

Bursary, EMA & Student Funding Attendance Requirements

The attendance of all students is assessed from the start date of the course. Those in receipt of support funding must adhere to set criteria in order to maintain their payments.

Payment Periods

Details of qualifying weeks and associated payment dates for both Bursary and EMA are available to check and download on the College website under the 'Student' area.

Most students will undertake some independent work for their course. This could be through classes that are taught online in timetabled times, pre-recorded lessons, online tutorials, activities or projects.

Authorised Absences

Students are expected to attend all of their timetabled classes every week in each payment period in order that they continue to be paid at the full rate of their award. However, it is recognised that students may need to have periods of absence and some suggested reasons for authorised absence are set out below. However, students have a maximum allowance of 8 days per block that can be authorised.

Number of Allowable Absences	Attendance Period
8	21st August 2023 – 19th January 2024
8	22nd January 2024 – 14 th June 2024

Where students have unauthorised absences the College will consider whether they have taken reasonable steps to continue their studies, despite their absence from class, before making deductions to the student's funding award eg. kept up to date with learning by obtaining lecture notes, online resources or other learning materials from college staff.

The College may withhold payment and seek refunds for periods where students have unsatisfactory attendance and have not taken reasonable steps to continue their studies during periods of unauthorised absence.

Students are expected to arrange personal appointments e.g. to attend Doctors, Dentists etc. outwith scheduled timetabled classes. If you have an on-going medical condition, which means that you may need more time off, please ask your doctor for a letter confirming this and we will hold this on file for the year but you must still tell us if you are absent for this reason. Please note that student support funds are not payable for periods where students are abroad.

If you are absent for any reason please:

- email us with details on absence@borderscollege.ac.uk
- or text us on: **07451 287925** – Please remember to include your name in your text.

Absences can only be authorised if we receive an email or text and won't be accepted retrospectively.

Please make an appointment with your course tutor/Student Support Officer if you have complex circumstances or health issues, including mental health issues, which you feel will impact on your attendance at College. Our professional and dedicated staff in the Student Advice Centre are also available to discuss mental health issues and wellbeing. Please remember that any information you give us will be treated in confidence.

If your payments have been stopped and you feel you have special circumstances which may explain an extended absence you should appeal, in writing, to the Student Funding Manager within 30 days, explaining your circumstances and seeking a reversal of the reduction in your funding. What you say will be treated in confidence. Our appeals procedure and Terms and Conditions of your Award can be found on our website at: [Financing Your Studies](#)

Examples of authorised absences include:

- Religious holidays (but not other holidays).
- Exam preparation.
- Attendance at children's hearing, court, meeting related to caring responsibilities or care needs, etc.
- Unexpected caring responsibilities, either for the student's child(ren) or an adult dependent.
- Severe weather and transport breakdown.
- Attendance at a family funeral.
- Medical or dental appointments for either the student, or a child or adult who is dependent on the student. This can include non-emergency appointments if these cannot be arranged outside college hours.

Where a student has an absence for a medical reason for more than 5 working days, this must be covered by a 'Fit for Work' note (sick line) from a GP. We can only continue payments based on a medical certificate for 4 weeks per block.