

Student Funding for FE Courses

If you're a Scottish student at a further education college in Scotland, you usually don't pay fees. In addition, you can also receive help with the cost of studying, including living and travel costs, course materials and childcare. What you're entitled to will depend on:

Where you live, i.e. your nationality and residency status.

Your course, e.g. above or below HNC level, full or part-time.

Your age at start date of the course.

Your personal circumstances, e.g. your income or spouse/parents' income, marital status, number of dependents.

For FE students, studying NC/NQ/Access/NPA/City and Guild courses there are 2 main types of student funding a Further Education Bursary and an Education Maintenance Allowance.

FURTHER EDUCATION BURSARY

If you're 18 years old or above at the start date of your course a College Bursary is available for living and travel expenses but is based on your household income.

The information below shows the maximum weekly amounts that you might get but the amount is directly related to household income (and any unearned income you may have such as a Pension, Working Tax Credits) and could be less or even zero.

- You do not need to pay a Bursary back.
- If you have studied before and received financial help you may not be eligible for another Bursary this time. Contact student funding for advice.
- You must meet the [residency criteria](#).
- To be awarded Travel Expenses **you must live more than two miles** from the College campus (Expenses are assessed automatically depending on your address)

HOW MUCH BURSARY WILL YOU RECEIVE?

Age 18-24 Student

With a household income (parental income) less than £24,275

- Living with your parents - £84.30

- Living away from home - £106.53
- Self-Supporting - £106.53

Age 25 and over Student

Household income (partner or spouse income) is less than £20,643

- £106.53 per week regardless of where you stay

Documents Needed

As the bursary is means tested we have to assess household income before awarding bursary travel and maintenance costs for students 18 years and over. Please upload clear, legible scans or photos of all pages of the documents requested in your bursary application.

Typical documentation needed includes:

- Birth Certificate or Passport as ID
- Your benefit letters detailing Personal Independence Payments (PIP) or Disability Living Allowance (DLA) or any other DWP benefits
- Parents P60's for April 2020 (showing total yearly income from employment)
- Tax Credit Award Notice 2020/21 (all pages)
- Details of Universal Credits payments
- Child Benefit Letters
- Council Tax Statement 2020/21
- Proof of other siblings in the household

Remaining on Benefits

Some students can remain on Income Support or ESA (Employment and Support Allowance) while studying full time at college. If this applied to you and you want to remain on the DWP benefits, let us know when you fill in your bursary application and we will assess you for travel and study expenses only (no maintenance bursary) so that your other benefits are not put at risk.

Remaining on Universal Credit

Again some categories of student are able to continue to receive Universal Credit while studying. Let us know when you apply and we will assess you for the Universal Credit rate bursary of £28 per week so as not to impact adversely on your Universal Credits and any other government benefits you might be receiving.

Care Experienced Bursary

Care experienced students studying full-time courses below HNC level can apply through the College for the FE Care Experienced Bursary. This is £202.50 per week

with an additional amount for travel added if you live more than 2 miles from your campus. Students who have been in care at any time are eligible to apply. You will need to provide a letter from your Social Worker to confirm that you have experienced care. Don't worry if you're not sure, we can help you to access the right support.

EDUCATIONAL MAINTENANCE ALLOWANCE (EMA)

If you're under 18 years old at the start date of your course then an Educational Maintenance Allowance (EMA) is available based on your household income. In addition to EMA, all students under 18 years will receive help with travel expenses and essential course materials.

If household income is below £24,421 (£26,884 if more than one child) you could receive £30 per week to help with your living costs.

You do not need to pay an EMA back.

You must meet the residency criteria.

Part-time students under 18 years old can also make an application for EMA.

If you turn 18 years old during your course you will remain on EMA.

When can I apply for funding?

The college will open the student funding applications from 15th April. This will be a phased opening over all our FE courses and we aim to have sent a funding activation email to all offers by 30th April. Funding applications should be completed as soon as possible and by 30th July. We aim to assess applications within 4-6 weeks. Applications received more than 6 weeks after the start date of your course will only be awarded from the date the complete application was received.

Who can apply for funding?

All students on an FE course (Access/NC/NQ/PDA/City and Guilds) can apply for student funding and applicants must meet the [residency criteria](#) to be eligible for funding.

What if I do not have a computer to apply online?

Our funding form is an online form, it can be accessed using a smartphone, tablet or

laptop. Unfortunately due to the current circumstances of Coronavirus (Covid-19) we are unable to provide access to computers in the College. If you cannot manage to complete an application this way please contact student funding.

What information do I need to activate my account?

