

BCU UKCC Scholarship Claim Form - Level 2



This form is used to claim course fees for BCU UKCC awards for candidates holding a scholarship. This form may only be completed by candidates holding a scholarship offer letter from SCA.

Name				
SCA Membership Number				
Email Address				
Are you receiving, or intend to receive ILA Scotland funding towards this award, tick here <input type="checkbox"/>				
Are you receiving, or intend to receive any funding from other sources such as local authorities, local sports council, awards for all etc? <input type="checkbox"/> Yes <input type="checkbox"/> No. Provide Details				
	Complete	Dates	Course Cost	Residential?
Level 2 Training / Transfer	<input type="checkbox"/>			<input type="checkbox"/>
Foundation Module	<input type="checkbox"/>			<input type="checkbox"/>
Level 2 Assessment	<input type="checkbox"/>			<input type="checkbox"/>
I would like to receive payment by: Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/>				
Bank Details for payment : Sort Code: _____ Account No. _____				

Candidate Signature and declaration

I confirm I have completed the BCU UKCC Level 2 award and have made payment to the course provider. I have detailed above any additional funding I am received towards this course and understand that any misinformation will result in my claim being rejected. I commit to delivering coaching for at least 24 sessions in the 12 months following qualification. I agree to the conditions listed below.

Signature : Date:

Employer/ Deployer Declaration

I confirm the above candidate is currently deployed (paid or unpaid) by the organisation listed above and will continue to be deployed following qualification for at least the minimum of 24 sessions in the 12 month period following qualification. I endorse this application for funding.

Signature : Date:

Name : Position :

**Please send completed claim form along with proof of payment and a copy of the sportscotland scholarship letter to the SCA Office:
Scottish Canoe Association, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh,
EH12 9DQ**

All candidates must complete a Coaching Profile and Paddling Profile and update their Equality profile in SCA Self Service : www.canoescotland.org



How information about you will be used

Personal information which you supply to the SCA will be used to administer and manage your scholarship application, to contact you to advise you of coaching opportunities, to ensure compliance and prevent misrepresentation in relation to the coaching scheme and for statistical analysis.

Sharing Information

We may also pass your personal information to **sportscotland** for monitoring purposes.

We will also share aggregated and anonymised coaching and scholarship information with certain other organisations, which include **sportscotland**, the Scottish Government and Sports Coach UK for the purposes of supporting sports and policy development. This information will not identify you specifically.

Electronic Marketing

We would also like to send you information about SCA activities, events, tournaments and competitions as well as those of selected third parties (including SCA Affiliated Clubs and our partner organisations) by e-mail and SMS. If you **agree** to being contacted in this way, please tick the appropriate boxes. E-mail SMS

How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to us at SCA, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ.

By signing this form you agree that the SCA may use and disclose your information for the purposes described above.

Claim Process

1. Complete a Coach Profile, Paddling Profile and Equality Details on SCA Self Service
2. Complete this claim form and submit to the SCA by post or email with a copy of your receipt(s) from the course provider. Claims must be countersigned by or have an accompanying supporting email from the deployer of the candidate. (e.g. employer or club officer bearer).
3. Payment will only be released following completion of the award and submission of valid receipts as proof of payment by the candidate, and after the completed course schedule is received from the course provider.

Eligibility Criteria

1. Candidates must be current SCA Full or Junior members at the time of applying and throughout the period of scholarship. N.B. this does not include candidates paying the £55 non-member rate for Coach Registration.
2. Candidates must be able to evidence current or planned deployment as a paddlesport coach in the community (e.g. clubs, local/regional programmes, schools, outdoor centres delivering school or educational programmes) within 6 months of applying for the scholarship. Priority will be given to candidates from SCA Affiliated Clubs or Approved Paddlesport Providers (formally Approved Centres). The minimum deployment requirement following qualification is twice per month or on average 24 times per year. This will be monitored by the SCA and **sportscotland**.
3. Scholarships are available for qualifications commenced (i.e. the training us underway) after 1st April 2013 and before 31st March 2014.
4. Candidates must be attending a course taking place in Scotland and delivered by a Training/Assessment Director who is an SCA member.

Conditions:

1. Candidates must complete a Coach Profile Questionnaire at the time of scholarship claim and at 6 and 12 months following qualification.
2. The SCA reserves the right to amend the above scholarship rates at any time, with notice being issued on www.canoescotland.org
3. Where candidates opt for a residential course option, the scholarship amount may be based on the non-residential rate. The SCA will make an estimate, and this decision is final.
4. Scholarships do not cover the cost of Coach Registration (CR), SCA membership or Travel & Subsistence.
5. Candidates receiving a BCU UKC Level 3 scholarship agree to provide mentoring support to candidates working towards BCU UKCC Level 2 award.
6. The allocation of scholarship is determined by the SCA, and their decision is final.
7. Candidates must register with SQA on a 'Candidate Registration and Induction Form', available from the SCA website and issued with completed CR form. This will ensure candidates receive dual certification from the BCU and Scottish Qualifications Authority.
8. Candidates are required to complete an equity profile; either via the Coach Registration form or via SCA Self Service.
9. Candidates must state details of their planned training course and cost at the time of applying.
10. Claims must be made within 60 days of course completion
11. Candidates must be funding the portion of the course fee they are claiming personally. Candidates may receive the remaining portion from other sources but must not receive more than 100% of the course fee from all sources.