

## Guide to Further Education Funding



## Introduction

This guide will provide information on Further Education funding for students in City of Glasgow College. Each student will be assessed based on their circumstances in line with the information provided in their application. All information was correct at time of publishing but is subject to change. Please check out the [Scottish Funding Council](#) website for the latest guidance and contact the funding team if you need any assistance.

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# 1. Eligibility

## *Residency*

To be treated as a Scottish home student you must meet all of the following three conditions:

1. You normally live in Scotland on the first day of the first academic year of the course (usually 1st August); and
2. You've been living in the UK for 3 years before starting your course.
3. You're a UK national or have 'settled/pre-settled status' (no restrictions on how long you can stay).

If you don't meet all of the three conditions, you may still be eligible for some elements of support if you meet the requirements of one of the other UK residency categories listed:

- You're a refugee.
- You're under humanitarian protection (as a result of a failed application for Asylum).
- You're a migrant worker or child of a migrant worker
- You're a child of a Swiss national; or
- You're a child of a Turkish worker.
- You're a Syrian Refugee (VPRS).

You must also normally be living in Scotland on the first day of the first academic year of the course.

## *Orkney and Shetland Residents*

Students on full time further education courses from Orkney and Shetland are not permitted under the residency rules to apply for bursary from the college. Please contact your local education authority as soon as possible to apply to them for your bursary funding. Young students under 18 are able to apply for Educational Maintenance Allowance (EMA) from the college, click [here](#) for details.

## *Previous Study*

If you have received funding for a previous course at FE or HE level this may affect you receiving funding for the new course. Please contact student funding to find out if you are unsure.

## 2. Fees

Most students who normally live in Scotland and study in Scotland do not have to pay fees for full-time courses. This includes:

- People who were born in Scotland and have lived here all their lives.
- People from England, Northern Ireland and Wales.
- EU students with “settled/pre-settled” status
- People with some types of leave to remain.

Part- time courses – these are usually payable in advance unless a Fee Waiver has been agreed.

## 3. Under 18-Year Olds

Students under 18-years old at the start day of their course are eligible for different types of funding depending on their own personal circumstances.

### Full-Time Further Education Students

#### *Under 16 Years Old Before Course Start Date*

Students under 16 years old at the course start date, who turn 16 before 1<sup>st</sup> October 2024 will be eligible to receive funding from the start of their course. For students on a full year course that turn 16 after September 2024, their funding will not begin until January 2025 but are advised to apply as soon as possible to make sure funding is in place for then.

Students on a short course from August – December 2024 who are not 16 before 1<sup>st</sup> October 2024 will not be eligible for help from College funding and must contact their Local Education Authority for assistance with any travel or living costs.

Students on a short course from January – June 2025 who are not 16 before 1<sup>st</sup> March 2025 will not be eligible for help from College funding and must contact their Local Education Authority for assistance with any travel or living costs.

## Travel and Course Expenses Only

Students under 18 at the start date of the course can apply for travel and course material support regardless of parental income levels. These are non-means tested for under 18-year olds. *When applying for this all you need upload is a copy of your full birth certificate or passport.*

***N.B. Travel costs are only awarded to students who stay more than 2 miles from the college campus.***

From February 2022 the Scottish Government is encouraging sustainable travel and is funding bus travel for people in Scotland under 22 years old. It is expected that students under this age will apply for the National Entitlement Card (NEC) or Young Scot Card, see information and instructions on the Transport Scotland site [here](#), thus the College will not usually fund travel expenses for under 22-year-olds.

**If you want to be considered for travel expenses please explain in the text box in the Additional Support Needs section further on in Bursary/EMA application form.**

## Educational Maintenance Allowance (EMA)

As well as travel and study costs, under 18-year olds can apply for living costs but this is dependent on the level of parental income in the previous tax year. The Educational Maintenance Allowance (EMA) is means-tested to identify students in greatest need of support in line with Scottish Government and Scottish Funding Council guidelines. EMA does not have to be paid back and you must meet the residency criteria to be eligible.

