



BORDERS COLLEGE
CONDITIONS OF STUDENT SUPPORT FUNDING AWARDS
ACADEMIC SESSION 2024-25

The Conditions of the Assessment of Funding Awards including the level of award are subject to change throughout the Academic Year due to financial considerations including external and internal funding arrangements. If any changes in conditions occur written notification shall be given and it is a condition of any award that the College will not be bound to continue making any payments which might otherwise be payable in the event of a material change of circumstances affecting the College's financial position. Such circumstances include, and are not restricted to, a reduction or withdrawal of funding.

Borders College is bound by the General Data Protection Regulations and the Data Protection Act, 2018; under the 'Act' information will be stored on a computer system by the College.

The College is under a duty to protect the public funds it administers and to this end may use the information provided for the prevention and detection of fraud, audit and monitoring purposes. This information may be shared with the Scottish Funding Council, other colleges and organisations which administer public funds solely for these purposes.

The following conditions apply to the funding that you will be assessed for and your agreement of these conditions renders them binding upon you. By submitting your application for funding you are accepting of the following:

- Have read in full, understand and will comply fully with the Terms & Conditions of Student Support Funds from Borders College in respect of the course you have chosen to study;
- Agree to repay any sum arising from an overpayment of any award made to you within the academic year you are studying in;
- **UNDER 18 YEARS OF AGE: YOU MUST MAKE YOUR PARENT/LEGAL GUARDIAN AWARE OF THE TERMS & CONDITIONS FOR FUNDING FROM BORDERS COLLEGE AS STATED IN THIS DOCUMENT. PARENT/LEGAL GUARDIAN OF STUDENT, WHO IS UNDER 18 YEARS OF AGE, MUST CONSENT IN FULL TO THE ABOVE PRIOR TO ANY FUNDING APPLICATION BEING MADE.**

MISREPRESENTATIONS

If the College ascertains that incorrect financial information has been provided by you, your parent(s), guardian, spouse or any other person on your behalf, the College may at its sole discretion reclaim all or part of any award made. The College may also pursue a civil claim against any person making misrepresentations, and in any such cases that individual may be reported to the appropriate authority.

PROGRESSING/RETURNING STUDENTS

Your award will not be automatically renewed or guaranteed so you are required to make a separate application for each academic year. Students can receive a maximum of three years funding in any six years. This includes funding at Further Education and Higher Education levels. Any support you received while aged under 18 (including, for instance, EMA, SAAS or bursary awards) is disregarded for this purpose.

Repetition of courses will not normally be eligible for funding in the repeated year at any level. This also applies for courses undertaken at the same level as the previous year completed.

PREVIOUS DEBTS

Funds are awarded on the basis that, prior to the payment of any part of the award; you will not be indebted to the College e.g. overpayment of funding and tuition fee arrears. If you are so indebted, the College reserves the right to withhold payment or a part of the funding award until either all payments due from you have been made to the College or an arrangement to repay, acceptable to the College, has been entered into.

PROVISIONAL AWARDS

Provisional requirements will be detailed in the Comments Section of the Assessment of Award. Any awards that have a provision attached shall be withdrawn should the required documentation not be submitted by the stated date. Any overpayments which may have arisen due to a provision being attached to an award shall be invoiced for repayment.

PROOF OF ENROLMENT

No payment of funds will be made until you have accepted your place and enrolled onto your course of study at Borders College. For courses starting on 19th August 2024 the first payment will normally be made no earlier than 6th September 2024.

CHANGE OF CIRCUMSTANCE

It is your responsibility and/or that of any person to whom payments are made on your behalf to inform the Student Funding Department **immediately** of any change:

- Of bank details;
- In your financial circumstances or the financial circumstances of any person whose income has been assessed in calculating your funding award.

All other personal information such as home/term-time address, telephone numbers, email address, next of kin(s), etc. should be updated through the college Student Records Department to ensure that the main database of information is correct at all times for use of other departments requiring this information, i.e. The Student Funding Department in order to keep in regular contact with you regarding your funding award(s).

