

HIT Scotland Bursary Qualification Criteria

To be eligible for a contribution from HIT Scotland bursaries, a student must satisfy all of the following criteria

- *Committed individual with real potential*
- *Attending a Scottish institution*
- *Normally on a full-time course, although part-time students may be considered in special circumstances*
- *Overseas students who study at Scottish institutions are eligible for a Bursary award.*
- *Having a reasonable prospect of working in the hospitality and tourism industry in Scotland.*

To be eligible for a Bursary, students must satisfy one or more of the following criteria: -

- *Experiencing general financial hardship*
- *Requiring financial support to progress to next stage of study*
- *Advanced course students proceeding after completion of industrial placements, when the pressure of becoming an employee may outweigh the need to complete studies*
- *Post-graduate students showing the highest commitment yet tempted to give up because of financial difficulties.*

Administering the Award

Each applicant is required to satisfy the following: -

- Each institution will appoint a small committee consisting of two senior members from the hospitality department and one from the executive staff to administer the award. Once an award is made, the committee has the freedom and flexibility to distribute the Bursary Award funds, as it deems appropriate. However, the qualification criteria must be met at all times.
- Each institution must have a tracking system in place so it can identify where their students are going to and how many recipients of Bursaries have entered the industry.

Reporting Procedure

All establishments that have been awarded a HIT Bursary must meet the following reporting procedure: -

- An annual report to be called the *HIT Bursary Evaluation Report* must be submitted to the HIT Bursaries Committee for the previous year's award (if applicable).
- To be eligible for an award for the current year, an evaluation report for the previous year must be received. At the latest, it should arrive with the application form. Failure to fulfil this condition may mean you cannot qualify for a new award.
- The report must contain a full and detailed description of how the Bursary fund has been spent, the name of the recipient along with a short statement of receipt from each saying how the award has benefited them. Details of the students' onward destination should also be enclosed as above.
- Each establishment is required to nominate a contact person on the application form. In the event that there are queries arising from the *HIT Bursary Evaluation Report*, the contact person may be approached and a site visit arranged.