

How to apply for Accommodation Funding

Our online application process is fast and efficient, and it means you have peace of mind financially before embarking on student life with us. Please ensure that you have received your invitation email to apply for funding before making your application. Applications to apply for funding are dealt with on a first-come first-served basis and will not be backdated if submitted after 6 weeks of official course start date.

Communication is the key.

Please ensure your email address is up to date with us as we tend to use this method of communication to let you know about everything until the end of your course. You can update your personal details (address, phone number, email address etc.) using your WCS account you created when you applied online for your course.

The Accommodation fund is for students who need extra help to pay FORMAL housing costs. You must have a tenancy or mortgage in your own name or the name of your partner if you are living in an established relationship/ are named on the Council Tax Bill for the same address.

If you are studying a FE level course (NC, NQ, SVQ, NPA) then you cannot apply for accommodation funding until you have completed and submitted a bursary application. You will already have activated your account therefore you should log back in to your CAMS account as a returning user.

If you are studying a HE level course (HNC, HND, DEGREE) then you can apply for Accommodation Funding as soon as you have received your invite to apply email. If you have previously applied for funding from WCS you will already have a CAMS account and should log back in as a returning user.

Once you have accepted your offer of course you will be sent an activation email inviting you to apply online for funding. This email will include the link to online application site (CAMS) and your Student Reference number.

Dear

FUNDING APPLICATION IN ACADEMIC SESSION 2020/21 WEST COLLEGE SCOTLAND

Congratulations on your course offer for West College Scotland. Please access the web link below to activate your account for our online funding application system CAMS. To activate your <u>account</u> you will need your Student Reference Number, 500000000. If you have received a 'Conditional' offer of place on your chosen course of study, please be aware that this email does not confirm your place has been accepted and you should liaise with your course department for clarification on this. However, you can still apply to have your funding in place.

Online Web Link: <u>https://studentfunding.westcollegescotland.ac.uk/WCS_CAMS</u> Please use your existing CAMS account to apply for your funding if you have one.

Once you have submitted your fully completed application online you will receive an acknowledgement email. The email will state clearly the document(s) that you will be required to submit to support your application. You can use the uploading tool whilst making your application to supply any required documentation to support your application. We can accept photographs of documentation providing the image is clear to allow the information on documentation to be read in full. You can view the progress of required/uploaded documents and contact us at any time by logging back into your online CAMS account.

Your Student Reference Number can be found on your funding activation email.

Click on this link to take you to the online funding application.

New Students

You must activate and create a CAMS account before you can apply.

HOME

New Users	Returning Users
To apply for funding you must first activate your user account.	If you have already have an account please login below
You will require your Student Reference Number to activate your account which is stated clearly in your activation email.	Student Reference Number:
Click here for Online Funding Application Guidance	Password:
ACTIVATE ACCOUNT	· · · · · · · · · · · · · · · · · · ·
	LOG IN

Click on "Activate Account" in the orange New User Section

Please note that this account is not linked to the account you set up to apply for your course. If this is your first time at WCS you won't have a CAMS account yet.

Activate your account

Please enter your student reference number, date of birth and a password to activate your account.



Activate your account

Please enter your student reference number, date of birth and a password to activate your account.

Activate your account - St	ep 2	Create a password, at least 8
Student reference number		which must contain at least
Our records show that you This email address will be u please contact the college a	have provided the following email address before. sed for this account - If you wish to change this, t student.funding@wcs.ac.uk.	one capital letter and one number. Then click on "Activate Account"
Email address	@gmail.com	
Create password		Take a note of this password as you will need it to log back in to your account to
Confirm new password		check the status of your application and check your payments once your
	CANCEL ACTIVATE ACCOUNT	award has been finalised.

Security Questions		
Please select and provide answers to three security questi	ons - we will use these answers if you forget your password and need to change it.	
You must provide this information before continuing to the	Home page.	
Question 1:		~
Answer 1:		Choose 1 question
Question 2:		box for each question and type in
Answer 2:		click "save and continue".
Question 3:		These security
Answer 3:		you access your account if you forget your password.
	SAVE AND CONTIN	IUE

Returning Students

You will already have a CAMS account activated.

HOME

New Users

To apply for funding you must first activate your user account.

You will require your Student Reference Number to activate your account which is stated clearly in your activation email.

