



# LWDW TRAINING BURSARY

## Information and Terms & Conditions

Last Updated July 2023

LWDW Training is committed to making our training accessible and inclusive to all individuals and are delighted that we can award bursaries to individuals who may not be financially able to complete the End of Life Doula Training. We will accept bursary applications from individuals who share the visions and values of Living Well Dying Well, who have the intention to use the training to practise in the community and widen the reach of the Living Well Dying Well ethos.

Our bursaries are limited, and we ask that you consider and explore other options of funding that may be available to you before following the bursary route.

The information in this document details our bursary process and terms and conditions. Please read the below information carefully before applying for a bursary. By applying for a LWDW Training bursary you are agreeing to adhere to the conditions set out in this document.

## LWDW Training Bursary Funds & what they are used for:

LWDW Training operates three Bursary Funds:

- ✿ End of Life Doula Foundation Training Bursary
- ✿ End of Life Doula Diploma Training Bursary
- ✿ Trainer Development Programme Training Bursary

Each Bursary Fund can be used cover the full fees or part of the fees for the training element of the course fee only.

The Bursary Fund will not cover the cost of the certification fee (please see fee breakdown on the website or FAQs for current certification fees currently included in the Foundation Training and Diploma-Module 1 training).

The Bursary Fund cannot be used to cover the costs of any other elements arising from attending the training, such as accommodation, travel or subsistence.

The Bursary Fund cannot be used to cover the cost of any cancellation or deferral fees that would be incurred in line with our Booking and Cancellation Terms and Conditions.

The Bursary Fund is accessible to learners wishing to attend the following training courses:

- ✿ Doula Training – Foundation; online or face to face (not residential)
- ✿ Doula Training – Diploma Module 1; online or face to face (not residential)
- ✿ Doula Training – Diploma Module 2; online or face to face (not residential)
- ✿ Doula Training – Diploma Module 3; online or face to face (not residential)
- ✿ Doula Training – Diploma Module 4; online or face to face (not residential)
- ✿ Trainers Development Programme; online or face to face (not residential)

### Assessment for a Bursary Award

Bursaries will be awarded to learners who meet the eligibility criteria at the time of allocation.

An individual is entitled to apply for more than one Bursary Award during their study with LWDW Training. Each Bursary Award must be applied for separately, and there is no guarantee that subsequent bursaries will be granted after an initial Bursary Award has been given.

### Eligibility & Conditions:

Meeting the eligibility criteria does not guarantee that a Bursary Award will be allocated, as there are limited numbers available.

The Bursary Fund runs from May to the following April, however, there may be other times during the year that the Bursary Fund is reviewed, and further Bursary Awards funds may become available to be applied for.

Eligibility is assessed by LWDW Training senior management team upon receiving the Bursary Application Form. Assessment will be anonymised and will be based solely on the eligibility criteria set out below.

LWDW Training will not re-consider a learners eligibility should their circumstances change DURING the study of the course that the bursary was applied for. This means that bursary awards cannot be withdrawn or granted once the training has commenced.

Should a learners circumstances change prior to booking then LWDW will re-consider the learners bursary eligibility upon a re-application of the bursary by the learner.

#### **Foundation Bursary Award assessment criteria:**

The Foundation Bursary Award is only available to learners who have not taken any part of the End of Life Doula - Foundation training previously. This excludes anyone who has withdrawn from a previous Foundation training course from being able to apply, but does not exclude an individual who has cancelled their training prior to the training starting.

#### **Diploma Bursary Award assessment criteria:**

The Diploma Bursary Award is only available to learners who have completed the End of Life Doula Foundation Training. Learners may apply for a bursary for each Diploma Module studied. If awarded, bursaries for individual Modules will only be given once and will only be available to learners who have not previously withdrawn from any Diploma Module prior to their application.

#### **Trainers Development Programme assessment criteria:**

The Training Development Programme Bursary Award is only available to learners who meet the pre-requisites of the Trainers Development Programme. The Bursary Award will only be given to individuals who have not previously withdrawn from the Trainers Development Programme prior to their application.

#### **Assessment Criteria**

Learners will be asked to complete a confidential Bursary Application Form and will need to disclose:

- ✿ Financial and Income details
- ✿ Vulnerability Criteria
- ✿ How they intend to use the training

Allocation of the Bursary Award will be prioritised for individuals who:

- ✿ Would not financially be able to afford the training due to low income and insufficient savings and/or:
- ✿ Are not in receipt of benefits that would qualify them for any government funding at the time of application
- ✿ Are unable to apply for funding from other means (i.e from an employer)
- ✿ Are in an area where End of Life Doulas are underrepresented.

- ✧ Are in an area of work where there needs to be additional support in End of Life care
- ✧ Have shown Continuous Professional and Personal Development in the End of Life Doula and End of Life care role
- ✧ Can demonstrate intentions to use the training in the wider community to practise as an End of Life Doula

## **Cancellation, Interruption or Withdrawal from studies**

### **Cancellation prior to the training starting:**

If the learner cancels the training prior to the training starting then:

- ✧ The Bursary Award will be withdrawn from the learner for that training course, however;
  - should another training course be booked within 3 months of the original start date then the Bursary Award will be transferred to the new training course
  - should another training course NOT booked within 3 months then the learner will need to reapply for the Bursary Award.
- ✧ Any cancellation fees or deferral fees, in line with our booking terms and conditions, will become payable.

### **Part Completion:**

In the instance that the learner is only able to complete part of the training course that the Bursary Award was granted, then the learner is expected to complete the training within 6 months of the original end date in order to satisfy the terms of the Bursary Award. Failure to complete the training within this time will result in the learner being withdrawn from the training (please refer to the withdrawal section)

### **Withdrawal:**

If a learner withdraws from the training, either through choice, or from the inability to complete the training, or through the results of gross misconduct, then the learner will be responsible for repaying the Bursary Award at a rate that is deemed reasonable for the amount of training not delivered.

### **Removal of a Bursary Award**

The decision to remove a Bursary Award either in full or in part after the Bursary Award has been granted may arise from:

- ✧ Changes in learners circumstance before the training begins that no longer makes the learner eligible for the Bursary Award
- ✧ The learner or LWDW Training cancelling the training course
- ✧ The learner withdrawing from the training (for any reason)
- ✧ Learner's gross misconduct

- ✿ Providing inaccurate information on the Bursary Application Form

## Payment of the Bursary Award

There will be no physical exchange of monies from the company to the learner. The company will cover the cost of the fee in the form of a credit note on the learners invoice.

## Application

A new application must be made for each Bursary Award that is requested.

A learner can only apply for one Bursary Award at a time.

The application for the Bursary Award must be made:

- ✿ No later than 14 days prior to the beginning of the training
- ✿ Not before 3 months prior to the beginning of the training

Applications must be received using the Bursary Application Form. Please ensure to read each question carefully and provide as much detail in your answer as possible. Each application is reviewed solely on the information provided. If you require additional support in completing your application form please contact the office on [info@livingwelldyingwell.net](mailto:info@livingwelldyingwell.net)