

**HANAP 1.2 Bursary/Educational Maintenance Allowance (EMA) Student Handbook**

**2022/2023**

Contents

[Introduction 4](#_Toc111812288)

[Education Maintenance Allowance (EMA) 4](#_Toc111812289)

[What is Education Maintenance Allowance? 4](#_Toc111812290)

[Who can apply for EMA? 5](#_Toc111812291)

[Which courses are eligible for EMA support? 5](#_Toc111812292)

[For how long will EMA support be available? 5](#_Toc111812293)

[When should I apply? 5](#_Toc111812294)

[What kind of information will I be asked to provide? 6](#_Toc111812295)

[How will the information be processed? 7](#_Toc111812296)

[How will I be assessed? 7](#_Toc111812297)

[How will I get paid? 8](#_Toc111812298)

[What are my responsibilities? 8](#_Toc111812299)

[Can I appeal? 8](#_Toc111812300)

[Can I get help with other costs? 8](#_Toc111812301)

[Bursary Award 8](#_Toc111812302)

[What is a Bursary? 8](#_Toc111812303)

[Who can apply for a bursary? 9](#_Toc111812304)

[Am I eligible for a Bursary? 9](#_Toc111812305)

[Which courses are eligible for Bursary support? 9](#_Toc111812306)

[Student status 9](#_Toc111812307)

[Are all bursaries the same? 11](#_Toc111812308)

[What do I need to do to apply for a Bursary award? 12](#_Toc111812309)

[How to apply 12](#_Toc111812310)

[Timetabling for processing a Bursary application form 13](#_Toc111812311)

[Processing your bursary application 13](#_Toc111812312)

[How is the Bursary calculated? 14](#_Toc111812313)

[Calculating your Bursary award 14](#_Toc111812314)

[Basic Bursary Rates 15](#_Toc111812315)

[Can I remain on my benefits? 15](#_Toc111812316)

[Contribution to your bursary 16](#_Toc111812317)

[Closing dates for New College Lanarkshire 17](#_Toc111812318)

[How will I be paid? 17](#_Toc111812319)

[Acceptance Form (Electronic Applications) 17](#_Toc111812320)

[What are my responsibilities? 17](#_Toc111812321)

[Can my award be reassessed? 17](#_Toc111812322)

[What if I leave or am withdrawn from my course? 18](#_Toc111812323)

[What if I decide to study part time? 18](#_Toc111812324)

[What if I have studied before? 18](#_Toc111812325)

[Taxis and Contract buses 18](#_Toc111812326)

[Other funds available 19](#_Toc111812327)

[How can I appeal? 19](#_Toc111812328)

[Complaints procedure 20](#_Toc111812329)

[Cancelling your application 20](#_Toc111812330)

[How can I find out more? 20](#_Toc111812331)

# Introduction

Further Education funding is available to students studying a non-advanced course e.g. NQ, NC, SVQ. For clarification if your course is non-advanced please Admissions/Student Services.

There are two sources of funding available according to your age:

|  |  |
| --- | --- |
| 15 to 17 years old who are beyond statutory school leaving age**.**  \* If you are 16yrs old on or before 30.09.22: funding will commence from August 2022.  \* If you are 16yrs old between 01.10.22 and 28.02.23: funding will commence Jan 2023 | EDUCATION MAINTENANCE ALLOWANCE (EMA)&BURSARY FUNDING(Course Expenses & Travel) |
| 18 years old and beyond, on or after the course start date. | **BURSARY FUNDING**  **(There are also some instances when you may receive some EMA when you are age 18 years)** |

This booklet is designed to give you as much information as possible about New College Lanarkshire Funding Awards. It is not possible to deal with every situation in this booklet; the booklet does not override the policy itself. Full policy details are contained in the document entitled “National Policy for Further Education 2022/23”, which is available from the Scottish Funding Councils website. If after reading this booklet you need more help, please do not hesitate to contact your campus’ Student Funding Office.

All Scottish Further Education Colleges subscribe to a single national Bursary Policy and Education Maintenance Allowance. These policies set out the conditions on which Bursaries/EMA may be awarded and sets the rates for the calculation of each award.

You will be invited by e-mail to complete your funding application if you have accepted a conditional or unconditional offer of a place at New College Lanarkshire. The Application Form can be completed online and documents uploaded to your student funding application.

