

**Elevate Programme Terms and Conditions**

**Overview**

Elevate is WeNetwork’s business support programme for Westminster graduates who own an early-stage business registered and operating in the UK. The six-month programme offers tailored and strategic support to put the participating businesses on a pathway to growth, focusing on increased revenue generation and optimisation of processes.

The programme gives access to mentoring, workshops, expert advice, and up to £10,000 in-programme and equity-free funding per participating company, as well as the chance to join like-minded peers. The programme ends with a Showcase event where participants network with a tailored guestlist of industry contacts.

Elevate participants are expected to actively engage in this programme, attending all required events and meetings, and implementing change in their businesses using the funding available.

**Programme Outline**

The programme offers free access to wide-ranging resources, services, and support to assist the selected companies with building and growing their company. The support offered will be delivered by the WeNetwork team and a number of external facilitators including mentors and subject experts.

**WeNetwork will offer the following type of support on the programme:**

* 1:1 business mentoring and industry advice
* Check-ins with programme team
* Workshops facilitated by Subject Experts
* Cohort meet-ups
* Access to online materials and resources
* Up to £10,000 in-programme funding per company (subject to meeting programme requirements)

The requirements for accessing this support are set out in this document.

**Programme Requirements**

All enrolled participants in the Elevate programme are required to abide by the WeNetwork Statement of Service as well as the Elevate programme Terms and Conditions in their capacity as Westminster graduates.

Participants are expected to make the best use of the resources offered in this programme and to be accountable for the progression of their company during the programme.

**Workshops**

The WeNetwork team will schedule a range of workshops which are mandatory to attend. Participants will be provided with learning materials to accompany the workshops. Lack of attendance and participation in the Elevate programme may lead the WeNetwork team to start a programme participation review process as set out in this document and ultimately may lead to a removal from the programme if low attendance persists.

**1:1 Meetings with Industry Experts, Programme Advisors and Mentors**

The Elevate programme includes access to mentors, a programme advisor and subject experts who provide guidance to participants to offer guidance and support participants in implementing change in their business. Programme participants are required to attend all agreed meetings with these stakeholders.

Participants are required to act professionally and respectfully for the duration of their participation in the Elevate programme, in accordance with the University of Westminster [student code of conduct](https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-code-of-conduct) and the [Alumni Behaviour policy](https://www.westminster.ac.uk/about-us/alumni-and-supporters/alumni-behaviour-policy). In the event this is not respected, a programme participation review process would be engaged by the WeNetwork team.

**Reasonable adjustments**

If participants have a requirement for reasonable adjustments that may affect their full participation in the Elevate programme, they should contact the WeNetwork team at the earliest opportunity for a confidential discussion so adjustments can be considered to help participants to make the most of the Elevate programme.

The WeNetwork team will work with the University’s [Disability Learning Support](https://www.westminster.ac.uk/current-students/support-and-services/disability-learning-support) team to consider any reasonable adjustments to the programme resources, content or delivery, as appropriate.

**Action Plan**

The primary goal of Elevate is to provide the knowledge, guidance and, where applicable the funding to enable the participants’ companies to grow. Participants will develop and agree with the WeNetwork team an action plan outlining Objectives and Key Results (OKRs) and detailing mandatory activities, scheduled milestones and metrics that participants will update throughout the programme.

These activities and metrics will relate to the company’s objectives outlined in the participants’ original application when joining the programme. This plan is reviewed regularly with the programme advisor and progress against milestones is tracked each step of the way.

Any proposal to develop a brand-new business concept or a pivot during the programme must first be discussed with the WeNetwork team and would require the development and approval of a new detailed action plan to be agreed. In the event that the new plan no longer meets the programme requirements, this could result in the suspension of the in-programme funding, or referral to the programme participation review process by the WeNetwork team.

**In-Programme Funding**

The Elevate programme intends to provide in-programme and equity-free funding, to support the development of the participants’ companies, up to a maximum of £10,000 per company. For the avoidance of doubt, all funding is released at the discretion of the WeNetwork team and funding may be discontinued at any point in the process at the discretion of the WeNetwork team for not meeting the programme requirements or unprofessional behaviour. As a result, participants may not receive the full £10,000.

The WeNetwork team will make decisions about awarding any funding. Participants will be required to develop a financial plan evidencing how the funding spend will enable the achievement of agreed Objectives and Key Results (OKRs) and metrics.

* The amount and timing of disbursements for in-programme funding will be determined by the WeNetwork team and will be shared in advance.
* Initial funding is disbursed based on agreed progress milestones and clear evidence of how funding will be used to progress the action plan in the specific areas of focus that have been identified and agreed.
* Further funding disbursements will be assessed against the progress made towards agreed activities and agreed OKRs and metrics. Progress, and use of funding, will be monitored throughout the duration of the programme by providing receipts.
* Any funding disbursements are subject to abiding by the Elevate programme terms and conditions laid out in this document. Not abiding by these terms and conditions may engage a programme participation review process as set out in this document where funding disbursements may be temporarily or permanently suspended or may lead to a removal from the programme.

Payment of this in-programme funding should be made to a company business bank account in the name of the participating businesses selected for this programme. Bank details not meeting this criteria will not be accepted.

**Progress Reviews**

Participants’ progress will be regularly reviewed by the WeNetwork team. Progress reviews will include a review of OKRs and metrics agreed at the start of the programme which will be updated periodically throughout the programme. In advance of these agreed review dates, participants will be responsible for updating their action plan to provide data and other requested information to show the degree of progress they and their companies have made in completing mandatory activities and reaching OKRs and other agreed metrics.