### EMA household income thresholds

Gross Household Income [Tax Year 2022/23]	No. of Dependent Children in Household	Weekly Award
£0 - £24,421	Only the student	£30
£24,422 and above	Only the Student	Nil Award
£0 - £26,884	More than the student	£30
£26,885 and above	More than the student	Nil Award

**Please Note – if you turn 18 years old during your course you will remain on EMA for the duration of the course.**

EMA is paid fortnightly in arrears meaning that your first payment will not reach you until the end of your 3<sup>rd</sup> week at college. A list of the payment dates will be detailed on your award letter and can be viewed [here](#). **Students on full year courses who do not turn 16 until after 1<sup>st</sup> October will not receive any funding until January 2025.**

### *EMA Away From Home Allowance*

This is part of the bursary funding available to eligible students under 18 who while at College are living away from the normal parental home. The maximum weekly amount of £49.91 is awarded dependent on parental income using bursary policy income levels, if household income is over £20,350 then the weekly amount will be reduced accordingly. This will be assessed automatically by funding staff when you submit your application.

### *Students from Orkney and Shetland*

Due to the Residency criteria, young people from Orkney and Shetland are not eligible to apply for help from the bursary fund (Travel Expenses, Course Materials and Away From Home Allowance), please contact your local education authority to apply for a bursary. You are however eligible to apply to the College for EMA so when you get your Funding Activation Email follow the advice in the “How to Apply” section below.

### *Care Experienced, Estranged or Self-Supporting*

Students under 18 at the start date of the course but are considered to be [Estranged](#), [Care Experienced](#) or [Self-Supporting](#) would complete the same online funding form but would indicate on the form any of the above and we would assess you for a bursary rather than EMA. It is important to fill in the form correctly and provide the correct supporting documentation for us to assess your award.

## Part-Time Further Education Students

Young part-time students who meet the residency criteria are able to apply for EMA on an eligible part time course. Please contact Student Funding at the email address below for details of how to apply.

## Full-Time Higher Education Students

For students under 18-years old on a full-time Higher Education course i.e. HNC/HND/ Degree the all of your funding is provided by SAAS, please click [here](#) for details of your funding. **Unfortunately, EMA is not available to students studying Higher Education courses.** For students needing extra financial assistance while at College see Section 9 about applying to the Discretionary Fund.

### How to Apply

Funding applications for August 2024 course will open from 22nd April 2024.

- If you have an offer of a place on a course, the College will automatically send an activation email to the email address provided on your course application form.
- Follow the instructions on the Funding Activation Email, once you have created your account you can then start filling out your funding form.
- You only need to fill out one form and we will assess which type of funding applies to you
- We will acknowledge receipt of your application immediately and assess within 4-6 weeks which type of funding you are eligible for, including travel expenses and course materials based on your age and personal circumstances.

If you need help when applying please consult the [Bursary Application Guide](#) or check out the [Frequently Asked Questions](#), phone 0141 375 5190 or email [studentfunding@cityofglasgowcollege.ac.uk](mailto:studentfunding@cityofglasgowcollege.ac.uk) to ask the Funding Team.

## 4. Further Education Bursary – 18 years and older

If you're 18 years old or above at the start date of your course a College Bursary is available for living costs 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.
- 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)

From February 2022 the Scottish Government is encouraging sustainable travel and is funding bus travel for people in Scotland under 22 years old. It is expected that students under this age will apply for the National Entitlement Card (NEC) or Young Scot Card, see information and instructions on the Transport Scotland site [here](#), thus the College will not usually fund travel expenses for under 22-year-olds.

If you want to be considered for travel expenses please explain in the text box in the Additional Support Needs section further on in Bursary/EMA application form.

### *How Much Bursary Will You Receive?*

#### **Age 18-24 Student**

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

- Living with your parents - £99.35 per week
- Living away from parental home - £125.55 per week
- Self-Supporting [see examples [here](#)] - £125.55 per week
- Remaining on Universal Credit = £28 per week

#### **Age 25 and over Student**

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

- £125.55 per week regardless of where you stay
- £28 per week if remaining on Universal Credit



## Documents Needed

As the bursary is means – tested we have to assess household income before awarding bursary travel and living 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 2024 (showing total yearly income from employment)
- Parent's Tax Credit Award Notice 2024/25 (**all pages of the document**)
- Details of Parents Universal Credits payments (**Screenshots or Payment Statement**)
- Parents Child Benefit Letters (**both sides of the page**)
- Parents Council Tax Statement 2024/25
- Proof of other siblings in the household eg Birth Certificates

## Orkney and Shetland Residents

Students on full time further education courses from Orkney and Shetland are not permitted under the residency rules to apply for bursary from the college. Please contact your local education authority as soon as possible to apply to them for your bursary funding. Young students under 18 are able to apply for Educational Maintenance Allowance (EMA) from the college, click [here](#) for details.

