

Scholarship Programme: Applicant Terms and Conditions

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1. General

- 1.1. These Terms and Conditions ("The Terms") govern the application for, and the awarding of, the Aviation Pride UK's ("The Charity") Scholarship Programme.
 - 1.2. By submitting an Application Package, the individual ("The Applicant") agrees to be bound by these Terms and the rules of the specific Scholarship Cycle.
 - 1.3. The terms and conditions dated as of the scholarship cycle shall apply for the duration of that cycle.
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2. Definitions

Application Package - The application submitted by the applicant for grading, including attachments.

Application Window – a phase or phases in the scholarship selection cycle during which APUK members may initiate and submit application packages for consideration.

SC - Scholarship Committee. The committee tasked to administer APUK's Scholarship Program.

Scholarship Cycle - The process during which the SC accepts application submissions; evaluates and ranks them; awards the scholarships; and notifies recipients of their award. A scholarship cycle begins on the first day the SC accepts submissions to a scholarship cycle (often referred to as the opening of the application window) and ends on the day the list of recipients are announced.

3. Eligibility

- 3.1. The Applicant must be a valid member of The Charity at the time of application and remain a member throughout the Scholarship Cycle.
- 3.2. The Applicant must be a resident of the United Kingdom.
- 3.3. The Applicant must meet any specific entry requirements shown during the application cycle.
- 3.4. Members of the SC and Board of Trustees of The Charity are disqualified from applying for an Award.

- 3.5. The Applicant must demonstrate a commitment to the LGBTQ+ community and alignment with The Charity's objects.
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4. The Scholarship Award ("the fund")

- 4.1. The fund is a variable amount approved by the Board of Trustees of The Charity for each scholarship cycle.
- 4.2. Funds are restricted strictly to training costs, examination fees, or essential learning materials. The Board of Trustees maintains final authority to determine the eligibility of an Applicant or the validity of the requested use of funds.
- 4.3. The fund may be awarded to a single Applicant or split between multiple Successful Applicants at the discretion of the SC and the Board of Trustees.
- 4.4. As part of the Application Package, The Applicant must state whether they would accept a reduction in the scholarship amount requested.

If an applicant states they will not accept a reduction, and their ranking in the selection process would imply a partial award, their application will be skipped, and they will not receive an award.

- 4.5. The SC aims to ensure that the maximum number of people benefit from the programme, which may result in an award that is a reduced amount compared to the original request.
- 4.6. There is no cash alternative to the scholarship, and awards are non-transferable.
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5. Selection Process

- 5.1. The awarding of scholarships is at the sole discretion of the SC and the Board of Trustees. The Charity is under no obligation to award the full amount requested or to award any scholarships in a given cycle if suitable candidates are not found.
- 5.2. Applications are assessed on merit, financial need, and alignment with The Charity's objects (the promotion of equality and diversity in the UK aviation industry).
- 5.3. The scholarship shall not be constructed in a way that gives any individual or group an advantage or disadvantage that could be

reasonably considered unfair or unethical, ensuring compliance with the Equalities Act 2010.

- 5.4. The internal scoring methodology, deliberations of the SC, and details of other applicants are strictly confidential.
 - 5.5. Any changes to information provided during the application should be communicated to the SC as soon as possible.
 - 5.6. All award recommendations made by the SC are anonymised before being presented to the Board of Trustees for final approval.
 - 5.7. The decision of the Board of Trustees regarding the selection of Successful Applicants is final.
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6. Notification and Acceptance

- 6.1. Successful Applicants will be notified of their award by email or phone.
 - 6.2. An offer of an award must be accepted within 72 hours of notification.
 - 6.3. If an offer is not accepted within 72 hours, The Charity reserves the right to rescind the offer and redistribute the amount to another eligible Applicant, in line with its standard operating procedures.
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7. Payment and Use of Funds

- 7.1. Scholarship funds are normally paid directly to the training provider, educational organisation, or relevant supplier and not to the Applicant.
- 7.2. Before payment is issued, The Charity requires:
 - 7.2.1. a valid invoice addressed to The Charity, and
 - 7.2.2. written confirmation from the supplier that funds will be applied solely to the approved materials or training.
- 7.3. Reimbursement of costs incurred by the Applicant is only permitted in exceptional circumstances and must be approved by the Board of Trustees.
- 7.4. All funds must be used within 12 months of the award date unless otherwise arranged and approved by the Board of Trustees.

- 7.5. If the proposed activity is not completed or the award is not fully utilised, The Charity reserves the right to reclaim and distribute the remaining funds to other eligible applicants or future cycles.
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8. Applicant Requirements

- 8.1. The Applicant agrees to provide updates to The Charity regarding their progress and the completion of the funded activity. This may include surveys and interviews periodically during and after the scholarship programme.
- 8.2. The Applicant consents to the reasonable use of their name, image, and narrative for The Charity's impact reporting and promotional purposes.
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9. Conduct and Complaints

- 9.1. Applicants are expected to act in a way that embodies the mission and values of The Charity.
- 9.2. Any behavior deemed by The Charity to be unprofessional, discriminatory, or bringing The Charity into disrepute will result in immediate withdrawal of the Award.
- 9.3. Any issues, concerns or complaints about the scholarship programme should be directed towards the SC.

If applicants are unsatisfied with the result of their complaint may appeal to the Board of Trustees, in writing or email. The Board of Trustees will convene within 72 hours to review the complaint in line with the Standard Operating Procedures.

The Board of Trustees will notify the applicant within 14 days of the appeal of the result. The result will be final

Any rectification that includes delaying the application window will be communicated to all those the complaint affects. Any significant change to the vision, purpose or procedures due to this complaint will be communicated to the wider membership.

10. Withdrawal or Termination

- 10.1. The Charity reserves the right to withdraw or terminate the scholarship award for any reason at its sole discretion, including but not limited to:
 - 10.1.1. The applicant provides misleading information;
 - 10.1.2. The applicant conduct is deemed inappropriate or unprofessional;
 - 10.1.3. Submits a complaint or appeal that is frivolous in nature or made in bad faith;
 - 10.1.4. The training organisation states that continuation is not viable.
 - 10.2. All decisions regarding the withdrawal or termination of an award are final, and no financial compensation will be available.
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11. Liability

- 11.1. The Charity is a funding body and is not responsible for the delivery of training, education, or materials.
 - 11.2. All safety decisions and operational risks related to the funded activity are the sole responsibility of the training provider, applicant or supplier.
 - 11.3. The Charity accepts no liability for loss, injury, damage or death arising from participation in activities funded by the scholarship.
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12. Data Protection and Governing Law

- 12.1. Personal data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and The Charity's Privacy Policy.
- 12.2. Data will be shared with the SC, the Board of Trustees, where necessary, and relevant Suppliers for the purpose of administering the Award.
- 12.3. These Terms shall be governed by and construed in accordance with the laws of England and Wales. Any disputes arising under these



Terms shall be subject to the exclusive jurisdiction of the courts of England and Wales.