



**South
Lanarkshire
College**

East Kilbride

Further Education Bursary / Educational Maintenance Allowance Guidelines

Academic Session 2019/20



**The Board of Management of South Lanarkshire College is a charity registered in Scotland.
Registration No SCO21181**

BURSARY / EDUCATIONAL MAINTENANCE ALLOWANCE GUIDELINES

This booklet is designed to provide guidelines for the completion of the Bursary and Educational Maintenance Allowance (EMA) application forms and to provide information that will help you understand the conditions attached to the award of a Bursary or Educational Maintenance Allowance.

If you require a large text version of these guidelines, please contact the Bursary Section. bursaries@slc.ac.uk

Both Bursaries and EMAs are assessed in accordance with national and College policies and rules. As part of the College policy there is an appeal procedure. Information on this procedure may be obtained from the College Bursary Officer.

Bursary Officer
South Lanarkshire College
FREEPOST RRTC-RCRT-HJTC
College Way
East Kilbride G75 0NE

Email: bursaries@slc.ac.uk
Tel: 01355 807780
Fax: 01355 807781

Facebook - <http://www.facebook.com/SLCek>
Twitter - <https://twitter.com/#!/SLCek>

The guidelines do not cover the full range of personal circumstances and, for those who wish a copy, the full policy documents on Bursaries and EMAs are available from the Bursary Officer or from the Scottish Funding Council's website.

<http://www.sfc.ac.uk/funding/college-funding/student-support/student-support.aspx>

Students may also access high level information on funding and the cost of learning on the Scottish Government's website via the following web link:

<https://beta.gov.scot/publications/guide-to-learner-funding-2017-to-2018/Guide%20to%20learner%20funding%202017%20to%202018.pdf?inline=true>

External links are selected and reviewed when the Guide is published. However, South Lanarkshire College is not responsible for the content of external websites. All information is accurate at time of print, but may be subject to change.



European Union



The Scottish Government

EUROPE & SCOTLAND

European Social Fund

Investing in a Smart, Sustainable and Inclusive Future



Scottish Funding Council

Promoting further and higher education

1 What is a Bursary / Educational Maintenance Allowance?

A **Bursary** is a discretionary award given by the College to help maintain a student beyond the statutory school leaving date.

<http://www.sfc.ac.uk/funding/college-funding/student-support/bursary-funds.aspx>

An **Educational Maintenance Allowance (EMA)** is a weekly £30 allowance, payable to a young student during term-time payable for attendance and achievement.

<http://www.emascotland.com/index.php>

2 Who can apply?

Bursary: In most cases, if you have been ordinarily resident in the UK 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. There are a number of special cases in relation to residency requirements and we can give you further information and guidance if you think that this issue may affect you.

EMA: In order to qualify for an EMA from August of any given year, applicants currently must be 16-18 years of age and normally have completed S4 prior to the commencement of the award.

3 Which courses are eligible for support?

Bursary: Full-time courses, involving study of at least 19½ hours per week, which lead to an approved vocational qualification **up to but not including Higher National Certificate level**. Bursary support may also be awarded to cover travel expenses for attendance on a part-time course of study. Some short full-time and introductory programmes may also be approved for Bursary support. A full list of programmes is available from the Bursary Officer.

EMA: Normally, any full-time course of study (19½ hours or more of guided learning per week) leading to a recognised qualification up to SVQ level 3.

In both cases, support is not normally offered where an alternative source of funding exists.

4 For how long will I receive support?

Bursary: Normally, one year, although the College may authorise additional support for some courses, up to a maximum of three years.

EMA: Normally, a maximum of three years. Students with a learning difficulty or disability may receive support for additional years.

5 What if I have studied before?

Bursary: Bursaries will not normally be available for those who have previously received financial support for a full time course beyond the age of 18 years. In special circumstances the College may consider making a second award if there are fair and good reasons for doing so. These circumstances are outlined in the Bursary Policy Document.

http://www.sfc.ac.uk/nmsruntime/saveasdialog.aspx?filename=SFCGD042018_National_policy_for_further_education_bursaries_2018-19.pdf

The College has access to a national database of information on previous student awards that will be used to vet applications.

6 When should I apply?

Bursary / EMA: You should apply as soon as you accept your offer of a place on a College course. Bursaries staff deal with a large number of application forms during the summer recess. To ensure your application is assessed before you start your course we advise you to submit your application no later than 21 July 2019 or at least FOUR weeks before the start of your course (whichever is earlier). Applications received SIX weeks or more after the start date of your course may not be accepted and will not be backdated.

