

Address:

Telephone / E mail:

Membership No:

Employer:

Date of Application:

Brief description of training/material/event/other applied for:

CPD approved:

Full cost of course/event/other:

Cheque – to whom made payable?

**Region Administration**

Date Received:

Referred to MB / Executive

Agreed amount to be paid: £

Decision made - Date:

Funds allocated - Date:

Receipt received - Date:

**PLEASE RETURN FORM TO:**

Management Board Secretary - Mark Elliott,

**Email: [mark@mark-e-co.uk](mailto:mark@mark-e-co.uk)**

June 2009