You will need your student reference number which will be detailed on the email you receive – your email address will be your username. Please keep a note of your password as you may need to access the account at various times to upload documents or check the status of your application.

What happens if I forget my password?

If you forget your password click on the Forgotten your password link on the welcome page and answer the security questions you set up when creating your account. If this does not work contact student funding.

What documentary evidence do I need?

On your application you will be advised what documentary evidence is required. Please answer questions correctly, if we need further information this may delay your assessment. All students should provide their birth certificate or passport, income details for themselves and where applicable partner, spouse, parents or guardians, e.g. P60s, Tax credits, proof of Benefits. If you have any queries regarding this please email studentfunding@cityofglasgowcollege.ac.uk.

Where do I bring/send these documents?

You can use the document uploader on your online application page to attach your documents. Please ensure that you upload **all pages** of the documents requested. Please scan or take clear photos of all pages of the necessary forms, letters or ID, ensuring that the documents are clear to read and large enough to make out. Do not worry if you do not have all documents to hand, we will assess your application and email you what documents we need to assess your application

What happens if I do not get the documents in on time?

You can upload documents at any time and if we need documents to complete your assessment. We will email students reminding you what documents are requested. If you have any problems obtaining any of the documents requested please contact Student Funding as soon as possible.

What happens after I submit my application?

You will receive an email thanking you for your application and detailing any documents we need as evidence to support your application if you have not already uploaded them. Your application will be assessed, usually within 4 to 6 weeks, when we have enough supporting paperwork to make a decision.

How will I receive my award?

You will receive your award by email usually within 6 weeks of applying. The award letter will appear as an attachment to an email from funding applications email address and it will detail your total award and payment dates with instalment amounts.

If there is a delay in my application will I receive funding from the date I started on the course?

Funding applications will not be backdated unless the form is submitted and all documents received within 6 weeks of the course start date. This is in line with Scottish Funding Council Policy.

How will you contact me?

We send everything by email and/or text message. Please keep us up-to-date with your current email address and check it (and the junk/spam folder) regularly for any important emails from the College. The same goes for your mobile number, to make sure you receive important text messages please give us your correct mobile phone number.

When will I receive payment?

You should receive your first Bursary payment two weeks into the course, so please budget accordingly. After that it is generally every 4 weeks for Bursary Maintenance and Travel Expenses and every 2 weeks for EMA. Exact dates will be found on your Award letter and MyCity.

Other sources of funding

Hardship Fund

What is the Hardship Fund?

The Hardship Fund, also known as the Discretionary Fund, is extra funding given to the College by the Government to help support students financially. The fund is intended for students who are experiencing financial problems or have higher than average expenditure.

The fund is used to help towards costs such as accommodation, utility bills, travel, and study costs. We welcome applications from all students but give priority to lone parents, people in their own tenancy (including Halls), over 60s, students paying their own fees and those who are Care Experienced.

Students do not need to repay this fund; however, money is limited so not all applications are successful.

Childcare funding

If you are studying a full-time course and have a child who is dependent on you, you can apply for help towards the cost of formal childcare. Priority groups include students who are lone parents and students with a partner on low income which may be evidenced by Working Tax Credits. Our budget is limited so it is important to apply as early as possible.

Who do I contact if I have any questions?

You should contact studentfunding@cityofglasgowcollege.ac.uk if you have any questions. We are here to help and will be available to assist you Monday to Friday 8:45am – 4:45pm.

Useful Contacts

City of Glasgow College	https://www.cityofglasgowcollege.ac.uk/studying-city/student-funding
Student Information Scotland	https://www.studentinformation.gov.scot/
EMA Scotland	https://www.mygov.scot/ema/
Scottish Government Guide to Funding	https://www.gov.scot/publications/helping-meet-costs-learning-training-guide-funding-2019-2020/
SAAS	http://www.saas.gov.uk/
Tax Credits	https://www.gov.uk/government/organisations/hm-revenue-customs/contact/tax-credits-enquiries
National Entitlement Card (free bus travel)	http://www.entitlementcard.org.uk/
Department for Work and Pensions	https://www.gov.uk/government/organisations/department-for-work-pensions
FirstBus (Greater Glasgow only)	https://www.firstgroup.com/greater-glasgow/tickets/ticket-types/student-bus-travel
CityLink Buses (Student Discount)	http://www.citylink.co.uk/students2010.php

ScotRail 16-25 Railcard	https://www.16-25railcard.co.uk/
FirstBus (Falkirk and Stirling only, Choose the Zone 3+ Ticket)	https://www.firstgroup.com/south-east-and-central-scotland/tickets/ticket-prices