

How to Apply Online for Your EMA and Further Education Bursary through the Student Hub



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

Ask Student Services for details.

www.perth.uhi.ac.uk

Perth College is a registered Scottish charity, number SC021209.

Applying for Your EMA and Further Education Bursary through the Student Hub

Applications for the above course funding can be made online through your Student Hub account, which can be found through the college website or direct at:

www.studentjourney.uhi.ac.uk

Your Student Hub 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 your Student Hub to:

- Enrol on your course.
- Check and change your personal details.
- Get notification of your funding entitlement and payments.
- Contact your tutors.
- Check module results.
- Keep up to date with college life and lots more ...

It is important to regularly check your Hub account to get updates on the status of your funding application.

Accessing your Student Hub Account

Once you have accepted an unconditional offer of a place on the course you applied for, you can log in to the Student Hub to apply for funding.

In your internet browser go to www.studentjourney.uhi.ac.uk to the "UHI Records" screen, enter your Username and Password and click:



Log in

If you are a new student, your log in details will be as follows:

Username: Your Student ID (see your acceptance letter)

Password: Your date of birth in the format ddmmyyy. It is recommended that you change your password after you log in for the first time.

Returning students should use their existing College account details to log in.

If you have any problems logging into the system, please contact UHI Servicedesk:

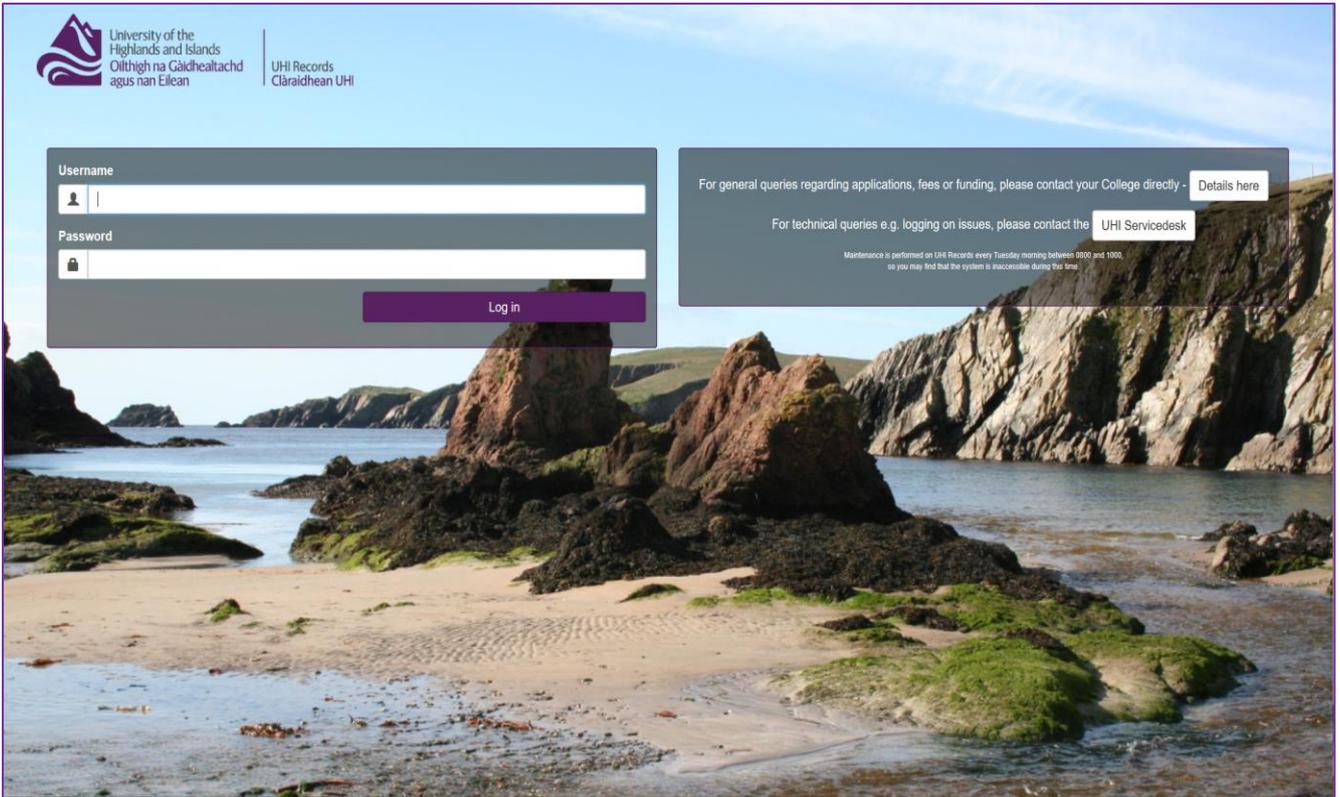
Email: servicedesk@uhi.ac.uk

Live Chat: <https://uhi.bomgarcloud.com/>

Check and log your own calls at <https://uhi.unidesk.ac.uk>

More information is available at <https://www.uhi.ac.uk/en/lis/servicedesk/>

Please have your student ID to hand when contacting UHI Servicedesk.



Once you have logged in you may be asked to select the course you are going to be studying. Select your course and click on:



Course Selection

Choose your course:

Select for session

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This will take you to your "Student Hub" home page. Look for the "Further Education Funding" section at the bottom right of the screen and click the link to "Apply for funding":

The screenshot shows the Student Hub interface. The 'Further Education Funding' section is highlighted with a red circle. It contains the following table:

Year	Course Code	Course Title	Course Start Date	
2018/19	MOCGCSFB1F	C&G L1 CULINARY SKILLS/FOOD & BEVERAGE SERVICE	27/08/18	Apply for funding
2018/19	MOCGVEMRPF	C&G CERTIFICATE IN VEHICLE MAINTENANCE REPAIR FT	27/08/18	Apply for funding

Below the table is a link for 'FE Funding Privacy Notice'.

If you are applying on a mobile device, you may need to scroll to the bottom of the screen to see the "Further Education Funding" section.

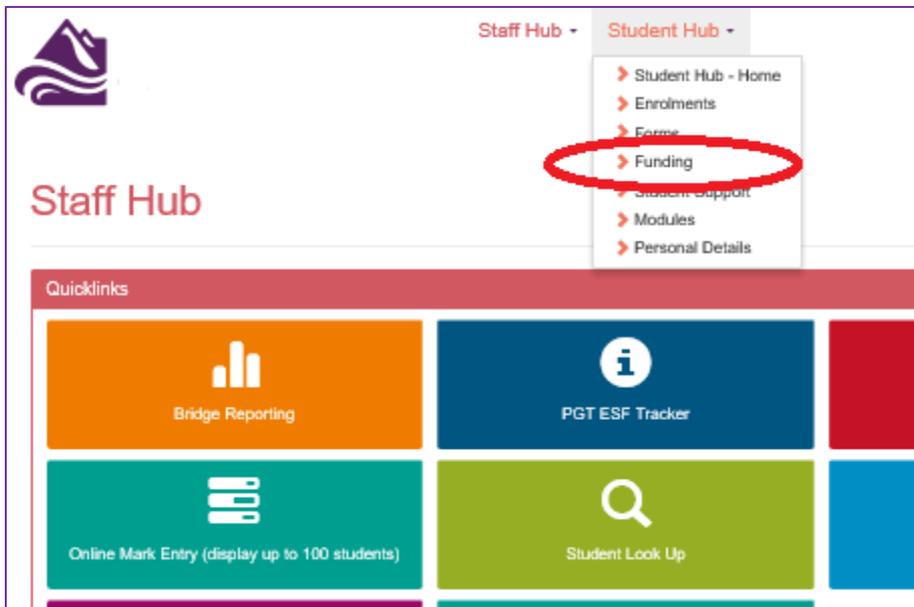
The application asks about you and your family's circumstances. Please ensure you read and answer the questions correctly, taking extra care when entering your bank details as any errors will result in a delay in your application being processed and receiving your payments.

