

Guide to Bursary and EMA Funding

Further Education Bursaries and Education Maintenance Allowance 2017/18



Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

Please read this guide carefully before completing your application.

Will I Be Eligible To Receive Funding?

Anyone who meets the residential requirements may be eligible. In most cases, if you have been resident in the United Kingdom for the 3 years before the start date of your course and are resident in Scotland at the start of the course, you are likely to be eligible. There are a number of special cases in relation to residency requirements and so if you are in any doubt about this issue, please contact the Student Funding Team.

Bursary and Education Maintenance Allowance (EMA) support may be available to students for a full time course or programme of study, which leads to a recognised qualification up to, but not including Higher National Certificate. Part-time students may be eligible for bursary support towards travel and study expenses. Part-time students on an eligible course may receive EMA between ages 16 – 19 as long as they are not already in receipt of EMA from another College or Local Authority.

For How Long Will Support Be Available?

Bursary

Bursary support will normally be available for a one year course or programme. In certain circumstances, courses may be approved by the College Board of Management for a maximum of 3 years of study. Applicants should note that approval of year one should not be taken as a guarantee of support for future years.

Bursaries will not normally be available for those who have previously received financial support for a full time course beyond the age of 18 years. However, in some circumstances the College may make a second award if there are fair and good reasons for doing so. Second bursaries may also be awarded if a period of 4 years has elapsed since funding was last received.

If you have studied before and would like to check your eligibility for a bursary, please contact our Student Funding Team for advice.

Education Maintenance Allowance (EMA)

EMA support will normally be restricted to a maximum of 3 years for any individual student. However, you may be entitled to more than 3 years if you have additional support needs.

What Funding Can I Apply For?

You may be able to apply for help with:

- Living costs such as accommodation, clothing and food.
 - Full-time students aged under 18 on the start date of their course will be able to apply for EMA support for living costs. EMA is means tested based on household income.

- Part-time students aged under 20 and on an eligible course will be able to apply for EMA.
- Full-time students aged 18 or over on the start date of their course will be able to apply for Bursary support for living costs. Bursary for living costs is means tested based on household income.
- Study Expenses – the cost of necessary materials, clothing and equipment. This may be provided in kind by the College. Study expenses will not be means tested for students aged under 18 on the start date of their course.
- Travel expenses. If you live more than 2 miles from the College you **may** get help with your travel expenses. It is expected that students who choose to move away from home to study will stay in Perth; therefore travel will **not** be paid to students choosing to move away from home and stay out with Perth.
 - Eligible students aged under 18 on the start date of their course will be provided with a travel pass which should be available for collection at the start of the course. For students under 18, travel support will not be means tested based on household income.
 - Eligible students aged 18 or over on the start date of their course will receive a means tested travel allowance.
- Expenses for students with Additional Support Needs.
- Dependant's Allowance for students who have care responsibilities for an **adult** dependant. Students can only claim for one dependent adult and any dependant's allowance is subject to a deduction in respect of any income received by the dependant.

How Much Will I Receive?

EMA for Living Costs (Full-time Students Aged Under 18 on the Start Date of Their Course or Part-time Students Aged Under 20)

Your application will be assessed on the basis of the gross taxable income in your household for the year ending April 2017.

Income eligibility, correct at the time of publication, is as follows:

Income	Weekly Amount
Only child, household income up to £24,421	£30
Only child, household income over £24,421	£0
More than one child in household, household income up to £26,884	£30
More than one child in household, household income over £26,884	£0

EMA Students who live away from the parental home may be entitled to receive an additional means tested allowance of up to £38.69 per week payable from the Bursary Fund.

Bursary for Living Costs (Students Aged 18 or Over on the Start Date of Their Course)

Your application will be assessed on the basis of the gross taxable income in your household for the year ending April 2017. The following tables show how the weekly maintenance allowances for different categories of student change based on parental or spouse/partner income.

Students Aged Under 20		
At Home	Away From Home	
EMA Rates Payable	Parental Income	Weekly Amount
	Under £20351	£38.69
	£25000	£25.63
	£30000	£12.71
	Over £34915	£0.00

Parentally Supported Students			
At Home		Away From Home	
Parental Income	Weekly Amount	Parental Income	Weekly Amount
Under £24275	£77.01	Under £24275	£97.33
£35000	£48.25	£35000	£68.57
£45000	£22.41	£50000	£29.81
Over £52920	£0.00	Over £58602	£0.00

Self-Supporting Students living with a Spouse or Partner			
Spouse/Partner's Income	Weekly Amount	Spouse/Partner's Income	Weekly Amount
Under £20643	£97.33	£45000	£33.35
£25000	£85.03	Over £55978	£0.00
£35000	£59.19		

If you are in receipt of **Universal Credit**, and are eligible to continue to receive this whilst at college, you will be awarded a **weekly allowance** of **£28.00** instead of the above weekly allowance.

Please note that these figures are for guidance only based on a 40 week course and may vary depending on your personal circumstances. The above tables do not take into account any travel/study expenses or dependant's allowances that may be payable (see over).

Deductions may also be made based on the income available to the student. Deductions on a pound per pound basis are made on student income as follows:

- Unearned income in excess of £20.52 per week.

Dependant's Allowance

Dependant's Allowance of up to £55.48 per week subject to the conditions outlined above.

Means Testing of Awards

A funding award will normally be means tested based on the household income of the applicant. Students who are married or living with a partner in an established relationship will have their award means tested based on their spouse or partner's income. Single students will normally have their award means tested based on parental income unless they meet the criteria for Self-Supporting Status outlined below:

You are classed as self-supporting if you:

- Are aged 25 or over on the start date of your course.
- If you have not yet reached the age of 25, you should still be defined as "Self-Supporting" if one or more of the following criteria applies to you on the start date of your course:
 - You are married. This does not include situations where the student was married but that marriage broke down prior to the start date of the course; or
 - You have no parents living; or
 - You are formally recognised as a care leaver who is living independently; or
 - You are caring for a child dependent on you; or
 - You are estranged from your parents. In this context we refer to a permanent and irrevocable breakdown in the parental/child relationship; or
 - You have supported yourself for a total of at least 3 years. This includes periods where you were either:
 - i in employment and earning equal to or more than current income support levels; or
 - ii supported by a partner with earnings equal to or more than current income support levels; or
 - iii on a training programme operated by or on behalf of the Scottish Government or Skills Development Scotland; or
 - iv in receipt of unemployment benefit/jobseeker's allowance and/or can provide confirmation that you were available or registered for employment or actively seeking employment; or
 - v in receipt of employment and support allowance, sickness benefit, invalidity pension, incapacity benefit, maternity allowance, severe disablement allowance, statutory sick pay or statutory maternity pay; or
 - vi in receipt of income support or Universal Credit; or
 - vii caring for a person (adult or child) dependent on you. The college will look for evidence that the student has been the **primary** carer for an adult: or
 - viii You are/have been in care for the necessary qualifying period. Proof from Social Services will be required; or
 - ix In receipt of Housing Benefit for the relevant period; or
 - x You have a copy of a formal rent agreement for the relevant period.

How Will I Be Paid?

EMA will be paid in arrears in regular fortnightly instalments into your bank account. EMA is **not** payable for the October, Christmas, Easter and summer holidays. Bursary will also be paid in regular 4-weekly instalments into your bank account. Bursary is payable for the October, Christmas and Easter holidays.

When Should I Apply?

To avoid delay, please apply for funding as soon as possible after receiving your course acceptance. We aim to ensure that everyone who submits their funding application along with all required supporting documentation before 31 July will receive notification of their funding entitlement before the start of their course.

Students applying for an EMA will not have payments backdated to the start of term if their application is received after 30 September 2017.

Students applying for a Bursary will not have their payments backdated to the start of term if their application is received more than 6 weeks after the start date of their course.

Can I Appeal?

Grounds for Appeal

Bursaries and EMAs awarded by Perth College UHI are determined under the National Funding Policies laid down by the Scottish Funding Council. While the College seeks to administer the Policies with the maximum of efficiency and equity a formal appeals procedure has been established which can be used where students have either a general or specific appeal in respect of the way in which their application has been handled. Students may appeal on the grounds of failure to observe the correct procedures in handling the application or on the grounds of incorrect calculation of the amount.

However, where there would appear to be grounds for appeal against the calculation the situation must in the first instance be taken up with the Head of Student Services to allow a further assessment to be made. Please do this within 4 weeks of the date of the award letter. The College will not accept appeals that challenge the provisions of the Funding Policies.

If after this stage you are still not happy, you should write to the Vice Principal, Academic stating clearly the reasons why you wish to refer your case to her. The correspondence should be clearly marked either "Appeal against Bursary Award" or "Appeal against EMA Award" as appropriate.

Appeals Procedure

The Vice Principal, Academic or her nominee, normally a member of the Senior Management Team, will fully investigate the grounds of the appeal and reply within 15 working days of receiving the letter. The Vice Principal, Academic or the Principal will be the final adjudicator in the Appeals Procedure.

Please contact the Student Services Team who will be happy to assist you with your appeal if you require their help.

How Can I Find Out More?

If you have any further queries, our Student Funding Team will be happy to help you. Please phone 01738 877206 or 01738 877375 or email pc.studentfunding@perth.uhi.ac.uk.

If you have not heard from us within 21 days of applying for your Bursary or EMA and submitting your documentation, please contact our Student Funding Officer by phoning 01738 877206.

Bursary/EMA Application submitted - Date: _____



For further information contact:
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