

DISCRETIONARY FUND

Student Support Services at the City of Glasgow College



CITY OF GLASGOW
COLLEGE

What is the Discretionary Fund?

The Discretionary Fund, also known as the Hardship Fund, is a means-tested, non-repayable Government fund administered by the College. The fund is intended for students who are experiencing financial problems or have higher than average expenditure for 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.

Awards from this fund are made at the discretion of the College and are not an entitlement.

Who can apply?

To be eligible you must:

- be a registered student studying certificated course. Leisure courses are not eligible;
- be in receipt of the full Student Loan or College Bursary you are entitled to;



How much could I receive?

Students studying a full time FE course (NC, NQ, SVQ, NPA, etc.) may receive up to £4,000 over the course of an academic year.

Students studying a full time HE course (HNC/HND, BA etc.) may receive up to £4,000 over the course of an academic year.

Part-time students can apply for the Discretionary Fund too; however, we're limited to assisting with travel and course materials costs.

ESOL students can apply for help towards their travel costs; however, priority is given to those in receipt of benefits and you must live more than 2 miles from the College.

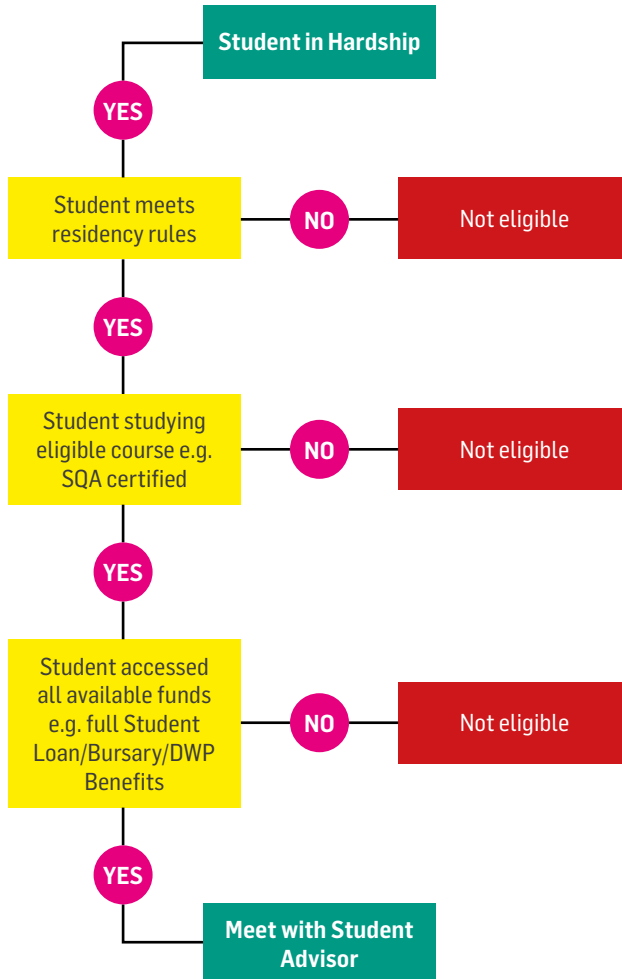




How do I apply?



Firstly you'll meet with a Student Advisor to discuss your situation. If you're eligible, they'll email you a link for the application form to be completed online.



What do I need to supply as proof?

All applications must be submitted with proof of your income, a recent 4 week bank statement and evidence of your accommodation costs. We always recommend you provide proof of any income/expenditure that you have included in your application; however, speak to an Advisor if you think you'll struggle to provide something.

We expect all evidence to be uploaded directly to your application as this allows us to process your application more quickly. The library has scanning facilities or you can use your smartphone to upload a clear photograph. Remember, it's your responsibility to provide evidence for your application.

How is the decision made?

One of our Student Advisors will review all your income and expenditure costs and make a decision on an award. It's worth noting that as the fund is limited we apply reasonable caps to most expenditure costs.

Should you not be entitled to the full Student Loan/SAAS or College Bursary because of your parental/partner income we'll assume a parental/partner contribution. A Student Advisor will explain this when you meet with them.

Applications may take up to 2 weeks to assess from when we receive all the supporting documents.


What happens if I am awarded?


We'll send you a letter by email which outlines your total award and from there you can check MyCity for payment dates and instalment amounts. We expect all students to adhere to an 80% attendance otherwise you may lose your award. Where students have a long term illness, caring responsibilities or are lone parents we can be more flexible, however this must be disclosed on the application.

Our funds are limited and as such, we reserve the right to reassess awards at any point.

Student Advisors, Student Services

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