# Education Maintenance Allowance (EMA)

## What is Education Maintenance Allowance?

EMA is a weekly allowance payable during term time. This will be payable in all cases, directly to the young person.

The amount of EMA will normally depend on the financial circumstances of the family. This is in accordance with Section 1(5) (b) of the Family Law (Scotland) Act 1985. This can be found via the following link: <http://www.legislation.gov.uk/ukpga/1985/37/section/1>

However, if you do not live with your family or if you are leaving care you may be assessed without looking at anyone else’s income.

Further information can be found in National Policy for Further Education Bursaries: 2022/23: **Self-supporting students.**  Please contact your campuses Student Funding Office for more information.

## Who can apply for EMA?

In order to qualify for receipt of an EMA from August in any given year, applicants need to satisfy the following eligibility conditions:

* Be 16 to 17 year-old and on a non-advanced full time course.
* Checks may be made with agencies involved in paying benefit. You will be required to give your permission prior to a check to satisfy data protection requirements.
* You must have a current signed learning agreement with the College and you must adhere to the conditions of the learning agreement.

## Which courses are eligible for EMA support?

You must normally be on a recognised course of study doing a recognised qualification up to SVQ Level 3.

## For how long will EMA support be available?

Normally support will be restricted to a maximum of three years for any individual student. However, you may be entitled to more than three years if you have additional support needs.

## When should I apply?

When you have been offered a place on a New College Lanarkshire course and you have accepted that place then you should apply for an EMA as quickly as possible.

Applications for courses starting in **August 2022** must be received no later than **3rd October 2022.**

Applications for courses starting **January 2023** must be received no later than **6th March 2023.**

## What kind of information will I be asked to provide?

When you complete a Further Education Award (Bursary & EMA) Application you will be asked to provide the following:

* Personal details – name, age, address etc.
* Full Birth Certificate, Passport or Photo Drivers Licence
* Details of the course you wish to study
* Details of your bank account
* Details of previous financial support for education
* Details and evidence of your income prior to starting the course
* Details of your proposed travel arrangements
* Offer letter for course

In addition you may be asked for:

* Details and evidence of benefits
* Details and evidence of Income
* Details and evidence of Tax Credits
* Details of dependants (where appropriate) and relevant birth/marriage certificates
* Details and evidence of parental/spouse income (where appropriate)
* Details from Social Work Department or Local Authority

**Care Experience, Care Leaver or Looked After:** –

**Care-experienced student**: A student who has been looked after by a local authority at any time during their life. This includes adoptive children who were previously looked after.

**Care leaver**: A young person who was looked after on or after their 16th birthday and who is aged under 26.

**Looked after child**: A child or young person currently looked after in a formal arrangement with a local authority, typically, but not always, involving compulsory supervision arrangements following a children’s hearing. Children can be looked after while remaining in the family home with social work support, or in a kinship, foster or residential care placement.

These are the documents we require

* Birth Certificate or Passport
* Letter from Social Work Department/Children’s House Manager, Key Worker or other relevant person
* P45 if leaving employment or signing off benefits

## How will the information be processed?

**Data Protection**

By providing this information, you consent to the College holding and processing the information in connection with its obligation to provide statistical data to the Scottish Funding Council (SFC).  The college will use the information for internal purposes and may also supply to external bodies; SAAS, SQA, SDS for education, training employment and well-being related purposes, including research.  The college and SFC will comply with their obligations under the General Data Protection Regulations (GDPR).

## How will I be assessed?

Applicants will be required to satisfy a financial assessment, based on total taxable parental income. Documentary proof will require to be supplied to support the application. The financial assessment will be based on the tax year ending 5th April 2021.

**Examples of acceptable evidence:**

* P60 (or P60 substitute) for 2021/22 Tax Year
* Full Tax Credit Award Notice for 2022/23
* Payslips which show earnings for “Month 12” or “Week 52”
* HRMC Letter
* Self-Employed parents or spouse should provide a copy of their Accounts for the 2021/22 Tax Year or a SA302 Tax Calculation for the same year
* Parents or spouse in receipt of benefits should request a Letter of Entitlement from the Department of Work and Pensions office.
* Documentation that confirms income received as a result of a court order for maintenance or voluntary maintenance (however, this income is not taxable).
* Documentation that confirms gross bank and building society interest received e.g. bank/building society books.

