

## University of Kent: Kent Career Fund

### Terms and Conditions

These terms and conditions ("Terms") apply to the University of Kent's ("University") Kent Career Fund ("Fund"). Under the Fund, the University has a limited number of monetary grants, to allocate to students who, through their own initiative, have secured opportunities that will support their employability upon graduation.

By making an application for the Fund, you accept and agree to be bound by these Terms.

**1 To be eligible to apply for funding you must:**

- be a student of the University of Kent, studying in the UK;
- be undertaking either
  - unpaid work which is extra-curricular and not credit-bearing (i.e. not a placement year)
  - participating in a training/ networking event that will support your employability
  - attending an interview where expenses are not covered
- not be receiving any other form of payment for undertaking the experience e.g. a wage or stipend
- be completing your experience **before the month you are due to graduate** (e.g. June, if you are due to graduate in July). **You will not be able to claim for reimbursement after you have graduated and you must submit all claims for reimbursement at the latest, one month before you are due to graduate.**

**2** Only claim for costs incurred during the **first 3 weeks or 120 hours** (based on 40 hours per week) of your experience of work.

**3 International students:** Students holding a visa to study in the UK must adhere to the following statement: *As a postgraduate or undergraduate student you might be permitted to work either 10 or 20 hours per week, as stated on your visa, during term time (including all paid and unpaid employment). You understand the term and vacation dates associated with your studies which dictate when you may, or may not work full time. You understand the restrictions placed on your work and will not breach the terms of your visa.*

**4** For students claiming for travel and accommodation expenses, the funding can be used to support these costs within reason. Claimants must travel standard class and the use of taxis should be kept to a minimum, please ensure additional charges are avoided e.g. waiting charges. Accommodation must be reasonably priced, reflecting the typical cost for standard, mid-range options in the area.

**5** Professional workwear can be claimed for (except uniforms), up to a **maximum of £50 per item**.

**6** For students claiming towards travel to an interview, the fund can only support this if the employer has stated they are unwilling to cover travel expenses. Evidence of this will be required upon application.

### **Your Application and Funding Allocation**

**7** Please complete the Kent Career Fund form and email to [careerhelp@kent.ac.uk](mailto:careerhelp@kent.ac.uk) for the attention of Sarah Skinner. You will be notified if you have been successful by e-mail by no later than 21 working days following the date of your submitted application.

**8** Funding is not guaranteed and will be dependent upon funds available at the time of application. The funding will be offered on a "first come, first served" basis upon receipt of students' full claim documentation and evidence. Each eligible student can only apply once per academic year, however, they may use the awarded sum towards multiple experiences i.e. two unpaid work placements.

**9** For students claiming towards unpaid work experience, the University shall not be under any obligation to carry out enquiries into, and makes no warranty regarding the employer or the work experience. The University accepts no responsibility for securing the work experience or for any other matters relating to it and (except for personal injury or death caused by the University's negligence) excludes its liability for all matters (including without limitation any employment-related issues) related to the experience or any prospective work placements.

**10** By agreeing to these terms and conditions you agree that the University may contact the employer, and that the University and the employer may disclose to each other and otherwise process your personal data for the purposes of such discussions. You accept that the University shall be entitled to request that the employer discloses to the University accurate details of the total pay/other sums they shall invest in you in relation to the proposed opportunity.

**11** By submitting an application you acknowledge and agree that the University reserves the right to decide at its absolute discretion how it wishes to allocate the funding to applicants. You further accept that the University shall not (unless required by law) be required to give any reasons for its decisions.

### **Reimbursement**

**12** If the University notifies you that your application has been successful, the University shall pay you a reimbursement up to the maximum amount you have been offered, subject to availability of remaining funds, on receipt of a satisfactory claim form and receipts. Payment will normally be made by BACS **within 3 weeks** of the receipt of a satisfactory expenses claim form (WO-EXP1), with all original expenditure receipts.

**13** By receiving the funding, you agree to be contacted by the Careers and Employability Service to complete a feedback form to share your experience of how the funding has benefitted you.

**14** You shall be responsible for declaring any funding received as income to HM Revenue and Customs and to pay income tax and national insurance contributions and other applicable deductions required under applicable law. It is your responsibility to ensure you remain within the law. The University accepts no liability for such matters.

**15** If you provide the University with incorrect or incomplete information, or if you fail to complete the experience of work, so that you do not in fact meet the eligibility criteria for the funding, or you otherwise do anything which might bring the University into disrepute, without prejudice to its other rights and remedies the University, we may terminate the agreement with you with immediate effect and will not pay any money to you and/or may require you to return any money already paid to you pursuant to these Terms.

### **General**

**16** The University takes no responsibility for undertaking health and safety or any other risk assessments of the opportunities undertaken, which are unrelated to course requirements. Students participating in work experience as part of this fund are expected to undertake their own assessments.

**17** Students undertaking work experience or training are not covered by the University's Public Liability Insurance (unless specifically stated to the contrary). As such you are advised to ensure that the provider does supply insurance cover for you in this respect. Where the provider does not provide such cover you are strongly recommended to take out such cover personally.

**18** GDPR and data protection: By agreeing to these terms and conditions, you agree to disclose your personal information and for this to be held by us, for a period of 8 years. Your personal information will be used for legitimate purposes in connection with the work experience and funding. Data held by Careers and Employability is subject to the central University Data Protection Policy.