Completed applications received and approved within 6 weeks from the start date of the course are eligible for back payment to the beginning of the term provided that attendance criteria have been met. Otherwise payments will be made from the date that the fully completed application is received. Students whose school leaving date is winter 2019 should also apply as soon as they receive their application form, however, payments to these eligible students will not commence until January 2020.

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

You will need to provide the following types of information. A checklist is provided to help you ensure that you do not omit anything. Please note that if you do not supply the information and/or original documents requested then your application cannot be processed and you may not have your funding in place for the start of your course.

Personal details: name, age, address, NI number, marital status

Bank account details

Your own income

Your parents' / partner's / spouse's income

Details of any Department for Work and Pensions benefits

Previous financial support for education

Details on any dependants

Details of your proposed travel arrangements

Details on your planned course of study

If you are awaiting the return of the confirmation of benefits form from the DWP, you should submit your application to the Bursary Office with a note indicating that the DWP certificate has been applied for. Once received, you should immediately hand this in to the Bursary Office. Your award cannot be finalised until this has been received.

8 How will the information be processed?

The college is registered under the General Data Protection Regulation (GDPR) (EU) 2016/679 Regulation. All information will be treated confidentially. The information in this form 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 on this form for the prevention and detection of fraud, audit and monitoring purposes. It may also share this information with the Scottish Funding Council, other colleges and other bodies administering public funds solely for these purposes.

9 How will my application be assessed?

Applications will be assessed based on total income (own income or parental income or spouse's/partner's income as appropriate) based on the previous tax year (i.e. the tax year ending on 5 April 2018). **Only original documents can be uploaded/accepted.**

We may also give due regard to other sources of funding available when assessing any award.

10 What will the Bursary / EMA award consist of?

Bursary: According to the needs of the individual, the bursary **may** include sums to cover the costs of

- maintenance, taking account of any dependants (i.e. board and lodging, clothing, laundry, pocket money and living expenses for tuition weeks during the College academic year)
- Study expenses for necessary materials and/or clothing and equipment (note that these may be provided in kind by the College)
- Necessary and reasonable travelling expenses (out with a 2 miles radius)
- Additional expenses for students with learning difficulties or disabilities

EMA: The Education Maintenance Allowance is only payable during term time and **is not payable during College holiday periods within or out with the academic year.** Students being supported by an EMA **may** be given an award for Travel and/or Course Expenses from the Bursary Fund.

11 How much will I receive?

Bursary: There are three categories of bursary depending on your age. A parental / partner contribution is assessed on all bursaries except where an applicant qualifies for independent status as a self-supporting student and in this case it is the student's own income which will be assessed using Scale 3 (see below).

A student under 18 (but beyond the compulsory school leaving date on the start date of their course). Please note that most 16/17 year-old students will be eligible to apply for EMA instead of an under 18 Maintenance Allowance (see below).

A parentally-supported student (over 18 but under 25 on the start date of their course).

A self-supporting student (25 or over on the start date of their course or who is under 25 but satisfies the criteria for 'independent status').

South Lanarkshire College's basic rate for each category of bursary is shown overleaf. These rates will be adjusted to take account of any financial contribution that you, your parents or partner could reasonably be expected to make towards your expenses. Assessment of this contribution is made against the gross aggregated income of both parents, partner or the applicant, as appropriate.

SOUTH LANARKSHIRE COLLEGE BURSARY BASIC WEEKLY RATES			
	At home	Away from home	Self-supporting
Students under 18	n/a	£41.60	n/a
Parentally supported students	£82.81	£104.65	n/a
Self-supporting students	n/a	n/a	£104.65

The actual amount you will receive depends on your personal circumstances and additional allowances may be made in respect of dependants, study expenses, travel expenses and expenses for students with learning difficulties and disabilities. Full details are given in the Bursary Policy Document.

The contribution tables for each category of bursary are given below. After the contribution has been assessed, it will be reduced by £152 for each child (other than the award holder) dependent on the parents. Where other dependants are similar award holders, only one contribution is assessed for the family and it is divided equally among the award holders and deducted from the individual awards.

Scale 1 : Students under 18	
Contributions will be payable where parental income is above £20,351 based on an initial payment of £45 and a payment of £1 for every £9 above £20,351. For example:	
Income	Contribution
less than £20,351	£0
£20,351	£45
£21,521	£175
£24,401	£495
£26,471	£725

Scale 2 : Parentally supported students	
Contributions will be payable where parental income is above £24,275 based on an initial payment of £45 and a payment of £1 for every £9 above £24,275 up to a threshold of £50,977 where it will change to £1 for every £6.50. For example:	
Income	Contribution
less than £24,275	£0
£24,275	£45
£31,745	£875
£41,735	£1,985
£48,664	£2,755
£52,000	£3,169
Scale 3: Self-supporting students	
Contributions will be payable where spouse/partner income is above £20,643 based on an initial payment of £45 and a payment of £1 for every £9 above £20,643 up to a threshold of £50,977 where it will change to £1 for every £6.50. For example:	
Income	Contribution
less than £20,643	£0
£20,643	£45
£27,933	£855
£35,538	£1,700
£50,568	£3,370
£52,000	£3,573

EMA: The full EMA Allowance is £30 per week. The actual amount of the individual award is dependent on household income. EMA is normally awarded where household income does not exceed £24,421 (or, £26,884 for families with more than one child in full-time education).

Any information on **Education Maintenance Allowance** included in this booklet is based on the data available at the time of publication and is therefore subject to change. Further information is available at the following webpage. <http://www.emascotland.com/index.php>

12 How will I be paid?

All payments are made directly into your bank account through the BACS system.

Bursary :- On a four-weekly basis (usually on a Thursday) two weeks in advance/two weeks in arrears.

EMA :- On a two-weekly basis **in arrears** (usually on a Friday)

The respective payment schedules will be issued with your award letter. They will also be available on the South Lanarkshire College website in due course. These are also available from the Bursary Section on request Bursaries@slc.ac.uk

13 Can I appeal?

Bursary / EMA:

Bursaries and EMAs are assessed in accordance with national and College policies and rules. There is an appeals procedure and further information on this is available from the Bursary Officer or from our website <http://www.south-lanarkshire-college.ac.uk/life-at-slc/funding/bursary-appeals/>

All appeals should be made in writing to the Head of Student Services and be accompanied by supporting evidence.

14 What are my responsibilities?

When you accept an offer of funding (Bursary or EMA), you enter into an agreement with the College. The Conditions of both Bursary and EMA can be view or downloaded from our website.

Bursary - <http://www.south-lanarkshire-college.ac.uk/wp-content/uploads/Award-Conditions-1.pdf>

EMA - <http://www.south-lanarkshire-college.ac.uk/wp-content/uploads/Conditions-of-Award.pdf>

If you fail to meet these requirements, the College may withdraw the award and cancel any future payments and require a refund of any sums already paid.

- All funding is subject to satisfactory conduct, progress and attendance at College.
- You are expected to have **100% attendance** at College.
- If you are absent you **must** submit certification **within three college days** of your return*. (A doctor's Medical Certificate for absences of more than 1 week, college Self-certificate if less than 1 week).
- If you have been absent for 2 weeks without contacting the College and submitting a medical certificate you will be deemed to have withdrawn from the course from your last date of attendance. You will be required to repay any money paid to you during that period.
- You will receive full 'Conditions of Award' with your award assessment.

You may view your recorded attendance at any time by visiting <https://myportal.slc.ac.uk/> or accessing the Web Portal via the College website <http://homepage.slc.ac.uk/>. You should access this information regularly to ensure its accuracy as this will be used on a four weekly (for Bursary) or fortnightly (for EMA) basis to determine your payment eligibility.

A 'Self-certificate' may **only** be submitted 'on-line' via the web portal. <https://myportal.slc.ac.uk/>

15 What if I am currently in receipt of DWP benefits?

Students are not normally entitled to receive DWP benefits and full bursary maintenance allowance. Students, their partners and especially lone parent and disabled students who have a right to claim DWP benefits and who are NOT required to register as being available for work while on a full-time college course, may submit an application for bursary support to assist with the cost of necessary books, equipment and travel. This payment will not adversely affect the long-term benefit rights of applicants and their partners.

16 Childcare

If you require to pay for 'formal and registered' childcare for the times when you are attending College, you may receive assistance towards these costs. You should complete a separate Further Education Discretionary Childcare Form and provide details of costs from the registered childcare provider (see Page 11).

There is a maximum amount that will be available to any one student for registered childcare.

17 Definitions

Start date of course - the date the course started which may not necessarily be the date that the student started on the course.

Parent/parental - A parent is an adult on whom the student is "in practice" dependent. It therefore includes step-parents, partners of parents and guardians.