**Please note that, you will be asked to upload your own documents to support your Application. The College reserves the right to ask to see the original documents.**

**ASSESSMENT TABLES**

|  |  |
| --- | --- |
| Parent/Guardian Income | EMA Allocation |
| £ 0.00 - £ 24,421.00 | £ 30.00 per week |
| £ 0.00 - £ 26,884.00 | £ 30.00 per week (more than 1 dependent child in family) |

## How will I get paid?

Directly into the students **own** bank account on a 2-weekly basis in arrears.

## What are my responsibilities?

You must enter into a Learning Agreement with the College. All EMA awards are subject to the satisfactory conduct, progress and attendance of the learning agreement holder. The College will specify the conditions, which they attach to an award and if the award holder fails to meet these conditions the College may require a refund of any sums already paid and may cancel future payments or withdraw the award. In order to receive any EMA payments you must have satisfactory attendance. This means **YOU MUST GO TO ALL YOUR CLASSES EACH AND EVERY WEEK.**

If, during your course, your personal circumstances change, you may be able to apply for a re-assessment of award. Please contact the Student Funding Office at your respective campus for details.

## Can I appeal?

EMA is assessed in accordance with national and College policies and rules. As part of College policy there is provision for an appeals procedure and information about this procedure is detailed at Page 22.

## Can I get help with other costs?

EMA holders studying on a full time programme may receive travel and study expenses from the Bursary Fund. These expenses are not means-tested for students who are under 18. You do not need to complete another application form to apply.

If you live away from the parental home you may be eligible for additional funding from the bursary fund. For further details see Page 16 - BASIC BURSARY RATES.

# Bursary Award

## What is a Bursary?

A Bursary is a discretionary award made by the College to help maintain a person in further education. It may cover course expenses, travel expenses and help towards living expenses. The amount awarded to individual students is calculated with reference to family income in accordance with Section 1(5) (b) of the Family Law (Scotland) Act 1985. This can be found via the following link: <http://www.legislation.gov.uk/ukpga/1985/37/section/1>

## Who can apply for a bursary?

Anyone of eligible age, who satisfies the residential requirements set out in the Secretary of State’s Direction, may be eligible. In most cases, if you have been ordinarily resident in the U.K. for the three years prior to your date of application, and are resident in Scotland prior to the start of your course, you are likely to be eligible to apply. There are a number of special cases in relation to residency requirements and the College will provide full information as well as guidance for those affected.

## Am I eligible for a Bursary?

You will normally be eligible for consideration for a Bursary Award from the College if you:

1. Have reached the statutory school leaving date (16 years old on or before 1st October 2022for August 2022 courses and 16 years old on or before 28th February 2023 for January 2023 courses). If you are classed as a Christmas Leaver from school and you start a course in August 2022 your payments will not start until January 2023.

2. Are ordinarily resident in Scotland.

3. Have not received assistance from public funds for a course of a similar or higher level before. **1**

4. Apply before the stated closing date (see final closing dates for Bursary Awards).

5. Do not make a false declaration.

6. Are studying a course which is eligible for funding. **2**

**1** see section “what if I have studied before” - later in this document

**2** see section “which courses are eligible for Bursary Support” -below

## Which courses are eligible for Bursary support?

Bursary support may be available for a programme of study, which leads to an approved qualification up to, but not including, Higher National Certificate. Usually the Scottish Qualifications Authority validates such courses. In special circumstances other programmes of study may be supported and a full list of such courses and programmes is available from the Student Funding department at each Campus.

The College also offers bursary support for attendance on a part-time basis. \*

\* See section “What if I decide to study Part-Time”. – Later in this document

## Student status

For bursary purposes you will be classed as either DEPENDENT on your parents or INDEPENDENT.

A bursary award is means-tested. You, your parents/step parents/legal guardian, or your spouse may have to contribute towards your bursary. The College will decide whose income to apply to the mean-test.

1. If you are DEPENDENT, your bursary will be worked out from your parents’/step parents’/parent’s partner/legal guardians’ income as well as your own.
2. If you are INDEPENDENT and single, your bursary will be worked out from your income only.
3. If you are INDEPENDENT and married, or living with a partner, your bursary will be worked out from your spouse’s income, as well as your own.