## Remaining on Benefits

Some students can remain on Income Support or ESA (Employment and Support Allowance) while studying full time at college. If this applies 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 living costs 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.

## How to Apply

Funding applications for August 2024 course will open from 22nd April 2024.

- If you have an offer of a place on a course, the College will automatically send an activation email to the email address provided on your course application form.
- Follow the instructions on the Funding Activation Email, once you have created your account you can then start filling out your funding form.
- You only need to fill out one form and we will assess which type of funding applies to you
- We will acknowledge receipt of your application immediately and assess within 4-6 weeks which type of funding you are eligible for, including travel expenses and course materials based on your age and personal circumstances.

If you need help when applying please consult the [Bursary Application Guide](#) or check out the [Frequently Asked Questions](#), phone 0141 375 5190 or email [studentfunding@cityofglasgowcollege.ac.uk](mailto:studentfunding@cityofglasgowcollege.ac.uk) to ask the Funding Team.

## Additional Info

From May each year, we continually send out email reminders to those you have not started an application or those that have begun but not yet submitted their application to us, to get the application submitted as soon as possible. Bursary is not paid until the end of the second week at college so please budget accordingly. If your application and all documents are not uploaded by 30 June you may miss that first payment date. The monthly payment schedule will be detailed on your award email but can also be viewed [here](#).

## 5. Care Experienced Bursaries

The Scottish Government has committed to supporting students who have experienced being in care at any point of their lives. As a group, care experienced young people are more disadvantaged than some of their peers and through the provision of the Care Experienced Bursary, Scottish Government hopes to have a positive impact on retention and success of our care experienced students.

### *Courses below HNC level*

Care experienced students studying full-time courses below HNC level can apply through the College for the FE Care Experienced Bursary. This is £225 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. Please view the guidance [here](#) from the Scottish Funding Council of who is and is not eligible for help in this category and discuss with Social Work as necessary.

### *Courses at HNC/HND and Degree Level*

For Higher Education students the Care Experienced bursary is processed by SAAS, please see their website [here](#) for details. For students needing extra financial assistance while at College see Section 9 about applying to the Discretionary Fund.

### How to Apply

Funding applications for August 2024 course will open from 22nd April 2024.

- If you have an offer of a place on a course, the College will automatically send an activation email to the email address provided on your course application form.
- Follow the instructions on the Funding Activation Email, once you have created your account you can then start filling out your funding form.
- You only need to fill out one form and we will assess which type of funding applies to you
- Remember to indicate "Yes" to the question in the Student's Personal Circumstances section that you are Care Experienced/Estranged as this will

hide the sections looking for parental income and you need only upload your ID and Social Work Letter.

- We will acknowledge receipt of your application immediately and assess within 4-6 weeks which type of funding you are eligible for, including travel expenses and course materials based on your age and personal circumstances.

If you need help when applying please consult the [Bursary Application Guide](#) or check out the [Frequently Asked Questions](#), phone 0141 375 5190 or email [studentfunding@cityofglasgowcollege.ac.uk](mailto:studentfunding@cityofglasgowcollege.ac.uk) to ask the Funding Team.

## 6. Childcare Funding

The College childcare fund is available to eligible students who have a child dependent on them who need help to cover the cost of formal registered childcare. Priority is given to lone parents and couples on low incomes as evidenced by Working Tax Credits and Universal Credits. Our budget is limited so it is important to apply as early as possible.

If granted, childcare providers are paid directly by the College on the payment dates on the Payment Schedule [here](#). The Childcare Fund payments are paid monthly in arrears and awards cover term time only and do not include college holiday weeks. Childcare providers must be registered with the government on the [Care Inspectorate](#) website and provide their valid Childcare Registration Number.

The childcare fund **does not** cover:

- Deposits
- Payments for notice periods
- Duplicate funding (ie where covered by Working Tax Credits or Government – Funded Free hours.

### Full-Time Student (SCQF Level 6 & below) NQ/NC/SGA/Access etc

Must be eligible for bursary support, even if it is only course material or travel expenses support.

### Part-Time below HNC (SCQF 6 and below)

Daytime part time students are able to apply for help from the Childcare Fund to cover formal childcare costs.