Once you start a funding application, you can log out of the application at any point, and when you next log in, your progress will have been saved and you can pick up from where you left off. This may be useful if you need to refer to some documents in order to complete your application, but do not have them to hand.

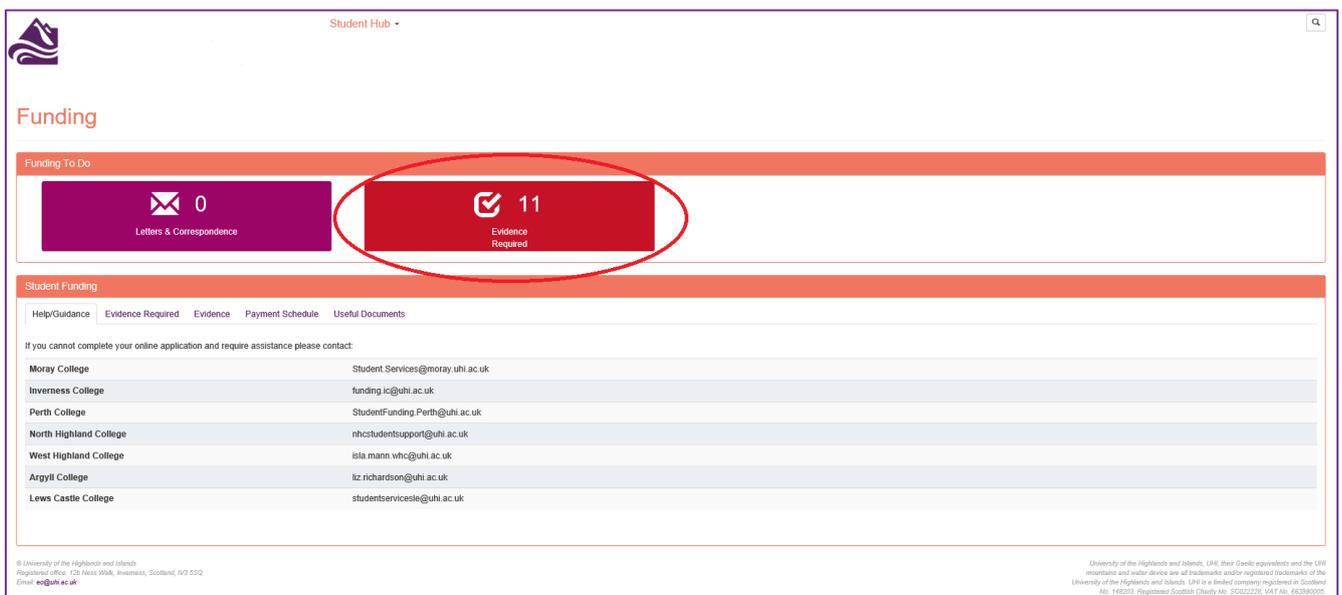
If you log back in to a partially completed application, the link in the "Further Education Funding" section will say "Return to application".

At the end of the application, you will be asked to agree to and accept the terms and conditions of the application. Once you do that, your application will be submitted.

Once you have completed your funding application, your account will be populated with a list of the documents we require to confirm your circumstances. If you are logging back into your account to look at this, when you log in, you can access the Funding area of your account by clicking on "Funding" on the "Student Hub" drop down at the top of the page:



This will take you to your main Funding page where you can click on the Evidence Required icon to see what documents you need to submit to complete your application, or access other useful documents which you may require, such as Bursary and EMA payment dates or terms and conditions:



Evidence We Need from You and How to Submit It

The funds you are applying for are public funds given to the College to distribute only to eligible students, which is why we must have documentary evidence of your and your family's circumstances. We are not able to pay you any funds until you provide us with the documents requested on your Student Hub account.