To be considered an INDEPENDENT student you must satisfy **one** of the following:

* Student is 25 years old by the start date of the course for which the bursary application is being made, OR
* Student has no living parents, OR
* Student is caring for a child dependant on them, OR

Student has been married before the start date of the course for which the bursary application is being made (this does not include situations where the student was married but that marriage broke down prior to the start date of the course), OR

* Student has been supporting themselves for periods aggregating no less than three years. This includes periods where the individual was either:

1. In employment and earning equal to or more than current income support levels;
2. supported by a partner with earnings equal to or more than current income support levels;
3. on a training programme operated by or on behalf of the Employment Service, Scottish Government, Scottish Enterprise or Highlands and Island Enterprise;
4. in receipt of Universal Credit, unemployment benefit/jobseeker’s allowance and/or can provide confirmation that they were available or registered for employment or actively seeking employment;
5. in receipt of employment and support allowance, sickness benefit, invalidity pension, incapacity benefit, maternity allowance, severe disablement allowance, statutory sick pay or statutory maternity pay;
6. in receipt of income support;
7. proof from the relevant social services department to confirm the student has been in care for the necessary qualifying period;
8. a copy of a formal rent agreement for the relevant period;
9. in receipt of housing benefit for the relevant period;
10. caring for a person (adult or child) dependant on them. The student must provide evidence that they were the *primary* carer for an adult; or
11. proof of estrangement for parents

The meaning of estrangement in this context and proof required is contained in:

National Policy for Further Education Bursaries 2022/23: Self Supporting Students

<https://www.studentinformation.gov.scot/>

Your status is determined by the policy as above. The criteria for independent status are specific; therefore, **you should not** assume you qualify for independent status simply because you or your parents consider you to be independent.

If you are under 25 years of age and have been self-supporting for the 3 full years prior to starting your course you must supply official documents to support this.

Determine whether you qualify for dependent or independent status and complete the application form, as appropriate. If you are unsure whether you are DEPENDANT or INDEPENDENT or what documents to provide please contact Student Funding within the college.

Staff at the Campus can also provide further support and advice if you have previously been looked after or accommodated by a local authority.

## Are all bursaries the same?

There are three categories of Further Education Bursary, which are applied according to your age.

**Under 18 Bursary**: This category applies to full-time students who are beyond the statutory leaving date but under 18 at the start date of their course. This award is for travel and course costs only.

**Category B Bursary**: This category applies to full-time students aged 18 or over on the date the course starts and cannot be considered to be self-supporting for the purposes of assessment.

**Category C Bursary:** This category applies to full-time students who are married by the relevant date, students with no living parents, students aged 25 or over on the date the course starts and under 25 who are considered to be self-supporting for the purposes of assessment.

**\* Part-Time Bursary**: A part-time bursary may be awarded to students over the statutory school leaving age i.e. aged 16 years on or before 1st October 2022 for August 2022 courses and aged 16 years on or before 28th February 2023 for January 2023 courses. If you are classed as a Christmas Leaver from School your payments will not start until January 2023.

## What do I need to do to apply for a Bursary award?

Before you apply for a Bursary/EMA please read this handbook carefully, and where applicable ask your parents/step-parents/parent’s partner/spouse to read it too.

**When to apply**

* Apply as soon as you have been sent the e-mail inviting you to complete the funding application.
* Apply before the closing date.
* Apply as soon as possible if you live in an outlying area and plan to study at Motherwell campus, so transport can be arranged. (See section (below) *Taxis & Contract Buses*)

**Do not delay in your application because you are waiting for:**

* Exam results
* Evidence to support your application
* Financial information

Details can always be sent later and changes can be made if necessary.

## How to apply

1) You will be invited to apply for funding once you have accepted a conditional or unconditional award.

2) You will be invited to create an online account. Then complete the form in full, UPLOAD the relevant documents required and make sure you sign and date the declaration (electronic signature).

**Note**: You can submit your application and follow it up with the relevant documents.

**What kind of information and documents can I be asked to provide?**

Depending on your personal circumstances, when applying for a bursary award you may be required to provide information and supply the relevant documents covering the following:

**Information Required Documents or details required**

Personal details (name, age, address, etc)

Full birth certificate, Passport or Photo Drivers Licence

Child benefit details Child benefit notice/letter

Bank Account details Sort Code / Account No. & Roll No.

