INDUCTION GUIDE 2019

Further Education

This guide informs you how to register as a student, apply for funding and other important information.

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CHECKLIST

To ensure you get off to the best possible start, please complete the following tasks before commencing your studies.

**Step 1**  Reply to Admissions confirming place on course (page 6)

**Step 2**  **Full Time Students**
Apply online for EMA/Bursary funding (page 6)

**Part Time Students**
Have payment ready for first day of course

Get evidence for Fee Waiver

**Step 3**  **Full Time and Part Time Students**
Enrol online (page 7)

**Step 4**  **Bursary/EMA Students**
Provide the evidence required for your funding (page 7)

**Step 5**  Come to College on Monday, 2 September 2019
STORNOWAY CAMPUS STUDENTS

The start date for Further Education courses is **Monday, 2 September 2019**. Students are asked to report to Reception at **9am** on this day.

During your first few days in College you will meet with support and teaching staff who will confirm your enrolment, funding and timetable. Staff will be able to discuss any issues you may have.

BENBECULA & TAIGH CHEARSABHAGH CAMPUS STUDENTS

The start date for Further Education courses is **Monday, 2 September 2019**.

There will be a specific enrolment event on **Wednesday, 11 September 2019** at the Benbecula campus. Students are required to attend and are asked to report to Reception at **9am** on this day.

You will meet with support and teaching staff who will confirm your enrolment, funding and timetable. Staff will be able to discuss any issues you may have.

**Before you start your course you need to complete the following 5 simple steps (only 4 if you are part-time).**
**STEP 1 Confirming your place**

All students must **reply to Admissions by email or telephone** confirming whether you are accepting your place on the course or not – leAdmissions@uhi.ac.uk, 01851 770 202.

**Why?** Confirming your place on the course allows you access to both the online EMA/Bursary application process and online enrolment.

**STEP 2 Apply for your funding**

**Full-time students - Apply online for Bursary/EMA funding for September 2019**

There are no paper-based forms. The deadline for completed applications is 31 July 2019. **If you apply after this date, your funding may not be in place at the start of term.**

The application is available on the Student Hub at [www.studentjourney.uhi.ac.uk](http://www.studentjourney.uhi.ac.uk). Once you have accepted an unconditional offer of a place from the College, a letter is sent to you containing your log-in and password details for access to the Student Hub to start your application. We also send a leaflet explaining about the Student Hub and giving you the answers to the most common questions.

If you have problems completing it online or don’t have a good internet connection at home, you can come along to any of the drop-in sessions detailed on page 9 and we will help you to complete the form. We can also make appointments outwith these times, just call us to arrange.

If you live further away and cannot get in to see us, you can still call and ask for advice and help with any aspect of the form.

There will be staff available who can help during most of the summer holiday, contact Student Services on 01851 770 242.
Part-time students

Payment must be made before or on your first day. If you are eligible for a Fee Waiver you must bring your evidence with you on your first day.

If you have any queries regarding your eligibility for Fee Waiver or the fee amount required, please contact Sylvia Murray on 01851 770 210 or email Sylvia.Murray@uhi.ac.uk.

STEP 3 Enrol online before you start your course

All students are required to enrol online through the Student Hub before the first day of the course.

You will receive a leaflet with instructions on how to use the online enrolment tool.

If you have problems completing it online or don’t have a good internet connection at home, you can come along to any of the drop-in sessions detailed on page 9 and we will help you to complete the form. We can also make appointments outwith these times, if necessary.

If you live further away and cannot get in to see us, you can still call and ask for advice and help with any aspect of the form.

There will be people here who can help during most of the summer holiday, contact the Registry Team on 01851 770 206/207.

STEP 4 Provide the evidence needed

Bursary/EMA Students only

Before the College can make any award or give out bus passes, we need to know if you are eligible. Payment of Bursary and EMA cannot be made until we have ALL the relevant evidence.

For us to assess you for your award, you will need to provide:

- Your own Birth Certificate
• Birth Certificate of any brothers or sisters under 18 years old still in full-time education

• Evidence of the household income – eg parents/partner P60, proof of benefits, tax credit award notice etc

• Other evidence may also be required, depending on your circumstances. Details of the documents accepted as evidence is available on the Student Hub

These can be scanned and attached to your application or we can take copies if you come in to see us.

If your information is incomplete, we will notify you through the Student Hub.

You will need to check on the Student Hub regularly to see if we have asked for any further information. This is how we will be telling you about the progress of your application and clearing up any queries.

➢ For you to do: check the progress of your application

STEP 5

Turn up on Monday, 2 September 2019 at 9.00 am to start your course.
DROP-IN SESSIONS

Online enrolment and funding

If you would like some help in completing online enrolment or the funding application or you would just like to use our computers, then please feel free to drop-in to Reception at the Stornoway campus at the following times:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>6 August</td>
<td>2pm – 4pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8 August</td>
<td>10am – 12noon</td>
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<tr>
<td>Tuesday</td>
<td>13 August</td>
<td>10am – 12noon</td>
</tr>
<tr>
<td>Thursday</td>
<td>15 August</td>
<td>2pm – 4pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>20 August</td>
<td>2pm – 4pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>27 August</td>
<td>2pm – 4pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>29 August</td>
<td>10am – 12noon</td>
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</tbody>
</table>

If you are having difficulty with online enrolment or applying for your funding and cannot attend the drop-in at the Stornoway campus, staff can go through the process with you by phone.
CONTACT US

If you have any questions, please contact the relevant department from the list below:

**Enrolment**
Fiona Hamilton/Mabel Finlayson
01851 770 206/207
leRegistry@uhi.ac.uk

**Student Services**
Kate Mawby
01851 770 280
leStudentservices@uhi.ac.uk

**EMA/Bursary Applications**
Catherine Kelso
01851 770 242
leStudentservices@uhi.ac.uk

**Student Fees (Part Time)**
Sylvia Murray
01851 770 210
Sylvia.Murray@uhi.ac.uk

**Admissions**
Murdo Smith
01851 770 202
leAdmissions@uhi.ac.uk

**An Cotan Childcare Centre**
Erica Gearty
01851 770 472
Erica.Gearty@uhi.ac.uk

**Reception – Stornoway**
01851 770 000
Adminle@uhi.ac.uk

**Reception – Benbecula**
01851 770 500
Adminle@uhi.ac.uk

**Reception - Barra**
01851 770 600
BarraLC@uhi.ac.uk

Check out our website for more information on the College
www.lews.uhi.ac.uk
and why not follow us on:

LewsCastleCollegeUHI

#lccuhi
COLLEGE CALENDAR

Full time FE students commence ........................................................... Monday 2 September 2019

October Break ........................................ finish Friday 11 October ~ return Tuesday 22 October 2019

November Break .................................... finish Friday 22 November ~ return Monday 25 November 2019

Christmas Break........................................ finish 20 December 2019 ~ return Tuesday 7 January 2020

February Break .................................................. Friday 7 February, Monday 10 February 2020

Easter Break.................................................. finish Friday 27 March ~ return Monday 13 April 2020

May Holiday........................................................... Monday 4 May 2020

FE Celebration .......................................................... Thursday 11 June 2020

FE students finish .......................................................... Friday 12 June 2020

College Closure Days
- Friday 2 August, Monday 5 August 2019
- Monday 14 October 2019
- Friday 22 November 2019
- Tuesday 24 December 2019 ~ Thursday 2 January 2020
- Friday 7 February 2020
- Monday 4 May 2020