ATTENDANCE (Please refer to online college procedures)

You shall attend regularly the course of study in respect of which the funding is awarded.

Funding awards are made on the basis that students appropriately engage in their studies. Our attendance policy can be found on our College website [here](#).

Attendance is checked the on the Tuesday following a two week period therefore any absences must be covered by the Monday following the two week period. (See end of document for Attendance Periods)

If you have a caring responsibility or an on-going medical condition which means that you may need more time off please ensure to make the department you are studying under and the Student Funding Department fully aware of your circumstances prior to commencing your course.

PROGRESSION & CONDUCT (Please refer to online college procedures)

In addition to attendance requirements you must be able to demonstrate to your lecturers that you are making the expected progress within your chosen course of study and that your conduct meets the expected standards within the College. Adverse reports from any lecturer or staff member throughout the college in respect of either of these may result in your funding being withheld. Any payments held during such periods shall not be reinstated. Should your progress and / or conduct remain unsatisfactory your funding will be withdrawn for the remainder of the academic year.

Where the funding is reduced or withheld due to an adverse report and subsequently attendance, conduct or progress is reported to have improved to an appropriate level, the Student Funding Manager, in consultation with your department of study, has the discretion to:

- Restart your funding with deduction of the relevant number of week(s) funds or
- Consider modification of the deduction where good cause can be shown to justify such consideration.

TRAVEL ASSISTANCE AWARD

An electronic travel ticket is normally available to students who are aged 22 and over, live more than 3 miles from their College base and who qualify for funding support.

If you are under 22 years of age, the College will expect you to use your **free travel entitlement** to access bus travel to and from college. If you are not sure and would like further advice around travel and your NEC Card please contact the College on studentadvice@borderscollege.ac.uk

For further details, please refer to the [Transport](#) page on our website.

Students on SAAS support receive a contribution towards travelling expenses within their award and are required to budget for their daily travel to and from College from the monthly allowance paid.

Travel assistance is not paid for college holiday periods as there is not a need for students to travel into college.

MAIN FUND AWARDS

Main Funds issued by Borders College are as follows:

- **Bursary**
- **EMA** (EMA funds are not payable for college holidays).
- **Childcare Assistance** at both Further and Higher Education levels (Childcare funds are not payable for college holidays).
- **Discretionary Funds** at both Further and Higher Education levels

Instalments of the above awarded funds are paid two weeks in arrears and are dependent on satisfactory attendance/engagement in each week. There will be no part payment made for any funds in the event of an unsatisfactory attendance/engagement report for that week. The attendance period will be checked retrospectively. (See end of document for Attendance Periods).

Childcare Assistance: Childcare payments are made directly to the childcare provider fortnightly in arrears providing attendance/engagement has met the minimum requirement in each week. Responsibility of childcare provision is between the student and the provider only therefore the college will not be held responsible to pay any outstanding charges incurred by you through non-entitlement under the criteria of the award. Students must notify providers of any withhold of funds due to adverse reports in regards to attendance, conduct and progress. It is also the responsibility of students to pay any outstanding charges incurred due to adverse reports or early withdrawal from their course of study. Childcare assistance is paid for periods when students are in college and on essential course placements ONLY. It is the responsibility of the student receiving the assistance to contact the Student Funding Department **immediately** should timetable hours change.

BACKDATING OF FUNDS

Funding is cash limited and allocated on a first come first served basis, therefore please do not delay when applying for your funding or submitting the required documentation as stated on your acknowledgement email. It is advised that students who wish to have their funding decision in place PRIOR to commencing their course should have their online funding applications complete and all supporting documents submitted by close of business on 30th June 2024.

Students will have a maximum of 6 weeks from the official start date of their course to apply and submit all required documentation in order to have their award backdated to the date they started their course. Applications submitted after 6 weeks from start date of course will be assessed on the date the fully completed application and final required documentation was received. This is in accordance with Scottish Funding Council Policies for funding.

All funds will close for applications by 17th March 2025 or sooner should funds be fully allocated.

