

## Bright Futures Scholarship – Terms & Conditions

1. **Scholarship Details**: The Bright Futures Scholarship for the Certificate in Payroll Techniques course, hosted by the Irish Payroll Association (IPASS), provides financial support to eligible candidates who wish to pursue a career in payroll administration. This scholarship is designed to help individuals who may not otherwise have the financial means to access this educational opportunity. The scholarship is provided by Bright, and is a one-off, non-renewable scholarship.
2. **Course Details**:
  - A. The course funded by the Bright scholarship is the Certificate in Payroll Techniques course. Further course information can be found here: <https://ipass.ie/qualification/certificate-in-payroll-techniques/>
  - B. The course will begin in February 2025.
  - C. The successful applicant will have the option to take face-to-face classes in one of the seven available centres in Ireland (subject to a minimum class intake) or the successful applicant will be able to study the course online.
    - i. Face to face classes will run 1 night a week, 3 hours per night. Classes run from 6.30pm – 9.30pm. Classes nationwide will commence in September and February of each year. In-person classes are available at multiple venues across Ireland, including Dublin (IPASS Office), Dublin City Centre, Marino, Athlone, Limerick, Cork, and Dundalk. All venues will run subject to viable numbers of participants. All students will have access to pre-recorded lectures through the online portal, where they will also have access to supplementary materials.
    - ii. Online Learning is increasingly the preferred option for students. Please be assured that our online learning platform is designed to provide the same level of care and support as in-person classes. Studying online offers the flexibility to attend live lectures, scheduled on specific days, or view prerecorded sessions at your convenience. Participants will also be assigned a tutor to support them throughout their studies. Classes will be delivered via Zoom, requiring participants to have access to a computer with internet connection. Additionally, students will have access to our online portal, providing them with supplementary materials.
  - D) The total course fees (for either online learning or classroom learning) will be covered by scholarship, including the optional revision days:
    - Online course fee = €1,050
    - Classroom learning = €1,350
    - Optional revision days (stage 1 and stage 2) = €200
3. **Eligibility**: To be considered for the Bright Scholarship, applicants must meet the following criteria:
  - a. Applicants must be at least 23 years old at the time of application.
  - b. Applicants must have proof of a valid Leaving Certificate.

- c. Applicants must have valid proof of their right to work in Ireland. This can include, but is not limited to, an Irish passport, EU/EEA passport, or a valid work permit.
  - d. Applicants must be earning less than the living wage in Ireland at the time of application. For the purposes of this scholarship, the living wage is defined as the hourly wage required to meet basic needs, as determined by the most recent official figures by <https://www.livingwage.ie/>. The living wage is defined as earnings less than €14.80 per hour, or €518 a week based on a 35-hour working week.
4. **\*\*Application process\*\***: Applicants must complete and submit the Bright Futures Scholarship application form available on the Bright website. Shortlisted applicants will be contacted and must submit the following documents to proceed with their application:
  - a. Proof of age (e.g., birth certificate, passport, or driver's license).
  - b. Proof of valid Leaving Certificate.
  - c. Proof of right to work in Ireland (as outlined in section 3.2).
  - d. Proof of income (e.g., recent payslips, employment contract, or a letter from the employer).
5. **\*\*Submission Deadline\*\***: All applications must be submitted by 31st October 2024. Late applications will not be considered.
6. **\*\*Exclusions and Limitations\*\***:
  - a. The scholarship cannot be combined with any other promotions, discounts, or offers.
  - b. The scholarship offer is non-transferable and cannot be exchanged for cash or credit.
  - c. The scholarship is subject to availability and may be withdrawn or amended without notice at our discretion.
  - d. The scholarship is not available to current Bright or IPASS employees or their immediate family members.
  - e. The scholarship is not available to current IPASS students.
7. **\*\*Privacy Notice\*\***:
  - a. We are committed to protecting your privacy and our Privacy Notice sets of how we process this personal data.
  - b. We will process your data within Bright where it is in our legitimate interests to do so for the purpose of this scholarship, and without prejudicing your interests or fundamental rights and freedoms. Examples include:
    - i. Providing you with updates about your application status and outcome.
    - ii. Gathering additional information to support your application as set out in Section
  - c. We will only use your data submitted as part of the application to process your application. Your data will not be used for any other purpose or communication such marketing or sales communications.

8. **\*\*Additional Terms\*\***:

- a. By applying for this scholarship, applicants agree to be bound by these Terms and Conditions.
- b. Bright reserves the right to verify the eligibility of applicants and to disqualify any applicants who do not comply with these Terms and Conditions.
- c. Bright shall not be liable for any financial loss arising out of the refusal, cancellation or withdrawal of the scholarship or any failure or inability of an applicant to take advantage of the scholarship for any reason.
- d. Bright reserves the right to modify these terms and conditions at any time.