

**WEST COLLEGE SCOTLAND**  
**CONDITIONS OF COLLEGE ADMINISTERED STUDENT FUNDING AWARDS**  
**ACADEMIC SESSION 2023-24**

The Conditions of the Assessment of Funding Awards including the level of award are subject to change throughout the Academic Year due to financial considerations including external and internal funding arrangements. If any changes in conditions occur written notification shall be given and it is a condition of any award that the College will not be bound to continue making any payments that might otherwise be payable in the event of a material change of circumstances affecting the College's financial position. Such circumstances include, and are not restricted to, a reduction or withdrawal of funding.

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The College is registered under the 1998 Data Protection Act; under the 'Act', information will be stored on a computer system by the College.

The College is under a duty to protect the public funds it administers and to this end may use the information provided for the prevention and detection of fraud, audit and monitoring purposes. This information will be shared with the Scottish Funding Council, other colleges and organisations, which administer public funds solely for these purposes.

The following conditions apply to the funding that you will be assessed for and your agreement of these conditions renders them binding upon you. By submitting your application for funding, you are accepting of the following:

- Have read in full, understand and will comply fully with the Terms & Conditions of Student Support Funds from West College Scotland in respect of the course you have chosen to study;
- Agree to repay any sum arising from an overpayment of any award made to you within the academic year you are studying in;
- **UNDER 18 YEARS OF AGE: YOU MUST MAKE YOUR PARENT/LEGAL GUARDIAN AWARE OF THE TERMS & CONDITIONS FOR FUNDING FROM WEST COLLEGE SCOTLAND AS STATED IN THIS DOCUMENT. PARENT/LEGAL GUARDIAN OF STUDENT, WHO IS UNDER 18 YEARS OF AGE, MUST CONSENT IN FULL TO THE ABOVE PRIOR TO ANY FUNDING APPLICATION BEING MADE.**

## **MISREPRESENTATIONS**

If the College ascertains that incorrect financial information has been provided by you, your parent(s), guardian, spouse or any other person on your behalf, the College may at its sole discretion reclaim all or part of any award made. The College may also pursue a civil claim against any person making misrepresentations, and in any such cases, that individual may be reported to the appropriate authority.

## **COURSES LASTING MORE THAN ONE ACADEMIC YEAR**

If your course lasts for more than one academic year you must, should you wish funding for any further years, make a separate application for each academic year. Your award will not be automatically renewed or guaranteed. Students can normally receive a maximum of three years funding in any six years (Some students, may attract a fourth or fifth year depending on progression). This includes funding at Further Education and Higher Education levels.

Repetition of courses will not be eligible for funding in the repeated year at any level. This also applies for courses undertaken at the same level as the previous year completed. EMA funding is excluded where another course is undertaken at the same level, however, cannot be paid for a repeat of the same course.

## **PREVIOUS DEBTS**

Funds are awarded on the basis that, prior to the payment the award; you will not be indebted to the College e.g. overpayment of funding and tuition fee arrears. If you are so indebted, the College reserves the right to withhold payment of the funding award until all payments due from you have been made to either the College or an arrangement to repay, acceptable to the College, has been entered into. Any award of funds offered will not be paid on your behalf to cover debts owed to the college and therefore will be your sole responsibility to clear this debt.

## **PROVISIONAL AWARDS**

Provisional requirements will be detailed in the Comments Section of the Assessment of Award. Any awards that have a provision attached shall be withdrawn should the required documentation not be submitted by the stated date. Any overpayments that may have arisen due to a provision being attached to an invoice will be raised for repayment.

## **PROOF OF ENROLMENT**

No payment of funds will be made until you have accepted your place and fully enrolled onto your course of study at West College Scotland.

## **CHANGE OF CIRCUMSTANCE**

It is your responsibility and/or that of any person to whom payments are made on your behalf to inform the Student Funding Department **immediately** of any change:

- Of bank details;
- In your financial circumstances or the financial circumstances of any person whose income has been assessed in calculating your funding award.

All other personal information such as; home/term-time address, telephone numbers, email address, next of kin(s), etc., should be updated through the college Student Records Department to ensure that the main database of information is correct at all times for use of other departments requiring this information.

## **ATTENDANCE, PROGRESSION & CONDUCT (Please refer to online college procedures)**

Funding is an allowance requiring satisfactory attendance, conduct and full engagement on your course in each week.

The expectation is that you will complete all your timetabled classes and use where necessary the college attendance procedure for students to cover any absences you may have.

You will have access to view your attendance record once you have started your course. It is the responsibility of the student to ensure that their attendance record is correct prior to payment dates and not that of any staff member therefore please do check your attendance regularly.

If you have a caring responsibility, please ensure to make the department you are studying under fully aware of your circumstances prior to commencing your course.

In addition to attendance requirements, you must be able to demonstrate to your lecturers that you are making the expected progress, engaging within your chosen course of study and that your conduct meets the expected standards within the College.

Adverse reports from any lecturer or staff member throughout the college in respect of either attendance/engagement, conduct or progress may result in your funding being deducted for the period in question until a subsequent satisfactory report has been received and only then will your funding be reinstated. Any payments held during such periods shall not be reinstated unless otherwise agreed between the Student Funding Manager and your CQL for Department providing you meet college procedures.

## TRAVEL ASSISTANCE AWARD

Travel assistance is awarded, where applicable, from the Bursary Fund to FE students only.

Travel is not paid for college holiday periods as there is not a need for students to travel into college.

Consideration of travel will only be done where the student resides more than a 2-mile radius from campus they are studying at and are not in receipt of other travel assistance, i.e. DLA/PIP/concessionary buss pass.

Calculation of travel will be done using the cheapest method of daily transport cost (bus) from student's home/term-time address to campus.