Once you submit your application you will be asked to provide documents to confirm the information you have entered. Go to the Funding Section of the Student Hub as detailed above and click on the Evidence Required icon to see which documentary evidence you need to submit in support of your application and how you can do so.

To submit your evidence, for each item requested, please scan and email it to pc.studentfunding@perth.uhi.ac.uk (we cannot accept phone camera photos of documents).

Please note that due to the Coronavirus outbreak and resulting closure of College buildings, we cannot currently accept evidence in person or by post.

Remember, we cannot process your funding application until you have submitted all the documents requested.

You will be able to track the progress of your application by checking Funding section of the Student Hub as per above.

How We Will Process Your Application

We will assess your application once you have provided us with all the documents requested on your Student Hub account. We aim to process your application within 3 weeks of you submitting all required evidence. If you only submit part of the evidence requested on the Student Hub, we will update your Hub account with the evidence supplied and send you notification of the evidence still needed.

We receive a high number of applications in August and September, which can have a major impact on our ability to process your application as quickly as we would like. We therefore encourage you to submit your application and supporting documentation as soon as possible.

Students applying for an EMA will not have payments backdated to the start of term if their application is received after 30 September 2020. 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.

Common Causes of Delays to Your EMA or Bursary

EMA Learning Agreement Not Returned

We cannot pay you the EMA award if you have not completed and returned the Learning Agreement, which is sent with your EMA award letter.

Student Circumstances Not Entered Correctly

The online application form is designed to try to collect personal information for students with a variety of personal circumstances. If you do not think that you have managed to show what your circumstances are, please use the "Additional Information" section at the end of the application to explain anything else you want us to know about you.

The list of documents you are asked for when you complete the application is based on what you told us on the application. We do not look at your application until you have given us all of these documents. If you have missed a document that you should have included, we will not process your application until you have provided the additional document(s) we ask for at that point.

Documentation not Supplied or Not All Pages of Documents Provided

We cannot award or pay you any funds until you have provided us with all the documents we request. Only when you have provided us with all your documents do we consider your application complete and ready to assess. Remember to check your Student Hub account to see which documents you need to submit and if we send you any requests for additional documents, please be sure to submit them.

Student and Family Income Not Fully Disclosed

We deal with hundreds of funding applications each year and have a clear understanding of benefits eligibility and allowances. If you miss out income which we think you, or your parents/partner should be receiving, we may add a request for additional documents. Keep checking your Student Hub to see if this applies to you.

Student Doesn't Enter Bank Details Correctly

We make payment to the bank account details you provide on your online application and we assume that you have filled this in correctly. If you have made a mistake, the payment will either go to the wrong account or will be returned by the bank. The best resolution of this is that the payments get to you, but late, because of the time it takes the bank to return the funds and for us to re-issue them. The worst situation is that the funds do not get repaid by the account holder of the account you told us to pay. Either way, **you will not get that money unless** it is returned to us and it may take some time to sort out, so please enter your bank details carefully.

Frequently Asked Questions

What if my circumstances have changed since I completed the application?

Please contact us by emailing pc.studentfunding@perth.uhi.ac.uk telling us about the change in your circumstances.

I attended the college the previous year. Do I still need to provide all documentation for my Funding application?

Yes. Each year we need to know what your circumstances are, and these may have changed since you last studied. Also, the funding rules are reviewed each year and there may be changes to what is available and how it is assessed.

Why do I need to give you my parents' income when I do not live with them?

In Scotland, you are not automatically classed as independent of your parents for education purposes until you are 25 years of age. So, if you start a course while you are younger than 25, unless you meet the exceptions below, we will need to assess your entitlement based on your parent's household income.