### ESOL Students

Students on part-time ESOL courses at the college are able to apply to the fund to cover either the mornings or afternoons that they are attending college depending upon eligibility. Please contact us on the email address below as soon as possible to get a link to the online application.

## Documents Required

Your application cannot be progressed without all of the necessary confirmation documentation, this is a list of the typical documents you will be asked to upload to your application:

- Your ID – Birth Certificate/Passport/Biometric Residency Card
- Child[ren] Full Birth Certificate (**not abbreviated/short certificate**)
- Child Benefit Letter (**both sides of the page**)
- Current Tax Credit Award Notice (**all pages of the document**)
- Confirmation of Universal Credit Payment (**Screenshots or Payment Statement of the full payment details**)
- Council Tax Statement 2024/25
- Form A – detailing cost and details of childcare provider

## How to Apply

Funding applications for August 2024 course will open from 22nd April 2024.

- If you have an offer of a place on a course, the College will automatically send an activation email to the email address provided on your course application form.
- Follow the instructions on the Funding Activation Email, once you have created your account you can then start filling out your funding form.
- If you are studying a full-time course at SCQF level 6 or below then there will be a Childcare Application tab beside the Bursary Application tab on your online funding account. Sign back in as a “Returning User” if you have already made your bursary application or click “Activate Now” if you have not yet set up your funding account for this year.
- If you are studying any other course then you will need to contact the Student Funding team for a link to be emailed out for the online Childcare Fund Application Form. You can do this by emailing: [studentfunding@cityofglasgowcollege.ac.uk](mailto:studentfunding@cityofglasgowcollege.ac.uk) and mention Childcare Application in the email header.
- We will acknowledge receipt of your application immediately and assess within 4-6 weeks.

If you need help when applying please contact Student Funding by phone 0141 375 5190 or email [studentfunding@cityofglasgowcollege.ac.uk](mailto:studentfunding@cityofglasgowcollege.ac.uk) or drop in to Student Services on the second floor of City Campus, Cathedral Street.

## 7. Attendance

City of Glasgow College monitor attendance for all full-time groups studying at SCQF level 6 and below, e.g. NPA/Access/NQ/NC.

- If students are absent for 1 full day and teaching staff are not aware of the reason for absence, students will receive a text that evening asking them to contact student funding if absence is going to continue.

If students have told teaching staff that they are going to be off they will mark on the attendance register as 'Absence Notified' and no text will be issued.

- If students absence continues up to 3 days with no contact they will receive an e-mail from student funding asking that students contact them to confirm when they will be returning to college. Students response will be passed to teaching staff with no impact on funding.
- If absences continues up to 5 days with no contact students will receive a phone call from student funding and any response will be passed on to teaching staff with no impact on funding.
- If absences continues up to 5 days with no contact payments will be put on hold and we will inform teaching staff of this action and an Absence Letter will be sent to the student from your Academic Advisor asking if they intend to return to College. If no response is received the department will commence with Withdrawal Procedures.

The college will make every attempt to contact students who are absent to ensure they will be returning to college and offer support to keep students on track with their studies and wellbeing.

## 8. Course Materials

Bursary funding is also used to provide money for certain study costs such as books, tools and other special clothing that are essential for your course. This Course Materials allowance is paid directly to the supplier on your behalf and your department will provide you with the necessary materials/equipment.

Students under 18 at the start date of the course automatically qualify for this regardless of parental income as long as they submit a funding application.

For students 18 and over at the start date of the course this will be added automatically when we process your bursary application.

If you do not apply for funding or are not eligible for funding you will be invoiced for any essential materials that are given out as part of the course. For example, chef's whites and knife sets on Catering Courses [cost between £60 and £350], Overalls and Boots on Construction courses [between £50 and £150] and Beauty/Hair Kits on Beauty and Makeup/Hair Courses [between £150 and £450].

## 9. Additional Support Needs

Additional support towards study and travel-related expenses may be offered to a disabled student who, by virtue of their disability, is obliged to incur additional personal expenditure arising from their attendance at college. For example, colleges can use bursary funds to pay for taxi transportation for a student. This allowance is not means-tested. For more information contact [Learning Support](#).



## 10. Discretionary Fund

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 utility bills, accommodation, 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. More information on this Fund and how to apply can be found [here](#).