



## Guide to using CAMS after applying

A quick guide on using CAMS after you have applied for funding to check the status of your application and documents, check payment dates/amounts and status, and communicate with the Student Funding Team.

On-campus first line advice and assistance can be given by the Student Advisory Teams situated near the reception area of our campuses.

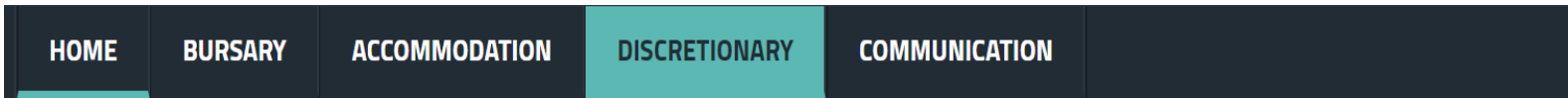
If you require more in-depth advice on your specific circumstances, please contact us on 01475 553150. We can offer a face-to-face call through facetime/teams call or where required can look to schedule an appointment to speak in person to one of our team.

You may find the Student Information Scotland (SIS) site useful for further information on your personal circumstances and more in-depth information on current benefit situations. Please visit <https://www.studentinformation.gov.scot/>

*Please note: Example scenarios and guidelines are correct at time of publishing. These may change when SFC policies for 2023-24 are published. They relate to students applying for funding for a full-time FE (NC, NPA, NQ, Access, Int 1, Int 2, SVQ) level course and will differ if you are studying part-time or a HE (HNC/HND/DEGREE) level course. These guidelines are subject to meeting residency criteria and have not exceeded the maximum number of years funding allowed. Funding is NOT guaranteed until an application and all supporting documents have been fully assessed by the Student Funding Team and you have been sent a funding award.*

## CHECKING THE STATUS OF YOUR APPLICATION

Log back in to your CAMS account.



Application Status: [Redacted]

Correspondence will be sent to [Redacted]

### Bursary/EMA Application

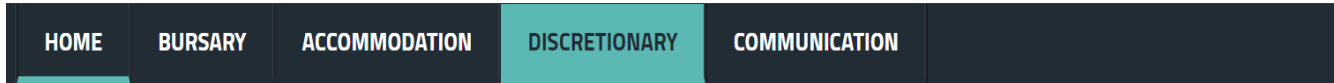
Course Details	Application Status
#SUSSED - Skills in Understanding Social Science Employment Destinations	<a href="#">Application Pending</a> <a href="#">Upload Documents</a> <a href="#">View</a>

The status of your application is shown here

You will see one of 4 status':

- Application Pending:** either your application has not been reviewed yet, you have outstanding documents or documents have been rejected.
- Admin Check:** We have enough financial information to process your application and award you funding.
- Returned to applicant:** You have asked us to return or "un-submit" your application, so you can make changes and have not submitted it again yet.
- Cancelled:** Application has been fully cancelled either by request or length of time left unsubmitted/incomplete

## CHECKING THE STATUS OF YOUR SUPPORTING DOCUMENTS



Application Status: [REDACTED]

Correspondence will be sent to [REDACTED]

### Bursary/EMA Application

Course Details	Application Status
#SUSSED - Skills in Understanding Social Science Employment Destinations	<a href="#">Application Pending</a> <a href="#">Upload Documents</a> <a href="#">View</a>

### Tax Credits

Tax Credit - Current Award Notice
<b>Evidence Provided</b>
Rejected  - 07/08/2019 <a href="#">15644034347456554214165161472863.jpg</a> Uploaded 29/07/2019
Accepted - 08/08/2019 <a href="#">15651779163444055765365687521993.jpg</a> Uploaded 07/08/2019
To be verified - <a href="#">15651780875343517513950648276651.jpg</a> Uploaded 07/08/2019
Accepted - 08/08/2019 <a href="#">15651780875343517513950648276651.jpg</a> Uploaded 07/08/2019

From the homepage click "UPLOAD DOCUMENTS"

You will see a checklist of the documents that have been requested and their status. You will see one of 3 status' next to each file you have uploaded; "TO BE VERIFIED", "ACCEPTED" or "REJECTED".

If the document is To be verified, then it hasn't been checked by a the student funding team yet.

If the document is accepted, then you do not need to do anything further unless we contact you directly about it.

If the document has been

# PAYMENTS PAGE

From the homepage click  
"MY PAYMENTS"

HOME	BURSARY	ACCOMMODATION	DISCRETIONARY	COMMUNICATION	MY PAYMENTS
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## Payment Profile

### Details of Your Bursary/EMA Payments

Payment Type	Amount	Proposed Pay Date	Actual Pay Date	Stopped	Stop Reason
Bursary	£17.00		28/08/2019	No	
Bursary	£17.00		28/08/2019	No	
Bursary	£116.19	13/09/2019	11/09/2019	No	
Bursary	£116.19	13/09/2019	11/09/2019	No	
Bursary	£116.19	27/09/2019	25/09/2019	No	

Here you can see your Payment amount, pay date, if it's been stopped or not and if stopped, the reason why.

This section will only appear if you have been granted an actual funding award which require payment instalments to be made.

# COMMUNICATION PAGE

From the homepage click  
"COMMUNICATION"

- HOME
- BURSARY
- ACCOMMODATION
- DISCRETIONARY
- COMMUNICATION**
- MY PAYMENTS

## Communication

### Received messages

### Sent messages

Date	Time	Attachment	Subject	
28/05/2019	13:45		Documents Requested	<a href="#">View</a>
23/05/2019	10:33		Documents Requested	<a href="#">View</a>

NEW MESSAGE

Here you can send us a message, see any sent messages and any messages we have sent you.

It is important to regularly check here in case you have missed any emails we have sent you with important information or requests.