Students under 25 who are classed as independent:

- Married students (but not if separated/divorced).
- Students with a dependent child(ren) (Tax Credit Award Notice as evidence).
- Students who are estranged and receiving Income Support/Universal Credit on hardship grounds (Benefits letters or Social Work Letters as evidence).
- Students who are Care Experienced.
- Students who can provide evidence of financial independence (income above the rate of income support) for any 3 full tax years. (Benefits Letters, P60's, SA302's HMRC Letters as evidence).
- Students who can provide evidence of living independently for any 3 full tax years (eg have a tenancy document in your name).
- Students with no living parents.

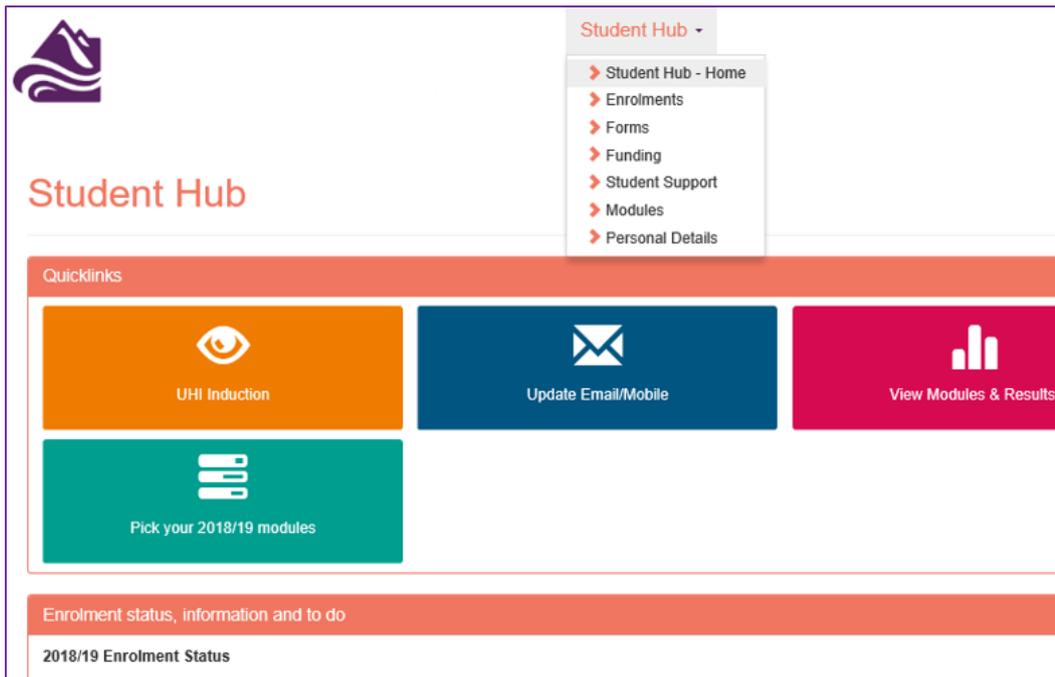
You are required to provide documentation to prove these circumstances.

Keeping in Touch Using Your Student Hub Account

Your Hub account is a vital tool for your life at college, especially your funding.

There are other sections which you can access to keep up to date with different aspects of life at college.

From the Student Hub drop down section of your Hub account, you can access various areas which provide information regarding your course and life as a student and which allow you to perform actions like update your contact details, enrol on your course and choose course modules.



Enrolments

Check who your tutors are and get in touch with them if you have any queries/problems.

Forms

This section has lots of forms which you may need to complete for all aspects of College life such as:

- Apply for mitigating circumstances for exams/assessments (Higher Education students only).
- Withdraw/suspend or transfer courses (Higher Education students only).

Funding

This section has the funding applications available to you. Once started you can exit an application and return to it later if you need to. You can also view a list of documents required to complete your application, follow its progress, download forms that may be requested for your application and view the status of your payments throughout your student journey.

Student Support

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).
- Find out about and access additional support and advice.

Modules

This allows you to see:

- