



University of the
Highlands and Islands
Lews Castle College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaisde a' Chaisteil

A GUIDE TO FURTHER EDUCATION BURSARIES

SESSION 2020/21



This guide gives a brief summary of the information relating to the provision of Further Education Bursaries. More detailed information is available in the Lews Castle College Bursary Policy Document.

1. What is a bursary?

A bursary is a discretionary award made by a Further Education College to enable a student to stay in full-time education after leaving school, usually to study a one year course leading to a recognised qualification.



2. How old must I be to receive a bursary?

Bursaries are paid to eligible students who are aged 18 and over on the start date of their course.

3. How much will I receive?

The amount of your bursary depends on your age, your own or your parents' income, or if you are married, the income of your husband or wife, and on whether you live at home or have gone to college away from your home area. The maximum amounts for 2020-2021 are:

Age	At home	Away from home	Independent of parents
18 & over	£84.30	£106.53	£106.53
25 & over			£106.53

4. Care Experienced Students

Students who have at some time been looked after by a local authority in the UK, may be eligible to receive a higher amount of FE Bursary Maintenance allowance of £202.50 per week instead of £106.53 per week Maintenance Allowance where living alone or with a spouse/partner or £84.30 where living with a parent or guardian (or for under 18's on EMA £30.00 per week) for non-Care Experienced students.

5. Will I get help with travel expenses?

If you live within 2 miles of the college you will be expected to pay your own travel costs. Students ages 16-17 who live more than 2 miles from the college will be issued with a travel pass. Students 18 years old and over may get help with travel, subject to parental or other income.

6. How much will my parents/husband/wife/civil partner have to pay?

The amount they will pay depends on their income, on your age when you start the course and on the number of other children in your family. Contributions do not start until parental gross income is approximately £24,275 per annum.

Contributions from students' partners begin at gross income of £20,643 per annum.

7. Will I have to pay fees?

Fees will normally be paid, irrespective of family income, for all **full time** students who fulfil the residential qualification – that is whose family home has been in the UK for three years before they start the course and live in Scotland on the day their course begins. However, students who have had previous funding for Further or Higher Education courses should contact the College Student Services Office to check their eligibility for fees. Students on part-time courses may have their fees waived if they or their family are receiving certain benefits. Otherwise they will be expected to pay their course fees.

8. Are all students eligible to receive a bursary?

Not necessarily. A bursary is awarded at the discretion of the College, and there are certain people who are not eligible. These include people who have not been living in Scotland on the qualifying date, or in the UK for three years before starting their course. Students who have already had bursaries less than 7 years ago, (in special circumstances 5 years ago) or have had awards for Higher Education from the Student Awards Agency, may not be eligible for a bursary.

9. If I need a special uniform or protective clothing for my course will I have to pay for it myself?

If you are under 18 special clothing, and other essential supplies for your course will be provided for you from the bursary allocation. Students aged 18 and over may be expected to contribute towards the cost of these supplies, depending on the level of parental or other income.



10. Are there any conditions attached to the bursary?

Yes. When you complete your on-line bursary application you will be required to confirm that you agree to the Terms and Conditions as stated on the on-line application. This is a contract by which you agree that you will attend college regularly and that you will make good progress in your studies. **You must maintain satisfactory attendance, engagement and progression on your course or your bursary may be stopped.** If you are unable to attend classes because of illness or for other unavoidable reasons, **you must immediately inform Reception at the College, who will pass the message to your Course Tutor.**

11. When do I receive my bursary payments?

The full session bursary is paid in 11 instalments – the first one 2 weeks after you have enrolled on the course. The remaining instalments are paid into your bank account every 4 weeks covering the periods two weeks in arrears and two weeks in advance.

12. What happens if I leave college?

If you leave part of the way through the month you will have to repay any part of the bursary instalments to which you are not entitled. You must inform the Student Funding Officer immediately if you leave the course for any reason.



13. Will I have to repay any fees?

You will not usually be asked to repay fees if you leave college to take up employment. If you leave for any other reasons the college may ask you to repay part of your fees.

14. How do I apply for a bursary?

First you must complete an application form for a college course. You will be invited for interview and shortly afterwards you will be notified if you have been accepted. The College sends out a letter with a login and password to allow you to apply on-line for your funding. Complete all the applicable sections of the on-line Application Form, make sure that **all** the documents asked for are uploaded and/or passed to the Student Services for scanning. You will be informed as soon as your application has been assessed on your student hub account.

15. What happens if I want to take a Higher Education course later on?

Most Further Education courses which are bursary funded can be completed in one year. If you decide to take a Higher Education course afterwards you will be able to apply to the SAAS for a further 4 years' funding – enough to complete an honours degree in Scotland. Your bursary year will not be taken into account.