Currently, travel is awarded in advance and for only those days a student is required to be on campus throughout set period dates of the academic year. First payment of travel assistance is made at end of the first attendance week of your course of study providing notification of campus days has been reported by your department and proof of full enrolment has been received.

Please note: Led by The Scottish Government, young people in Scotland aged under 22 years old are entitled to **free bus travel**. To access the scheme you must apply for a new National Entitlement Card (NEC) card. Further information and how to apply can be found at <https://www.transport.gov.scot/concessionary-travel/young-persons-free-bus-travel-scheme>

You therefore will **not** be assessed automatically for travel assistance. If you are unable to travel to college by bus, please state your reasons why in the **further information box** at the end of your application for a review of assistance to be considered.

## MAIN FUND AWARDS

Main Funds issued by West College Scotland are as follows:

- **Bursary**
- **EMA** (EMA funds are not payable for college holidays).
- **Childcare Assistance** at both Further and Higher Education levels (Childcare funds are not payable for college holidays).
- **Discretionary Accommodation Assistance** at both Further and Higher Education levels

Instalments of the above awarded funds (excluding travel assistance) are paid two weeks in arrears requiring satisfactory reports of attendance/engagement, conduct and progress in each week. There will be no part payment made for any funds in the event of an unsatisfactory report in the attendance check period.

The attendance period will be checked retrospectively therefore any period of unsatisfactory attendance will affect any future payments.

**Childcare Assistance:** Childcare payments are made directly to the childcare provider fortnightly in arrears requiring satisfactory reports of attendance/engagement, conduct and progress in each week. There will be no part payment made for any funds in the event of an unsatisfactory report in the attendance check period.

The attendance period will be checked retrospectively therefore any period of unsatisfactory attendance will affect any future payments.

Responsibility of childcare provision is between the student and the provider only therefore the college will **not** be held responsible to pay any outstanding charges incurred by you through non-entitlement under the criteria of the award. Students must notify providers of any withhold of funds due to adverse reports regarding attendance/engagement, conduct and progress. It is also the responsibility of students to pay any outstanding charges incurred due to adverse reports or early withdrawal from their course of study. Childcare assistance is paid for periods when students are timetabled for college hours and on essential course placements **ONLY**. It is the responsibility of the student receiving the assistance to contact the Student Funding Department **immediately** should timetable hours change.

## **BACKDATING OF FUNDS**

Funding is cash limited and allocated on a first-come first-served basis, therefore please do not delay when applying for your funding or uploading the required documentation as stated on your acknowledgement email. It is advised that students who wish to have their funding decision in place **PRIOR** to commencing their course should have their online funding applications complete and all supporting documents submitted by close of business on 10<sup>th</sup> July 2022.

Students will have a maximum of 6 weeks from the official start date of their course to apply and submit all required documentation in order to have their award backdated to the date they started their course. Applications submitted after the 6 weeks from start date of course will be assessed on the date the fully completed application and final required documentation was received. This is in accordance with Scottish Funding Council Policies for funding. Example of cut-off for backdating of funds is for courses which start on 28/08/2023, the cut-off for backdate is 08/10/2023.

All funds will close for applications by 15/03/2024, or sooner should funds be fully allocated.

ALL students' who commence on their full-time NC or equivalent course **MUST** complete an online application in order to have the cost of their course paid. For courses starting from August, any students who have not done so by 27/10/23 and for courses starting from January, any students who have not done so by 15/03/24, will be issued with an invoice by the Finance Department to pay the full cost of the course they are attending.

ALL students' who commence on their full-time HNC/D or equivalent course **MUST** complete a SAAS application ( [www.saas.gov.uk](http://www.saas.gov.uk) ) in order to have the cost of their course paid. Any student who has not done so by 27/10/2023 will be issued with an invoice by the Finance Department to pay the full cost of the course they are attending.

## **APPEALS PROCESS**

Should you disagree with any decision made with your funding award you can appeal against this within one calendar month from the date of your award by stating clearly your reasons for appeal and supply any supporting evidence that you feel may be relevant to your case. You should make your first stage of appeal to the Student Funding Team Leaders by emailing [student.funding@wcs.ac.uk](mailto:student.funding@wcs.ac.uk) ; from then, your case will be reviewed and you will be advised of the outcome of your appeal by email response. If you still disagree with the decision of your award after the first stage appeal then you may appeal to the final second stage. You will be required to submit your appeal to the Student Funding Manager with further explanation and supporting evidence to aid your case by emailing [Lynette.Friel@wcs.ac.uk](mailto:Lynette.Friel@wcs.ac.uk) . This must be done no later than 14 days from the date of your first stage appeal response. Any appeals received out-with the stated deadlines will be disregarded.

## **FAILURE TO COMPLY**

Should you fail to comply with any of the conditions of this award: including attendance, progress and conduct and, in particular, should you withdraw from or be absent without due cause from the course of study in respect of which this funding is offered, then the College will be entitled, at its sole discretion, without giving prior notice to you:

- Require you to repay the whole or any part of any allowance already paid to you, or to another person on your behalf; and/or
- Cancel any future payments due from the funding award; and/or
- Cancel the funding award altogether.

The Student Funding Team wish you every success in your chosen course of study here at West College Scotland. Please do not hesitate to contact us should you have any concerns with your personal circumstances should they affect you financially or being able to attend your course of study.

Kind Regards

**Lynette Friel**

**Student Funding Manager**

**West College Scotland**

**\*\*TERMS AND CONDITIONS MAY CHANGE FOLLOWING RECEIPT OF UPDATED 2023-24 GUIDANCE ISSUED BY SCOTTISH FUNDING COUNCIL\*\***