

FRIENDS OF KIRKLEY HALL



EDUCATIONAL VISITS BY STUDENTS Northumberland College at Kirkley Hall

Guidelines:

1. The Friends of Kirkley Hall Executive Committee has agreed to consider applications from organisers of Student group visits which form part of an approved College Course for financial assistance.
2. Awards will only be offered at times decided upon by the FKH Executive Committee.
3. Applications to be made upon the form available from the Learning Resource Centre.
4. Failure to supply all relevant information will be taken into account when considering applications.
5. A condition attached to any award is that member(s) of the successful visit(s) will be required to submit an account of the visit on not more than two sides of A4. This account to identify the achievements, success, or otherwise of the visit. The report will be made available to the members of the FKH Executive Committee and used for information to be included in the FKH Newsletter. The report to be submitted to The Chairman, the Friends of Kirkley Hall, Northumberland College at Kirkley Hall, Ponteland, NE20 OAQ within four weeks of completion of the visit. Please note that it is necessary to adhere to this time limit. Late submission will adversely affect future applications.
6. It must be recognised that not all applications will be successful.
7. If successful applicants do not request payment of the Award by the end of the Friends financial year (31st July), the Award will be withdrawn.
8. **Autumn Term Visits:** applications to be made by the end of the 5th week of the Student Term.
9. **Spring and Summer Term Visits:** applications to be made by the end of the 3rd week of the Student Spring Term.
10. **Special Provision:** to cover situations where all relevant information is not immediately available. This must be supplied as soon as it comes to hand.
11. **NOTE**
 - a. **In all cases late applications will not be accepted.**
 - b. There is no guarantee that awards will be made. This will depend upon the financial state of the Friends of Kirkley Hall.