

Applying for your EMA, Further Education Bursary, Further and Higher Education Childcare and Discretionary Funding through UHI Records

Applications for any of the above can be made online through your UHI Records account which can be found through the college website or directly at www.studentjourney.uhi.ac.uk

Your UHI Records account is your electronic view of the records the college holds about your studies and is one of the methods the College uses to communicate with you about various aspects of your college life.

In addition to applying for funding you can also use UHI Records to:

- enrol on your course
- contact your tutors
- keep you up to date with college life and lots more.....

Funding

Financial assistance from the Education Maintenance Allowance (EMA), Further Education Bursary, Childcare and/or Discretionary Funds are only available through your account. This includes Higher Education discretionary and Higher Education Childcare and all correspondence about your entitlement is communicated through your account. Such as

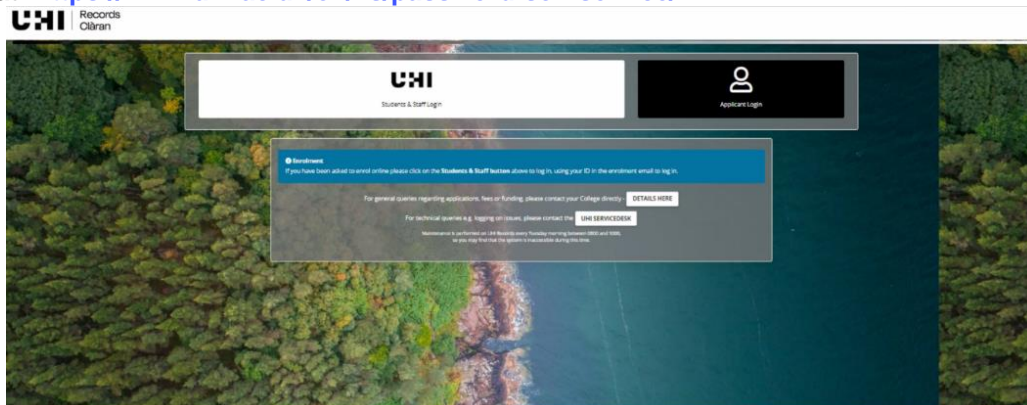
- Who to contact and how
- Follow the progress of your application
- View what documents you need to submit
- Download forms that may be requested for your application
- View and print your award letters
- How your award is calculated
- Submit an Appeal and request a Re-assessment – this allows you to appeal the funding decision or inform staff of any changes to circumstances that may mean a re-assessment of circumstances.

Accessing your UHI Records Account

In your internet browser go to the following address www.studentjourney.uhi.ac.uk (You can also find a link to UHI Records on the student section of the UHI website). Click the **Current Students & Staff Login** button then login with your username and password which has been sent previously.

Always keep your password secret and do not share it with anyone. We will never ask you for your password.

Details can be found at: <https://www.uhi.ac.uk/en/lis/password-self-service/>



Applying for funding

To access your funding application, click on the “Apply for funding” **Once you have submitted your application you can view its progress and other information relevant to you by clicking on the box entitled “funding” from the student hub dropdown (See below)**

The screenshot shows the UHI Records Clàran Student Hub interface. The main content area is titled "Student Hub" and contains several sections:

- Quicklinks:** UHI Induction, Update Email/Mobile, View Modules & Results, My Student ID, 2021/22 SAAS Funding Form.
- Enrolment status, information and to do:** A table showing enrolment details for 2021/22.
- UHI Records Intranet:** Unread messages section.
- Further Education Funding - 2022/23:** A table with columns: Year, Course Code, Course Title, Course Start Date. A red circle highlights the "Apply for funding" link in the 2022/23 row.
- Higher Education Funding - 2022/23:** A section for HE funding applications.

| Year | Course Code | Course Title | Course Start Date | Action |
|---------|----------------|----------------------|-------------------|-----------------------------------|
| 2022/23 | MOXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXX | 22/08/2022 | Apply for funding |

If you have any questions about completing your online funding application, please contact:

- UHI Argyll ACBursary@uhi.ac.uk
- UHI Inverness funding.ic@uhi.ac.uk
- UHI Outer Hebrides lestudentservices@uhi.ac.uk
- UHI Moray Student.Services.moray@uhi.ac.uk
- UHI North Highland nhcstudentsupport@uhi.ac.uk
- UHI Perth StudentFunding.Perth@uhi.ac.uk
- UHI West Highland funding.whc@uhi.ac.uk

Using UHI Records in General

From the Student Hub dropdown at the left of the screen you can explore all the different areas of your account. You should familiarise yourself with these areas for information on what is available to you.

The screenshot shows the UHI Records Clàran Student Hub interface with the "Student Hub" dropdown menu open. The menu items are:

- Staff Hub
- Student Hub
- Student Hub - Home
- Enrolments
- Forms
- Funding
- Student Finance
- Student Support
- Modules
- Personal Details
- My Details
- System Tools

The main content area shows the "Student Hub" title and "Quicklinks" section with buttons for "UHI Induction" and "My Student ID". Below this is the "Enrolment status, information and to do" section.

Modules

This allows you to see:

- Completed module results
- Modules you are taking this year
- Resits or modules continuing from a previous year

Personal Details

Students can check and change their address or contact details at any stage as well as change data sharing consent options. Care Experience (whether you have been in care) can also be updated as appropriate. For changing next of kin details students need to contact the local registry team to update this information. Your next of kin would be contacted by your college should there be any emergencies, so it is important that you let your college know of any changes.

Forms

On this screen you can:

- Print out a dyslexia sticker (only available to students who have contacted their local disability co-ordinator in the first instance).
- Apply for mitigating circumstances for exams/assessments (HE Students only) Along with other options regarding your study options.

Student Support

For students with disclosed disabilities or additional support needs we can arrange assistance and advice to help you get the most of your time out of university/college.

If you have any queries, please contact your local support team in the first instance.