Self-supporting students - Most self-supporting students will be those aged 25 or over on the start date of their course. A student will also be considered self-supporting if they have not yet reached the age of 25 and one or more of the following applies on the start date of the course:

- They are married. This does not include situations where the student was married but that marriage broke down prior to the start date of the course.
- They have no living parents.
- They are formally recognised as a care leaver who is living independently.
- They are caring for a child dependent on them.
- They have supported themselves for periods aggregating no less than three years. This includes periods where the individual was either:
 - I. In employment and earning equal to or more than current Income Support levels.
 - II. Supported by a partner with earnings equal to or more than current Income Support levels.
 - III. On a training programme operated by or on behalf of the Scottish Government, or Skills Development Scotland.
 - IV. In receipt of unemployment benefit/jobseeker's allowance and/or can provide confirmation that they were available or registered for employment or actively seeking employment.
 - V. 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.
 - VI. In receipt of Income Support.
 - VII. In receipt of Universal Credit.

- VIII. In care and can provide proof from the relevant social services department to confirm the student has been in care for the necessary qualifying period. Living away from the parental home and can provide a copy of a formal rent agreement for the relevant period.
- IX. In receipt of housing benefit for the relevant period.
- X. Caring for a person (adult or child) dependent on them. The college should look for evidence that the student has been the primary carer for an adult, or

Proof of estrangement from parents. Proof of a permanent and irrevocable breakdown in the parental/child relationship should be established by a letter from a lawyer, a doctor, a head or guidance teacher, or from someone in authority who knows the family well enough to confirm the position.

The onus is on the student to provide documentary evidence to prove they have self-supporting status. If there is not sufficient evidence to prove this, then the college should consider that student under one of the other categories of support.

***Married / Partner** - The student or parent is legally married, is in a legally recognised civil partnership, or is living with a partner in an established relationship at the start date of the course. The onus is on the student to prove they are in an established relationship if they wish to be considered as a self-supporting student on that basis. This proof will require documentary evidence such as a marriage certificate, a civil partnership certificate, a recent Council Tax bill or an official letter that clearly states the couple's names and address.

Care Leaver/Care experienced - The terms Care Experienced, Care Leaver and Looked After refer to young people who have experience of being in care at any time of their lives or who are currently looked after. It includes any student who is under the care of the Local Authority, including (but not limited to) where the care is being provided in the student's own home, in their parent(s) home, in the home of relatives, in a foster home, a care home or a residential unit. It also includes students who are cared for under a kinship order.

Why do we ask for this information? - We want to ensure our students who are currently in care/have recently left care or are care experienced are given any additional support they may need or want and we have a named contact who can help with any questions you may have. We can also fast track Bursary and Discretionary Fund applications for our care experienced students and will ensure you have access to all relevant services. Please also note that any information you provide regarding your care status will not prejudice your application in any way.

Care Experienced Student Bursary Update - New and continuing care experienced students undertaking a qualifying undergraduate course are now eligible to apply for a Care Experienced Students Bursary. The maximum award currently available in the 2018-19 session is £8,100. You may also be eligible for help with your accommodation costs during the summer holidays that fall between each year of your course.

Criteria for claiming the Care Experienced Student Bursary is as follows:

- You have ever been looked after by a Local Authority in the UK: and
- You are under 26 on the first day of the first academic year of your course (the relevant date).
For most students, who start in the autumn term, the relevant date is 1 August.

Please select the Care Experience Student Bursary box on the application form to confirm you meet the eligibility criteria outlined above.

18 Useful Web Links

South Lanarkshire College <http://www.slc.ac.uk/>
 Scottish Funding Council www.sfc.ac.uk/
 Educations Maintenance Allowance <http://www.emascotland.com/index.php>
 Student Awards Agency for Scotland www.saas.gov.uk
 Department for Work and Pensions www.dwp.gov.uk/
 HM Revenue & Customs <https://www.gov.uk/browse/benefits/tax-credits>
 Money Saving Expert <https://www.moneysavingexpert.com/students/>
 Child Poverty Action Group <http://www.cpag.org.uk/scotland>
 Who Cares? Scotland <https://www.whocaresscotland.org/>

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At South Lanarkshire College we aim to help students to apply for any financial assistance that may be available to them. Included in this handbook are details of the Further & Higher Education Discretionary Childcare Fund.