Family circumstances and income Sibling(s) Birth Certificate

Marriage / Civil Partnership / Divorce Certificate

P60 or March 2022 Payslip (week 52 / month 12 payslip)

Full Tax Credit Award Notice 2022/23 or screen shots of Universal Credit.

DWP Letter of Entitlement

Self Employed Accounts or SA302 Tax Calculation for 2021/22

Details proposed travel arrangements Travel card (travel is assessed at the cheapest form of transport), Motherwell campus Bus Transport offer letter or Taxi Transport (if required).

## Timetabling for processing a Bursary application form

We deal with a large number of application forms before the start of the College session and, because of this, we request that you complete and return your application online by the dates below:-

**Courses commencing August 2022 - 8th July 2022**

**Courses commencing January 2023 - 9th December 2022**

If your application form is received by the above date(s) we aim to have given you a decision on your Bursary before the start of term. However, in order for us to achieve this you should ensure that:

* Application form is submitted by the appropriate above date.
* Application form has been completed in full.
* All relevant documentary evidence is submitted.

We will accept application forms after the above dates and your application form will be processed as quickly as possible. However, there are limited Bursary Funds available, and later applications may be less likely to receive Bursary Support. All application forms and incoming mail are dealt with strictly in order of date received.

If we are unable to process your application due to insufficient information or evidence, we will write to you requesting further documents. If you, your parent or spouse does not reply to this request by the closing date, it will be assumed that you do not wish to pursue your application further.

## Processing your bursary application

You complete and submit your online application form: Remember the closing dates.

You may receive automatic acknowledgement of your application. If you have not received this please make sure you have submitted your application.

Your bursary entitlement will be assessed: We will tell you if you need to send any more information before we can assess your bursary entitlement.

You will either receive an offer letter by email or a Refusal Letter: If we have refused an application we will explain why.

Electronic Applications – You will receive an e-mail asking you to accept the Bursary Terms and Conditions and the offer of the award made to you.

Your payments will be processed and paid into your bank account.

## How is the Bursary calculated?

The National Bursary Policy provides an agreed basic rate for each category of bursary. Your bursary will be calculated from information provided by you/your parents\*/ spouse in line with the National Policy.

**Students who live in the parental home** will be awarded a standard rate of maintenance allowance.

**Students who live independently** and who provide verification that they are financially responsible for their own accommodation will normally be eligible for a higher rate of maintenance allowance.

In addition, allowances will also be paid for dependants according to the College Policy.

## Calculating your Bursary award

We calculate your bursary using the maximum rates allowed by the Scottish Funding Council. We then deduct any contribution towards bursary from you, your parents\* or your spouse.

Overall your bursary is the maximum amount **less** any assessed contribution.

**Under 18** **Award** - Your bursary will consist of Course Costs and Travel.

**Parentally Supported or Self Supporting Award** - If the assessed contribution is more than the maximum amount of bursary, no maintenance, books or travel will be due. Your award will be restricted to the payment of tuition fees only.

**Travel Expenses –** In accordance with Scottish Funding Council Policy you will be required to pay the first two miles of travel yourself. If you have mobility problem you may have your travel paid for you if you are not in recent of mobility allowance.

\* This includes step parent/legal guardian/parent’s partner.

## Basic Bursary Rates

The basic allowance is shown as a weekly rate for guidance only. Bursaries are normally paid on a 2 weekly basis.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Standard Rate**  (at parental home) | **Higher Rate**  (away from parental home) | **Higher Rate** (Category C) |
| Students under 18  Away from Parental Home | - | £44.92 | - |
| Universal Credit Top UP | £28.00 | £28.00 | £28.00 |
| Parentally Supported (previously known as Category **B)** | £89.42 | £113.00 | - |
| Self-Supporting  (previously known as Category **C)** | - | - | £113.00 |
| **Dependants Allowance** |  |  |  |
| Adult Dependant | £60.80 |  |  |
| **College Approved Accommodation** | |  |  |
| Personal rate – all categories | £ 126.12 |  |  |

**Note: EMA Students Only (Category A) - Away From Parental Home Rate**

This allowance takes account and is offered in addition to Student’s EMA. An allowance of up to £44.92 per week may be given to an EMA student, if the college:

Deems an EMA students’ parental home, not to be within reasonable travelling distance of the campus they are studying at

**AND/OR**

Deems that the student has an established permanent home of their own.