Click here for Online Funding Application Guidance

ACTIVATE ACCOUNT

Retu	rning I	Users
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If you have already have an account please login below

Student Reference Number:	
Password:	
	LOG IN
	Forgotten your password?

Enter your student reference number and the password you created when you first activated your account and click "Log In" in the green Returning Users section

If you have forgotten your password, click "Forgotten your password

Forgot your password

Please enter the following details and click on Next Step

Step 1		
Student Reference Number		
Surname		
Date of birth (dd/mm/yyyy)		
	CANCEL	NEXT STEP

Enter your Student Reference Number, Surname and Date of Birth and click "NEXT STEP"

Forgot your password

Please answer the following security question and click on Next Step

Step 2 What is the name of the first street you lived on?			Enter the answer to your security
	CANCEL	NEXT STEP	question

Forgot your password

Please enter your new password and click Change Password

Update password		Type in a new password and
Confirm password:		confirm password.
	CANCEL CHANGE PASSWORD	
		You can now log in using your new password.

You are now logged in to your Student Funding "CAMS" account and can begin applying for funding.

Application Status		Click on "NEW ACCOMMODATION FUND APPLICATION"
Course Details	Application Status NEW ACCOMMODATION FUND APPLICA	ATION
Childcare Fund Application	Application Status NEW CHILDCARE FUND APPLICA	You have now accessed the application, go through and carefully answer each question.
many as apply to you	 Dyslexia Blind/are partially sighted Deaf/have a hearing impairment Wheelchair user/have mobility difficulties Mental health difficulties Physically disabled Other 	Once you have completed a page, click the arrow to take you to the next page. The right arrow will take you to the next page and the left arrow will take you back a page throughout the application
Are you a care leaver? *	⊖ Yes ● No	You can save your progress at any time by clicking on the disc symbol at the bottom of the page.

Personal Details			
< Other Personal Details		INCOME	
📀 Income		INCOME	
😢 Expenditure			
8 Bank Account Details	<		>
8 Declaration	Please specify your weekly income det	ails below, enter zero if appropriate	
Upload Required Evidence			
Submit Application	Income from Benefits *	0.00	

Once a page has been fully completed and saved the red cross will turn to a green tick.

All sections must be green to allow you to submit your application.

Pay attention to any warning messages that may appear in red when you answer select questions.

Submit Application

other personal details	
Is your Mortgage or Tenancy agreement in the name of you or your partner? *	🔿 Yes 💿 No
	You cannot apply for accommodation assistance if neither you nor your partner is the Mortgage holder or tenant
Are you or your partner in receipt of Housing Benefit? *	● Yes 🔿 No
	and the state of t
	You cannot apply for accommodation assistance if you are in receipt of Housing Benefits
How would you describe your ethnic origin? *	You cannot apply for accommodation assistance if you are in receipt of Housing Benefits Scottish
How would you describe your ethnic origin? * Do you have any disability? Please tick as many as apply to you	You cannot apply for accommodation assistance if you are in receipt of Housing Benefits Scottish Dyslexia
How would you describe your ethnic origin? * Do you have any disability? Please tick as many as apply to you	You cannot apply for accommodation assistance if you are in receipt of Housing Benefits Scottish Dyslexia Blind/are partially sighted

If you see a red warning appear after you answer a question, then please read it carefully and ensure that you have answered the question correctly and you are happy to proceed.

 Personal Details Other Personal Details Income Expenditure Bank Account Details 	UPLOAD REQUIRED EVIDENCE
8 Declaration	
Upload Required Evidence	Verification Messages:
Submit Application	You must provide all requested evidence

To complete your application we require the following evidence. You can upload a maximum of 5 documents as evidence for this checklist item. To upload a document click on the "Upload Evidence" button for the relevant checklist item. If you

Personal Details				
🕑 Other Personal Details				
Income	JOBINIT APPLICATION			
Expenditure				
Ø Bank Account Details				
Declaration	Please click the Submit Application button to submit your application. Once it has been submitted you will not be able to edit it further.			
Upload Required Evidence	You can monitor the status of your application via the Applications section of the Home page.			
Submit Application	_			
	Unable to submit your application due to the following errors:			

- Please specify that all information above is true
- > You must provide all requested evidence

"SUBMIT APPLICATION" This will show you what information is missing. You can click on each point and it will take you to the relevant

page.

