

Terms and Conditions of Award

When you complete an application for funding: Further Education Bursary, Education Maintenance Allowance, Hardship Fund and/or Childcare Award you are agreeing to the conditions set out in this document. If you fail to keep to any of these Conditions, payment of your Award may be cancelled and you may be required to repay monies paid to you.

1. CONDITIONS OF AWARD

The Award granted to you is for your attendance at College for the course and period of time on the course.

1.1 The Award is granted subject to your agreeing to the following:

- (a) you will achieve and maintain a standard of attendance, progress and conduct as detailed in sections 2, 5 and 6 below
- (b) you will inform the college of any changes to your circumstances which might affect the value or type of Bursary Award offered to you or even your entitlement to Bursary support; and
- (c) you will provide Student Services and Student Finance with such information and documents which the Section may, at any time, request in connection with your Award.
- (d) you will return all College property issued to you on a loan/hire basis

2. COURSE ATTENDANCE & ENGAGEMENT

2.1 Should you be offered any Education Maintenance Award, Further Education Bursary, FE Hardship fund and/or Childcare Fund you are required to attend all classes throughout the period covered by the Award. Attendance below this may be considered unsatisfactory and may result in withholding payment of any remaining instalment(s) or cancelling the Award altogether and requiring refund of any payment made, depending on the information provided and the circumstances relating to absence/non-engagement. Information regarding how your award payments may be affected by absence/non-engagement can be found in the college's Student Attendance Policy regarding attendance and acceptable absence.

3. WITHDRAWAL FROM THE COURSE

3.1 If you withdraw or are withdrawn or are considered to have withdrawn from your course on a date before the end of the period covered by your Award(s) and if you have been receiving payments you may have been overpaid and any overpayment will require to be refunded to the College.

3.2 If you decide to withdraw or are advised by a member of College staff that you have been or are to be withdrawn, YOU MUST INFORM STUDENT SERVICES IMMEDIATELY.

3.3 Any overpayment will require to be refunded to the College. You should note, therefore, that you will be responsible for the refund of any overpayment.

3.4 For recalculation purposes, your last date of regular attendance is regarded as your withdrawal date. Overpayments are calculated on a weekly pro rata basis.

4. ABSENCE/NON-ENGAGEMENT ON GROUNDS OF ILLNESS (OR OTHER GENUINE REASONS)

4.1 If you are absent from your course for any reason, you must follow the absence reporting procedure as detailed in the Student Attendance Policy available on the College website.

4.1.2 if your absence/non-engagement is on grounds of illness or other is likely to be for a period of four weeks (either in one block or a series of absences), you must contact the College using the Absence Reporting process as soon as possible giving full details of the reasons for and possible length of time. You should note that, absence/non-engagement for a period of four weeks or more will result in payments being stopped. These may be re-instated if it is considered by a senior member of College staff that, despite your absence(s)/non-engagement, your progress has been such that you will be expected to complete the course satisfactorily and if the circumstances justify re-instatement. However, you should acknowledge that the decision might be that absence(s)/non-engagement will affect your progress to the extent that, even if you were able to resume attendance/engagement at an early date, you would be unable to complete the course satisfactorily. In such a circumstance, you may be advised to leave College with the possibility of your being granted the opportunity to resume your studies at a later date.

4.1.3 absence/non-engagement for reasons of illness on the part of a dependent child of whom you are the sole parent will be taken into account as will absence/ non-engagement because of the illness of a relative other than a child so long as you have sole responsibility for that relative who lives in the same household as you. The above conditions will also apply in these circumstances.

4.1.4 Where a student is affected by an on-going medical condition which results in a significant number of absences/non-engagement, or a student suffers unrelated conditions which results in a significant number of absences/non-engagement, certification from a doctor/consultant will be required to consider the absence/non-engagement as genuine.

NOTE - You should not assume that you would qualify for payments to be continued merely because you submit Medical Certificates or similar documents to College.

4.2 Absence/non-engagement for genuine reasons other than illness will be dealt with as for illness. In such a circumstance, you must keep College informed of the reasons for absence.

4.3 Acceptable absence/non-engagement for an EMA student is as follows:

- (a) Illness (payable for a maximum of 4 weeks)
- (b) Breakdown of the student's method of transport to and from the institution
- (c) Attendance at a funeral of a close family relative
- (d) Attendance at a court hearing or probation meeting
- (e) Authorised college activities
- (f) Religious holidays

These are guidelines only and will not guarantee payment. All absences/non-engagement must be notified to the college through the Absence Reporting procedure and as far as possible must be arranged in advance.

4.4 No letters will be sent to you with regards absence/non-engagement, the money will be stopped immediately when you are below the required attendance percentage if you have not followed this procedure.

5. PROGRESS

5.1 You will be required to achieve and maintain throughout the period covered by your Award(s) an acceptable standard of progress as agreed in your Individual Learning Plan.

5.2 Unsatisfactory progress will be reported to the Guidance Team who will decide if any action is required with regard to payment of the award(s). The Guidance Team will consider the information and recommendations made by the department staff,

6. CONDUCT

6.1 You are required to adopt a code of conduct which includes compliance with College:

Rules and Regulations; Policies and Procedures in terms of Equal Opportunities; Sexual & Racial Harassment; Bullying and Discipline; Health and Safety Procedures and Smoking Regulations

6.2 College's Copyright Regulations dictate that the training content and materials are provided for your exclusive use and the recording, copying, loan, hire or public broadcasting of such training materials is prohibited.

If you have any queries regarding the Terms & Conditions of Award please contact your local funding team, contact details can be found on the Finance page on the Student Hub at www.studentjourney.uhi.ac.uk