## Can I remain on my benefits?

You should contact the Department of Work and Pensions for advice.

## Contribution to your bursary

Student Contribution - If you have any income (except income from employment) it may be used to calculate your bursary entitlement, however there is an amount, which can be disregarded under the following headings:

|  |  |
| --- | --- |
|  | **Amount per week** |
| Unearned income (Such as Working Tax Credit or Trust Income etc) | £ 21.77 |

Your bursary will be reduced pound for pound by the amount of any income left after the above allowances have been made.

Parental Contribution – Parental contribution(s) will be calculated unless you have independent status. If your parents are separated/divorced before you start your course we only need the income of your responsible parent (usually the parent you live with, evidence will be required) and their partner if they have one. Your parent(s) will need to give details and their income from all sources for the financial year ended 5th April 2022. After assessing their income, we will calculate if they should contribute towards your bursary and if so, how much. Parental contribution(s) are calculated using the contribution scale as set out in the

Note: The contribution increases at the rate of £1.00 per £9.00 thereafter.

|  |  |  |
| --- | --- | --- |
| Parentally supported (parental income) | **Less than** £24,275.00 | £0.00 |
|  | £24,275.00 | £45.00 |
|  | £31,745.00 | £875.00 |
|  | £41,735.00 | £1,985.00 |
|  | £49,664.00 | £2,866.00 |

Note: The contribution increases at the rate of £1.00 per £9.00 up to £50,977.00 and £1.00 per £6.50 thereafter up to a maximum contribution of £7998.00.

|  |  |  |
| --- | --- | --- |
| Self-Supporting (partner's income) | **Less than** £20,643.00 | £0.00 |
|  | £20,643.00 | £45.00 |
|  | £27,933.00 | £855.00 |
|  | £35,538.00 | £1,700.00 |
|  | £50,568.00 | £3,370.00 |

Note: The contribution increases at the rate of £1.00 per £9.00 up to £50,977.00 and £1.00 per £6.50 thereafter up to a maximum contribution of £7,998.00.

Dependent Children - A contribution may be reduced by £152.00 in total for each dependent child.

Dependent Children (Students) – If the student has a brother or sister who is also in receipt of Further or Higher Education Funding a further reduction may be applied.

## Closing dates for New College Lanarkshire

For courses starting August 2022, the closing date is 3rd October 2022

For courses starting January 2023, the closing date is 6th March 2023

**We are unable to backdate any payments after the above closing dates. This is in line with Scottish Funding Council Policy.**

## How will I be paid?

Your bursary will be paid into either a bank or building society account, normally on a two-weekly basis. If you nominate a building society account, it is essential that it is not a savings account. Your nominated account must be able to accept payments which are made via the BACS\* system. If you have any doubt regarding your bank account details, check with your branch. Incorrect information may result in problems with your bursary being paid on time and you could be liable for Bank Charges. \* Bank Automated Credit System.

## Acceptance Form (Electronic Applications)

No payment of your bursary will be made until you have accepted the offer of your award, this can be done by opening the hyperlink that we will send to you along with your award.

## What are my responsibilities?

All bursaries are subject to satisfactory conduct, progress and attendance of the award holder. In any given period, the learner attendance policy must be adhered to. Only periods of illness covered by medical certificates **at the time of illness** may be set against your attendance. We will not accept medical evidence produced at a later date. Medical certificates should be given to your course tutor immediately upon your return to College. The College operates an Attendance Policy which should be consulted with regards to self-certification periods of illness/absence.

## Can my award be reassessed?

If, during your course, your personal circumstances change, you may be able to apply for your award to be re-assessed. You should in the first instance write to the Senior Student Funding Assistant at your campus giving full details. However, if all funds have been allocated at the time you request a re-assessment, your award may remain unchanged.

If the College ascertains that you, your parents / legal guardian / spouse or any person on your behalf has provided incorrect financial information, the College may, at its sole discretion, reclaim from the award holder all or part of the award made.

## What if I leave or am withdrawn from my course?

If you are thinking of leaving your course. **PLEASE CONTACT KEY SUPPORT OR STUDENT FUNDING OFFICE FOR INFORMATION ABOUT HOW THIS WILL AFFECT YOUR AWARD.**

If at any time for any reason, you withdraw OR are withdrawn from your course, **you** are obligated to notify the Student Funding Office and your tutor immediately. Your award entitlement will be re-assessed to calculate the amount of bursary due for the period you attended college. If your re-assessment results in an overpayment, you must refund the amount overpaid. A letter and calculation sheet explaining how and why your award is overpaid will be sent to you and we will also tell you how you can repay.

