**Mentoring Travel Bursary Terms and Conditions (2025/26)**

**Bursary Acceptance**

If you are successful in your application to the Group Mentoring Programme, you will be eligible to be awarded a small bursary payment of £60 to cover travel expenses for your off-site visit to see your mentor.

Please review these terms and conditions carefully before proceeding. By applying to this programme, should you be successful in obtaining a place, and by then submitting your bank details to the University, you, the student, acknowledge that **you have read, understood, and have agreed to the terms and conditions outlined below.**

1. **Eligibility**
   1. The bursary is awarded to students successful in obtaining a place on the Group Mentoring Programme as detailed on the Careers Network website [here](https://intranet.birmingham.ac.uk/student/careers/mentoring/group-mentoring-programme.aspx#:~:text=Close%20all%20sections-,Group%20Mentoring%20Programme%20Overview,-The%20programme%20provides).
   2. The bursary is awarded to enable eligible applicants in order to subsidise travel to their mentor’s place of work as part of the mentorship schedule of activities.
2. **Bursary Amount and Disbursement**
   1. The University is not under any obligation to offer a bursary and may refuse to offer any sums at its discretion.
   2. The maximum amount that will be paid via the bursary will be £60.
   3. Funds will be disbursed directly to your bank account in the form of a single payment.
3. **Use of Funds**
   1. You must use the bursary funds predominately for expenses related to travel to your mentor’s place of work. This payment is made in good faith to cover travel, and travel-associated costs such as food and drink (excluding alcohol, and where remaining funds allow up to the full £60 payment).
   2. The bursary is granted to you on the assumption the amount should be sufficient to cover most reasonable advance fair train tickets or other public transport to the London Metropolitan area (or equivalent/smaller distance) where travel fair is booked in good time. Further payments will not be made for expenses accrued over £60, though please do get in contact with [mentoring@contacts.bham.ac.uk](mailto:mentoring@contacts.bham.ac.uk) should you encounter significant financial issues with travelling to your mentor.
   3. If felt appropriate, the University reserves the right to reclaim any unspent amounts. Please however read the guidance below (and see also section 7.)

**What if you spend less than £60 on travel?**

* + 1. If your travel costs are under £60, and you have evidenced you have spent the majority of the funds towards this purpose, you **do not need to return the difference**. We simply ask that you use any leftover funds in a way that supports your participation in the event — for example:
       - 1. Buying a meal or drink (non-alcoholic) while travelling
         2. Purchasing materials needed for mentoring meetings (E.g. notepads, stationary, study materials.)
         3. Parking fees/bike hire
         4. Childcare or carer support for the mentor visit.
         5. Smart/smart-casual clothing as appropriate for your mentor visit. Please note there is no strict ‘dress-code’ for participating in the mentoring scheme, but should you wish to use remaining funds towards any business/interview-appropriate clothing, you may do so. Some organisations or sectors will expect you to wear business dress; whereas in others people dress more casually, and so it’s a good idea to check on the culture of the organisation with your mentor before you visit.
  1. You acknowledge that you have full responsibility for your own health and safety in connection with your mentoring programme and the University accepts no liability in respect of the same provided that nothing in these terms and conditions limits or excludes the University’s liability for:
     1. death or personal injury caused by its negligence;
     2. any fraud; or
     3. any liability that cannot be limited or excluded by law.
  2. The University may, prior to or during your mentoring programme, revoke the bursary at its discretion, for example, if there are health and safety or security concerns or for any other reasonable reason and if the University has already awarded the bursary in such circumstances, you must promptly refund any unspent parts of the bursary within 4 weeks of a request from the University.

1. **Record Keeping** 
   1. You must retain copies and evidence of receipts for all travel costs associated with the visiting your mentor’s location.
   2. As part of the post evaluation of the programme, you must submit evidence of receipts where the bursary has been used. If you have not required use of the funds or do not provide any such evidence, you will be required to pay back the funds to the University.
   3. You must provide copies of any receipts for expenses covered by the bursary within 10 days of a request from the University.
2. **Academic and Conduct Requirements**
   1. You must act with integrity and professionalism and apply the skills, behaviours, and values that resonate with the University’s graduate attributes when attending your mentor’s place of work. You must not bring the University or your employer or host organisation into disrepute.
   2. If you require any assistance or support during your mentorship, you may contact [mentoring@contacts.bham.ac.uk](mailto:mentoring@contacts.bham.ac.uk)
3. **Reporting and Evaluation**
   1. Within 30 days of completing the Group Mentoring Programme, you must complete a post-evaluation survey.
   2. Failure to submit the evaluation form with the receipts or evidence of using the bursary will result in full repayment of the bursary.
4. **Repayment and Withdrawal**
   1. If you withdraw from the mentoring programme prior to travel to your mentor’s place of work, the University may request repayment of all or part of the bursary.
   2. The University reserves the right to withhold, reduce, withdraw and request repayment of all or any part of the bursary if:
      1. You are in breach of any of these terms and conditions;
      2. You don’t attend your mentor’s place of work by the end of the mentorship (as confirmed by your mentor)
      3. You fail to provide evidence that the bursary was used for travel expenses
      4. You submit false or misleading expense receipts.
   3. If the University exercises its right under clause 7a or 7b, you must promptly repay the amount the University requires you to repay to the University within 4 weeks of request from the University.
5. **General Provisions**
   1. The University reserves the right to amend these terms and conditions at any time.
   2. These terms and conditions shall be governed by and construed in accordance with the laws of England, and you irrevocably submit to the exclusive jurisdiction of the English courts.