**Attendance**

Participants are expected to complete all preparatory work for and attend all mandatory in-person or virtual:

* Workshops
* 1:1 meetings with members of the WeNetwork team
* Meetings with mentors, advisors and subject experts
* Elevate cohort meet-ups
* Action plan and funding review meetings
* Elevate showcase

It is expected that participants will organise holidays and travel around the requirements of the programme. If a participant is unable to attend a session for any reason, they must notify the WeNetwork team as early as possible. Failure to attend any mandatory meeting or activity may result in the participant being referred for the programme participation review process.

**Conduct of participants**

Participants are expected to always conduct themselves in a respectful and professional manner with all stakeholders involved in the Elevate programme. This includes following the [University of Westminster values](https://www.westminster.ac.uk/about-us/our-university/our-vision-mission-and-values), [Student code of conduct](https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-code-of-conduct) and the [Alumni Behaviour Policy](https://www.westminster.ac.uk/about-us/alumni-and-supporters/alumni-behaviour-policy). The University has a clear policy on [Equality](https://www.westminster.ac.uk/about-us/our-university/equality-diversity-and-inclusion/equality-diversity-and-inclusion-policies-and-procedures) Diversity and Inclusion and any forms of discrimination, harassment, abuse or any other form of inappropriate behaviour towards any stakeholders is not tolerated and will result in the participant’s engagement in the Elevate programme being reviewed including the potential interruption of funding disbursements.

**Use of Elevate Materials and Resources**

The materials and resources provided in the Elevate programme are released for the participants’ own educational and development purposes. Participants may not share, publish or distribute Elevate materials and resources.

**Programme participation review process**

Participants are expected to adhere to the Elevate Programme Terms and Conditions outlined in this document. Participants are required to communicate with the WeNetwork Marketing and Events Manager about any issues affecting their ability to meet the programme requirements, terms and conditions, or to achieve the progress required by their action plan.

Participation in the programme will be monitored continuously, and progress against milestones will be regularly reviewed. If these processes indicate that participants are not satisfactorily meeting the requirements of the Elevate programme listed in the Terms and Conditions or that they show a lack of progress against their action plan, WeNetwork’s Senior Student Enterprise Manager may suspend the disbursement of in-programme funding. In the event of suspension of disbursement of funding, participants will be given the opportunity to take steps to achieve the required level of progress, for example by being asked to address the issues identified within an agreed time period. Restoration of funding is at the discretion of the Senior Student Enterprise Manager and will be based on a range of criteria, including evidence of remedial action by the participant.

Where any issues arise due to extenuating circumstances, participants are required to provide the necessary evidence showing how these circumstances prevented completion of agreed activities, progress towards agreed milestones and OKRs or other required elements.

In general, a two-strike warning notice rule is in place for the 6-month duration of the programme. This means that, in addition to suspension of funding, failure to make adequate progress may result in the participant receiving a formal warning notice, by email, from the Senior Student Enterprise Manager. In the event of receiving a warning notice, participants will be given the opportunity to remain enrolled on the programme by meeting specific requirements to implement a remedial action plan. The participant’s performance will then be monitored to ensure that significant progress has been made.

In the event that a second warning notice is issued the participant will be given a final opportunity to remain on the programme. The Senior Student Enterprise Manager will specify the necessary actions, information and any other requirements of the participants to prevent removal from the programme.

Failure to meet these requirements promptly and within the timeframe specified by the Senior Student Enterprise Manager will result in permanent removal from the programme.

For the avoidance of doubt, in circumstances which are judged to be egregious violations of the University of Westminster’s values, code of conduct, academic integrity regulations or any other ethical standards, Senior Student Enterprise Manager reserves the right to suspend all agreed in-programme payments or immediately suspend or permanently remove the participants from the programme without issuing a warning notice.

**Marketing and Communications Policy**

By joining Elevate, you grant the WeNetwork team and the University of Westminster permission to use the provided materials, including but not limited to headshots, logos, website links, and related content for marketing and promotional purposes.

We use participant’s materials for marketing purposes, including but not limited to:

* Showcasing the diversity and achievements of our participant pool
* Promoting the Elevate programme and other WeNetwork initiatives
* Creating promotional materials for social media, websites, and printed materials
* Highlighting the success stories of participants

We may use the participant’s materials in various marketing materials, such as:

* Digital and print marketing collateral
* Social media posts and advertisements
* Programme website
* Newsletters and email communications
* Press releases and media outreach

We take data security seriously and will store participant’s materials securely. Access to these materials will be limited to authorised personnel responsible for running the programme and private company information will not be disclosed to any third party without the prior and explicit permission of participants. We will not sell or share the participant’s materials with third parties for commercial purposes.

For any questions or concerns related to the use of participant’s materials for marketing purposes, or any content which may not be shared publicly, participants should contact WeNetwork by email to formally discuss the requirements.

**Complaints and Appeals Procedure**

If a participant wishes to complain about any aspect of the Elevate programme or appeal any decision of the Senior Student Enterprise Manager, they should follow the procedure outlined in the WeNetwork Statement of Service document. In the event of an appeal against any decision of the Senior Student Enterprise Manager, the decision will remain in effect until the Appeals process has been concluded.

**Contact details for the programme team:**

Rumen Rachev

Marketing and Events Manager

[r.rachev1@westminster.ac.uk](mailto:r.rachev1@westminster.ac.uk)

Clelia Bevillard

Senior Student Enterprise Manager

[c.bevillard@westminster.ac.uk](mailto:c.bevillard@westminster.ac.uk)

For any enquiries related to WeNetwork, the Elevate programme and/or Elevate Terms and Conditions, please email [wenetwork@westminster.ac.uk](mailto:wenetwork@westminster.ac.uk) in the first instance.

**Agreement**

I agree to the programme’s terms and conditions as presented in this document and WeNetwork’s Statement of Service. I confirm I will endeavour to follow these Terms and Conditions.

**Full Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**