Further Education Discretionary Fund	
Help Available	<p>Scottish Colleges receive a FE Discretionary Fund from the Scottish Funding Council (SFC) so they can provide selective help to meet the financial needs that are likely to threaten an individual's ability to undertake or complete a course of study.</p> <p>Discretionary Funding is limited and available under different categories such as accommodation, rent, excess travel, additional support needs.</p> <p>Funding is in the form of a grant, not a loan i.e. any award does not have to be repaid. As a condition of receiving these funds, South Lanarkshire College is expected to prioritise certain categories of student.</p>
Who's eligible?	<p>You can apply for assistance from the FE Discretionary Fund if you meet the following conditions –</p> <ul style="list-style-type: none"> • You must be a student above the compulsory school leaving age and enrolled on a recognised Further Education course of study at South Lanarkshire College. There is no upper age limit. • Your chosen mode of study may be full-time or part-time. • You must be a 'Scottish domiciled' student (i.e. 'ordinarily resident' in this country and satisfy the residency requirement for fee-waiver). • You must be able to demonstrate that you require financial assistance and that you have explored other ways of supporting yourself. For example, you have applied for and are receiving Further Education Bursary support from South Lanarkshire College • Each application will be assessed on its own individual merits.
How much?	<p>The amount allocated is 'cash-limited' Each year a maximum amount is set by SFC. As the fund is cash-limited, it is important to apply early and present as much relevant information as possible.</p>
How is it paid?	<p>In most cases, directly into your bank account.</p>

	<p>The way the award is calculated and paid is determined by the College, payments may either be made in four-weekly instalments or as a one-off payment.</p> <p>All students applying for FE Discretionary Fund assistance will be required to sign a Declaration. By signing the Declaration applicants accept that the funds are awarded for the full academic session. Students who are awarded assistance from the funds but who subsequently withdraw from the course may be required to repay some or all of the funds awarded.</p> <p>Students who are receiving Department for Work and Pensions benefits may find that these are affected by the level of support offered from the FE Discretionary Fund. They should therefore investigate this with the DWP before completing an application form.</p>
Where do I apply?	<p>Application forms are available from the Student Advice Centre on the Ground Floor. Completed forms should be returned to the Bursary office along with photocopied supporting evidence.</p>

Further & Higher Education Discretionary Childcare Fund	
Help available	<p>Financial assistance is available for 'formal and registered' childcare costs incurred whilst you are enrolled on a Further Education course at South Lanarkshire College. In the first instance, we will support applications from students who are using Happitots Nursery. Applications from students using other providers (e.g. Nurseries, registered childminders, Pre/After School Care) may be supported if our facility is fully subscribed or we are unable to accommodate their children for other, genuine reason.</p> <p>Note</p> <p>There is no entitlement to childcare assistance where an alternative source of funding exists. These alternatives may include childcare payments via the Inland Revenues' Tax Credit Scheme and in the case of lone-parents, childcare assistance via the New Deal for Lone-parents Scheme, or the Childcare Partnership funding for free Nursery places for 3-5 year olds.</p>
Who is eligible?	<p>Students enrolled on a full or part-time course in non-advanced further education at South Lanarkshire College. You or your partner must be receiving Child Benefit &/or Tax Credits for the child(ren) or have been the sole carer of the child(ren) prior to enrolment. We would not normally support applications from students whose household income exceeds £32,000 per annum.</p>
How much?	<p>Dependent upon the level of 'formal and registered' childcare costs incurred. Funds are 'cash-limited' and while South Lanarkshire College will endeavour to cover costs (particularly students using the Happitots Nursery) we may only be able to pay a percentage of these costs. There is a maximum amount</p>
How is it paid?	<p>It is anticipated that the majority of students will utilise the Happitots Nursery. In such cases payment will be made directly on your behalf. Where you are unable to use the College facilities and must use another childcare provider, payment will normally be direct to you.</p> <p>Continued payment for all students will be dependent upon regular attendance. Where attendance levels are deemed to be unsatisfactory payments will be suspended or stopped altogether.</p>
Where do I apply?	<p>Application forms are available from the Happitots or, from Student Advice Centre on the Ground Floor. Completed forms should be returned to the</p>

	Bursary office along with photocopied supporting evidence, clearly marked with the name of the applicant.
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The first £1,215 of support to Lone Parents to assist formal and registered childcare costs will normally be payable from Lone Parent Childcare Grant. This fund was previously administered by SAAS and available to HE students only. From 2011/12 LPCG was administered by colleges and available to both FE and HE students.

You may apply for college discretionary funds from the week of enrolment. Forms are available from the Student Advice Centre.