When you have completed all pages of the application then all the ticks should be green.

If you see a red tick click on

UPLOADING EVIDENCE

Once you have completed all	questions you will then be required to upload evidence to support your applie	cation.
Declaration	for this checklist item. To upload a document click on the "Upload Evidence" button for the relevant checklist item. If you	A Kabaa

O Declaration	for this checklist item. To upload a document click on the "Upload Evidence" button for the relevant checklist item. If you are unable to upload any evidence for a specific checklist item click on the "Unable to Upload Required Evidence" button.	A "checklist"	You can upload the requested
Upload Required Evidence		will appear	document to
Submit Application	TD Documents	listing the	each checklist
	Birth Certificate OR Passport OR FULL UK DRIVERS LICENCE	required.	
	Evidence Provided	•	EVIDENCE."
	UNABLE TO OPLOAD EVIDENCE OPLOAD EVIDENCE		
	Over 25 - Not supported by spouse and live alone		
	Please submit Mortgage OR Tenancy Agreement in your name. If you reside with a parent/friend you should submit a recent bank statement or household bill in your name to confirm you reside there. Evidence Provided		Upload the requested document from
			your device.
Hank Account Details	UNABLE TO UPLOAD EVIDENCE UPLOAD EVIDENCE		
S Declaration	Verification Messages:		
Upload Required Evidence	Vermeation Messages.	lf	you are unable to
Submit Application	You must provide all requested evidence		upload the
		de	requested
	Unable to provide evidence	C	lick "UNABLE TO
	Evidence to support checklist 'ID Documents'		UPLOAD
	In order to process your application you must provide the required evidence. However, if for some reason you are unable to provide the required evidence, you can click on the button below which will allow you to submit your		EVIDENCE"
	application.		
	By clicking the button below you agree to provide the required evidence as soon as possible. The processing of your application cannot be completed until this evidence has been provided.	i	Read the information then
	CANCEL UNABLE TO PROVIDE EVIDENCE	PROVIDE EVIDENCF"	

SUBMITTING YOUR APPLICATION

Once you have entered all your information carefully and uploaded all the requested documents, it's time to submit the application.

🥏 Personal Details		
Other Personal Details		
🥑 Income	SUDIVITI APPLICATION	
Expenditure		
🥪 Bank Account Details		
Declaration	Please click the Submit Application button to submit your application. Once it has been submitted you will not be able to	
Upload Required Evidence	You can manifer the status of your application via the Applications section of the Home page	Click "SUBMIT APPLICATION"
Submit Application	Tou carmonitor the status of your application via the applications section of the nome page.	
	SUBMIT APPLICATION	
	<	
🥑 Personal Details		
Other Personal Details	SUBMIT APPLICATION	If there are any documents still
Income		to be uploaded,
 Expenditure 		a reminder checklist will
Bank Account Details		appear.
 Declaration 	Thank you for submitting an Accommodation Application.	This will also
Upload Required Evidence	You have agreed to provide evidence for the following items:	be emailed to you.
Submit Application	ID Documents	Your
	 Mortgage / Tenancy Details SAAS Award Letter with Proof of Fees & Proof of Applying for Maximum Student Loan 	application is
	Evidence can be uploaded via the "Required Evidence" section in your application.	now submitted.
	<	

PLEASE READ OVER YOUR APPLICATION AGAIN BEFORE SUBMITTING IT AS YOU WILL BE UNABLE TO MAKE CHANGES TO IT ONCE SUBMITTED. IF YOU HAVE MISSED SOMETHING OR INCORRECTLY COMPLETED THE APPLICATION YOU MUST ADVISE US VIA THE COMMUNICATION TAB WHICH YOU WILL FIND WHEN YOU LOG ONTO YOUR ONLINE ACCOUNT.

You do not need to scan documents to upload them, we accept photos of your documents or screenshots from official websites if they can be clearly read, show the full page of documents and show the browser bar with names if it's screenshots from a website.

Funding is allocated on a first come-first served basis, therefore please do not delay when applying for your funding or submitting the required documentation as stated on your acknowledgement email.

Please upload all requested documents within the next 14 days of applications being made in order that your funding application is not delayed. Applications can take up to 4 weeks to process so please be patient; however, it may take longer in busy periods.

If you require more in-depth advice on your specific circumstances, please contact us on 01475 553150.

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

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

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 parttime 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.