



POINT BLANK

MUSIC SCHOOL

POLICY 042

STUDENT DEVELOPMENT SCHOLARSHIP FUND POLICY

DOCUMENT CONTROL BOX

SCOPE						
Course Type	BA(Hons)	x	CertHE	x	Professional/ Auditing	
School	London	x	Online	x	International	
Version	1.0			Date Approved	5 th July 2023	
Date of Next Review	July 2024					
Publication	Staff Access			x		
	Student Access			x		
	Public Access via Website			x		

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1. PURPOSE

- 1.1 The Student Development Scholarship Fund aims to support the educational and professional development of full-time higher education students at Point Blank Music School. The fund provides financial assistance to eligible students, enabling them to access learning and development opportunities such as conferences, short courses, and travel.
- 1.2 The fund has a total annual budget of £3000, which will be distributed to deserving students on a first come, first served basis. Each individual award will be up to a maximum of £500.

2. POLICY DETAILS

Eligibility Criteria

- 2.1 To be eligible for the Student Development Scholarship Fund, applicants must meet the following criteria:
 - a) Be registered as a current full-time student at Point Blank Music School on a higher education programme.
 - b) Have a good academic standing (e.g. satisfactory attendance and academic progress to date)
 - c) Demonstrate a genuine interest in personal and professional development.
 - d) Clearly articulate how the proposed opportunity aligns with their academic and career goals.
 - e) Be able to demonstrate the financial need for assistance.
- 2.2 Applicants are only eligible to receive funding from the Student Development Scholarship Fund once per academic year. Student applications for similar areas of activity funded in previous years for an individual student will not normally be considered.

Eligible Opportunities

- 2.3 The following examples represent the types of learning and development opportunities that are eligible for funding through the Student Development Scholarship Fund:
 - a) Attendance at conferences, seminars, and workshops.
 - b) Participation in short courses, training programs, or certifications.
 - c) Travel expenses associated with educational or professional development activities.
 - d) Access to resources, materials, or subscriptions directly related to the applicant's academic or career development.
- 2.4 Expenditure incurred must relate to activity undertaken during the period of that you are a registered student.
- 2.5 The fund is open to a wide range of disciplines and areas of interest. However, priority may be given to opportunities that demonstrate a direct link to the applicant's field of study or future career aspirations.
- 2.6 The following expenses are not eligible for funding through the Student Development Scholarship Fund:
 - a) Tuition fees or any form of academic credit.
 - b) Routine expenses such as textbooks, stationery, or living costs.
 - c) Membership fees for social or recreational clubs.
 - d) Expenses incurred prior to the application date.
 - e) Any expenses that are unrelated to educational or professional development.
 - f) Course related costs such as trips

- g) Assistance with rent or hardship
- h) Software/equipment
- i) Driving lessons or tests

This list is not exhaustive, and we reserve the right to refuse an application if it is not considered to meet the learning and development opportunity criteria. Point Blank also reserve the right to refuse an application where it is thought that a student's attendance, performance and/or progression will be negatively impacted as a result of the funds received.

Reporting and accountability

- 2.7 Recipients of the Student Development Scholarship Fund are required to provide a brief report upon completion of the funded opportunity. The report should highlight the value and impact of the experience on their personal and professional development.
- 2.8 The report may be shared with the Point Blank community to inspire and inform other students, including use in marketing materials.
- 2.9 Failure to provide the report may result in the fund being repaid to Point Blank in full.
- 2.10 Should a recipient withdraw from their programme of study at Point Blank before the funds are used, all funds must be returned to Point Blank.
- 2.11 Withdrawal from the programme of study within two terms of receipt of the fund will normally require all funds to be returned to Point Blank.

3. POLICY SCOPE

- 3.1 This policy applies to students on Higher Education programmes at Point Blank London and Online
- 3.2 This policy applies to students who are currently enrolled and actively studying at the point of application and use of the funds.

4. RELATED POLICIES

- Equality and Diversity Policy
- Ethics Policy
- Student Charter

5. POLICY OWNER

- 5.1 This policy is under the responsibility of the Executive Committee. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.
- 5.2 The Executive Committee delegates the operational responsibility of this policy to the following staff:
 - General Manager
 - Head of Education and Curriculum
 - Head of Widening Participation
 - Head of Marketing and Communications
 - Registrar
 - Student Experience Manager
 - Widening Participation Manager
 - Programme Leaders

6. PROCEDURES

Application

- 6.1 Interested students should complete the Student Development Scholarship Fund Application Form (see attached) and submit it along with any supporting documents to: support@pointblankmusicschool.com.
- 6.2 The application form should include the following information
- Personal details (name, student ID, contact information)
 - Academic information (programme of study)
 - Proposed opportunity details (name, dates, location, purpose, cost)
 - An explanation of how the opportunity aligns with the student's academic and career goals.
 - A statement outlining the financial need for assistance.
 - Any supporting documents, such as a letter of acceptance, programme brochure, and proof of costs.
- 6.3 Applications will be accepted on a rolling basis throughout the academic year, subject to the availability of funds.
- 6.4 Applications will be reviewed within the regular Heads of Department Meetings.
- 6.5 Each application will be evaluated based on the eligibility criteria, the quality and relevance of the opportunity, and the applicant's financial need.
- 6.6 Awards will be granted on a first come, first served basis, provided that the application meets all the eligibility criteria and demonstrates the need for financial assistance.
- 6.7 There will be no opportunity to submit additional information or information missing from the initial submission at a later stage.
- 6.8 Successful applicants will be notified via email or other appropriate communication channels.
- 6.9 The decision of the panel is final and there is no right to appeal if your application is rejected.

Funding disbursement

- 6.10 Once an award has been approved, we will aim to distribute funds to the student's account within 30 days after the notification.
- 6.11 Students are responsible for managing and using the funds in accordance with the approved opportunity.
- 6.12 Any unused portion of the awarded funds must be returned to the Student Development Scholarship Fund.

Reporting and accountability

- 6.13 Recipients of the Student Development Scholarship fund can submit their report to support@pointblankmusicschool.com for distribution to the relevant staff.
- 6.14 The report can be in the following formats:

- a) Formal written report
- b) Blog post with photos
- c) Video diary
- d) Podcast

7. EXHIBITS, APPENDICES AND FORMS

- Point Blank Student Development Scholarship Fund Application Form (see Appendix A)

8. REFERENCES AND SUPPORTING INFORMATION

8.1 Internal: n/a

8.2 External: n/a

9. DOCUMENT HISTORY AND NEXT REVIEW

Version: 1

Approved on: 5th July 2023

Approved by: Executive Committee

Date of Next Review: July 2024

Supporting Documents:

Please attach any relevant supporting documents, such as a letter of acceptance or program brochure, and proof of costs.

By signing below, I confirm that all the information provided in this application is true and accurate to the best of my knowledge. I understand that the decision of the selection committee is final, and if awarded the scholarship, I agree to use the funds solely for the approved opportunity.

Applicant's Signature:

Date:
