

Applying for your EMA, Further Education Bursary, Further and Higher Education Childcare and Discretionary Funding through the Student Hub

Applications for any of the above course funding can be applied for online through your Student Hub account which can be found through the college website or directly at www.studentjourney.uhi.ac.uk

Your Hub account is your electronic view of the records the college holds about your studies and is one of the methods the College uses to communicate with you about various aspects of your college life.

In addition to applying for funding you can also use UHI Records to:

- enrol on your course
- contact your tutors
- keep you up to date with college life and lots more.....

Funding

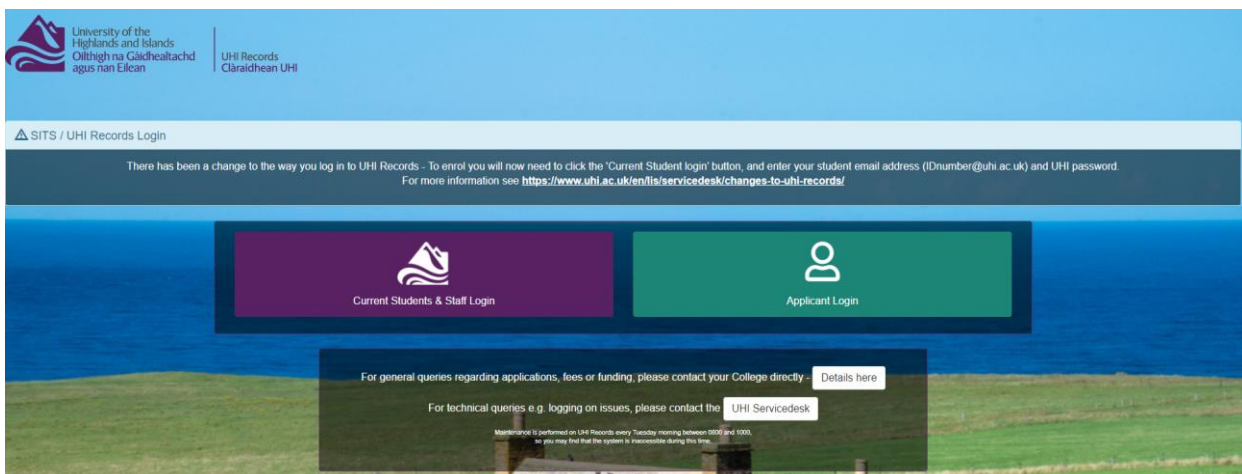
Financial assistance from the Education Maintenance Allowance (EMA), Further Education Bursary, Childcare and/or Discretionary Funds are only available through your Student Hub account. This includes Higher Education discretionary and Higher Education Childcare and all correspondence about your entitlement is communicated through your Hub account. Such as

- Who to contact and how
- Follow the progress of your application
- View what documents you need to submit
- Download forms that may be requested for your application
- View and print your award letters
- How your award is calculated
- Submit an Appeal and request a Re-assessments – this allows you to appeal the funding decision or inform staff of any changes to circumstances that may mean a re-assessment of circumstances.

Accessing your Hub Account

In your internet browser go to the following address www.studentjourney.uhi.ac.uk (You can also find a link to UHI Records on the student section of the UHI website). Click the **Current Students & Staff Login** button then login with your username and password which has been sent previously.

Always keep your password secret and do not share it with anyone. We will never ask you for your password. Details can be found at: <https://www.uhi.ac.uk/en/lis/password-self-service/>



The screenshot shows the UHI Records login page. At the top left is the University of the Highlands and Islands logo and name. To the right, it says 'UHI Records Clàraidhean UHI'. Below this is a navigation bar with 'SITS / UHI Records Login'. A dark grey banner contains a message: 'There has been a change to the way you log in to UHI Records - To enrol you will now need to click the 'Current Student login' button, and enter your student email address (IDnumber@uhi.ac.uk) and UHI password. For more information see <https://www.uhi.ac.uk/en/lis/service-desk/changes-to-uhi-records/>'. Below the banner are two large buttons: a purple one labeled 'Current Students & Staff Login' and a green one labeled 'Applicant Login'. At the bottom, there is a dark grey box with contact information: 'For general queries regarding applications, fees or funding, please contact your College directly - Details here' and 'For technical queries e.g. logging on issues, please contact the UHI ServiceDesk'. A small maintenance notice at the very bottom states: 'Maintenance is performed on UHI Records every Tuesday morning between 08:00 and 13:00, so you may find that the system is inaccessible during this time.'

Applying for funding

To access your funding application click on the “Apply for funding” **Once you have submitted your application you can view its progress and other information relevant to you by clicking on the box entitled funding from the student hub dropdown (See below)**

Student Hub

The screenshot shows the Student Hub interface with several sections:

- Quicklinks:** UHI Induction, Update Email/Mobile, View Modules & Results.
- UHI Records Intry:** Unread messages (0).
- Enrolment status, information and to do:** 2019/20 Enrolment Status table.
- Further Education Funding:** Table with columns: Year, Course Code, Course Title, Course Start Date. A red circle highlights the 'Apply for funding' link in the 'Further Education Funding' table.

Year	Course Code	Course Title	Course Start Date	
2019/20	THBRV00VTF	City & Guilds Level 3 Diploma Veterinary Nursing	09/09/19	Apply for funding

If you have any questions about completing your online funding application, please contact:

Argyll College funding.whc@uhi.ac.uk
Inverness College funding.ic@uhi.ac.uk
Lews Castle College studentservicesle@uhi.ac.uk
Moray College Student.Services@moray.uhi.ac.uk
North Highland College nhcstudentsupport@uhi.ac.uk
Perth College StudentFunding.Perth@uhi.ac.uk
West Highland College funding.whc@uhi.ac.uk

Using the Hub in General

The screenshot shows the Student Hub dropdown menu with the following options:

- Student Hub - Home
- Enrolments
- Forms
- Funding
- Student Support
- Modules
- Personal Details

From the Student Hub dropdown at the top of the screen you can explore all the different areas of your Hub account. You should familiarise yourself with these areas for information on what is available to you.

Modules

This allows you to see:

- Completed module results
- Modules you are taking this year
- Resits or modules continuing from a previous year

Personal Details

Students can check and change their address or contact details at any stage as well as change data sharing consent options. Care Experience (whether you have been in care) can also be updated as appropriate. For changing next of kin details students need to contact the local registry team to update this information. Your next of kin would be contacted by your college should there be any emergencies, so it is important that you let your college know of any changes.

Forms

On this screen you can:

- Print out a dyslexia sticker (only available to students who have contacted their local disability co-ordinator in the first instance).
- Apply for mitigating circumstances for exams/assessments (HE Students only)

Along with other options regarding your study options.

Student Support

For students with disclosed disabilities or additional support needs we can arrange assistance and advice to help you get the most of your time out of university/college.

If you have any queries, please contact your local support team in the first instance.