## What if I decide to study part time?

The same Application Form for full-time Bursaries applies to Part-time Bursaries. Not all of the sections of the Form need be completed for a Part-time bursary. Please speak to Student Funding at your campus for clarification. A part-time bursary, unlike a full-time bursary, generally only consists of assistance with course and travel costs (for students living further than two miles from the College). Costs are assessed at the cheapest form of transport and are normally paid in arrears in accordance with attendance policy. If you are under 19 at the start of your course you may be entitled to EMA payments.

## What if I have studied before?

If you have received financial help from public funds for a full-time course and/or hold a qualification higher than the course you’re applying for a bursary for, we may have to look at your circumstances in more detail. Students who have previously received a Category A, Higher School Bursary or Education Maintenance Allowance are eligible to apply for further funding.

## Taxis and Contract buses

If it is difficult for you to get to College using public transport, you may be able to use College transport.

Due to the semi-rural catchment area of Motherwell campus, this campus operates a bus service (run by Blue Bus Transport). Taxi transport is available at all campuses should you be unable to use public transport (see below). You should contact the Learning Support Assistant for Transport/Student Funding Assistant in Student Funding at your campus as soon as possible to arrange this. You should indicate clearly on your bursary application if you intend to use College transport. Travelling expenses will not be included in your bursary award, as the College will pay for the transport directly if you meet the overall criteria for a bursary.

If, due to a disability, you are unable to travel to college by public transport, you should contact the Learning Support Assistant for Transport/Student Funding Assistant in Learner Services/Student Funding at your campus as soon as possible to discuss alternative means of travel.

In order to make arrangements which best suit your needs we may need to know the nature of your disability and whether you require particular transport (e.g. a vehicle in which a wheelchair can be clamped.). Travelling expenses will not be included in your bursary award, as the College will pay for the transport directly if you meet the overall criteria for a bursary.

In certain circumstances, students other than those mentioned above may be able to use transport arranged by New College Lanarkshire.

**Please note that you must repay any travel allowances overpaid to you as a result of arranging college transport.**

## Other funds available

**Welfare Fund**: A small Welfare Fund is available to provide short-term loans to students who experience unavoidable financial emergencies (e.g. due to a delay in receiving funding).

**Discretionary Funds:** Students experiencing financial hardship can apply for Discretionary Funds, in addition to Bursary funding. Priority will be given to full-time students with Child Care and/or Housing costs, however all students who can provide evidence of hardship will be considered.

## How can I appeal?

The decision to allow or refuse bursary funding is made in accordance with Scottish Further Education Funding Council National Policy for Further Education Bursaries. A copy of this document is available from the Student Funding Office at your respective campus.

If you are refused an award you may wish to request that the decision be reviewed. Such a request is only appropriate if you feel that the decision is incorrect or that your circumstances are exceptional and merit further consideration. Your request for review should be made in writing, in the first instance and e-mailed to [funding.appeals@nclan.ac.uk](mailto:funding.appeals@nclan.ac.uk) with the subject heading ‘Funding Appeals’.

If the decision is not changed, your appeal will then be given further consideration by the Appeals Committee, which reports to the College Board of Management via the Principal and Chief Executive. This committee comprises usually of members who are not full-time College employees. They will be appointed in order to review and comment on the individual appeals in a fair and impartial manner. The review/appeal will be acknowledged within 5 working days.

The student will be advised of the outcome of the appeal within 14 calendar days of the receipt of the review/appeal.

**The decision of the Appeals Committee is final.**

## Complaints procedure

If you are unhappy about how we have dealt with your funding application you can complain. Please address your complaint in the first instance to the Student Funding Manager at the address of the campus where you are studying.

## Cancelling your application

If you decide not to go to College you should cancel your application immediately. Please e-mail [admissions@nclan.ac.uk](mailto:admissions@nclan.ac.uk) to decline your offer of a place. Cancelled applications do not normally affect future applications.

## How can I find out more?

The College offers a range of information, guidance and support services where specialist staff can deal with your enquiry. You can find out more by checking the college webpage <https://www.nclanarkshire.ac.uk/>