



Employability Fund 2025/2026

TERMS AND CONDITIONS

Successful recipients of Employability Fund are subject to a number of conditions, detailed below.

1. The purpose of the Employability Fund is to support eligible applicants to access work experience or opportunities and resources that will help them get started in their early career. It is not intended to support general living costs or supplement existing paid work that the eligible applicant is already undertaking (e.g. working at a paid part-time job while studying).
2. The information provided on the application form must be true and complete. Any misleading information or omissions will be sufficient grounds for rejecting applications or withdrawing any offer of funding. Where an offer of funding is withdrawn the recipient will be required to refund all or part of the Fund as may be considered reasonable.
3. For either Fund category, the associated activity or purchase must be undertaken during the 2025/26 academic year and must complete by 1st September 2026. Retrospective activity or purchases can be considered, as long as the activity/purchase is completed no more than 10 weeks before the application submission date.
4. The Employability Fund must be used for the purposes stated in the application form. If a recipient uses the Fund for purposes not included in the application form they will be required to refund all or part of the Fund as may be considered reasonable.
5. If, by reason of any emergency or other circumstance, the recipient is unable to fulfil the activity as stated in the application form, they will be required to refund all or part of the Fund as may be considered reasonable.
6. Applicants can:
 - a. Apply for more than one type of support. For example, you could apply for support to undertake unpaid work experience and support with attending a recruitment activity. A separate application must be completed for each.
 - b. Submit multiple applications for both types of support until the maximum amount of funding has been reached. Applicants can apply for up to a maximum of £500 for *Unpaid Work Experience* and £300 for *Career Development Activity or Freelancing Essentials*. For example, an applicant

could submit an application to cover a train ticket to a recruitment activity for £30, and then submit another application at a later date to attend another recruitment activity for £70. A separate application must be completed each time.

7. For applicants applying for the *Unpaid Work Experience* category, the applicant understands and agrees that:
 - a. They must provide the host organisation's details, including the supervisor's or main contact person's information.
 - b. The Bath Spa Careers and Employability team will contact the organisation to verify the work experience details provided. If an applicant is successful, any offer of funds will not be confirmed or disbursed until the host organisation has provided satisfactory confirmation that the work experience is being (or has been) undertaken as per the application.
8. The Employability Fund is a financial contribution only and is awarded on the basis that the recipient is undertaking an independently sourced and managed activity. It is the responsibility of the recipient to ensure that appropriate checks are carried out and any appropriate requirements fulfilled to ensure their compliance and safety when undertaking the activity outlined in their application.
9. Recipients must provide adequate receipts or evidence to support the relevant expenses or purchases identified in the application. Where satisfactory receipts or evidence is not received within 1 month of the activity or purchase completing, the recipient may be required to refund all or part of the Fund as may be considered reasonable.
10. Any costs included in an application must be fair and reasonable and only for the purposes of undertaking the activity outlined in the application. Costs that will not be considered include but are not limited to:
 - a. Accommodation/overnight stays with friends or family.
 - b. Excessive mileage – where an application includes mileage, expenses will typically be calculated at 45p per mile. However, where the calculated amount is deemed excessive, an alternative value may be offered should the application be successful.
 - c. Resources or equipment that the applicant can reasonably access via the University.
 - d. Living and personal costs (e.g. rent, utility bills, car insurance, etc.).
11. Applications are assessed by a panel of representatives from Bath Spa University's Careers and Employability team who will:
 - a. Agree which applications are successful.
 - b. Agree the final value of any award to be offered.
 The decision of the panel (acting reasonably) will be final.

12. Where an application is successful, the final award offered may be less than the maximum amount available under each Fund category.
13. Finances for the Employability Fund may come from multiple sources, which may require the applicant to make a further application submission via the financing partner's portal. Bath Spa University's Careers and Employability team will advise if this is the case and support the applicant with doing this.
14. Payment of awarded funds will be arranged:
 - a. For current students, via the UK bank details registered in their AppHub account.
 - b. For graduated students, to a UK bank account. The graduated student will be provided with instructions about how to submit the appropriate information.
15. Recipients may be requested to complete a feedback form about the Fund, which they are expected to complete in a timely manner.

Contact details

Contact the Scholarships and Bursaries Coordinator by logging in to [MyCareer](#) and submitting a question (select the 'scholarships and bursaries' option from the question type list).