APPEALS PROCESS

Education Maintenance Allowances, Bursaries and awards from student support funds are assessed in accordance with national policies and rules. The Board of Management has established a procedure whereby appeals against the application of these policies may be made. In the first instance an appeal should be made to the Student Funding Manager and should set out in full the reasons for the appeal. Correspondence should be clearly marked 'appeal' and should be received within 4 weeks of the decision being notified to the student. The appeal will be investigated in full and a full response will be given within 10 working days of receipt of the letter of appeal. A further appeal may be made to the Appeals Panel if the response to the original appeal does not appear to take account of all the circumstances described therein. This must be done no later than 14 days from the date of your first stage appeal response. Any appeals received out-with the stated deadlines will be disregarded. The Appeals Panel is the final adjudicator and an appeal to this must show that the initial appeal had not been considered against all the relevant circumstances.

FAILURE TO COMPLY

Should you fail to comply with any of the conditions of this award: including attendance, progress and conduct and, in particular, should you withdraw from or be absent without due cause from the course of study in respect of which this funding is offered, then the College will be entitled, at its sole discretion, without giving prior notice to you:

- Require you to repay the whole or any part of any allowance already paid to you, or to another person on your behalf; and/or
- Cancel any future payments due from the funding award; and/or
- Cancel the funding award altogether.

Regards

**Student Funding Manager
Borders College**

ATTENDANCE PERIODS

EMA and Childcare Fund Payments

Attendance From	Attendance To	No. of Weeks	Payment Date
19 August 2024	30 August 2024	2	06 September 2024
02 September 2024	13 September 2024	2	20 September 2024
16 September 2024	27 September 2024	2	04 October 2024
30 September 2024	04 October 2024	1	18 October 2024
07 October 2024	25 October 2024	2	01 November 2024
28 October 2024	08 November 2024	2	15 November 2024
11 November 2024	22 November 2024	2	29 November 2024
25 November 2024	06 December 2024	2	13 December 2024
09 December 2024	13 December 2024	1	27 December 2024
16 December 2024	20 December 2024	1	10 January 2025
06 January 2025	17 January 2025	2	24 January 2025
20 January 2025	31 January 2025	2	07 February 2025
03 February 2025	14 February 2025	2	21 February 2025
17 February 2025	28 February 2025	2	07 March 2025
03 March 2025	14 March 2025	2	21 March 2025
17 March 2025	28 March 2025	2	04 April 2025
31 March 2025	25 April 2025	2	02 May 2025
28 April 2025	09 May 2025	2	16 May 2025
12 May 2025	23 May 2025	2	30 May 2025
26 May 2025	06 June 2025	2	13 June 2025
09 June 2025	13 June 2025	1	20 June 2025

Bursary and Discretionary Fund Payments

Attendance From	Attendance To	No. of Weeks	Payment Date
19 August 2024	30 August 2024	2	06 September 2024
02 September 2024	13 September 2024	2	20 September 2024
16 September 2024	27 September 2024	2	04 October 2024
30 September 2024	11 October 2024	2	18 October 2024
14 October 2024	25 October 2024	2	01 November 2024
28 October 2024	08 November 2024	2	15 November 2024
11 November 2024	22 November 2024	2	29 November 2024
25 November 2024	06 December 2024	2	13 December 2024
09 December 2024	20 December 2024	2	10 January 2025
23 December 2024	03 January 2025	2	27 December 2024
06 January 2025	17 January 2025	2	24 January 2025
20 January 2025	31 January 2025	2	07 February 2025
03 February 2025	14 February 2025	2	21 February 2025
17 February 2025	28 February 2025	2	07 March 2025
03 March 2025	14 March 2025	2	21 March 2025
17 March 2025	28 March 2025	2	04 April 2025
31 March 2025	11 April 2025	2	17 April 2025
14 April 2025	25 April 2025	2	02 May 2025
28 April 2025	09 May 2025	2	16 May 2025
12 May 2025	23 May 2025	2	30 May 2025
26 May 2025	06 June 2025	2	13 June 2025
09 June 2025	13 June 2025	1	20 June 2025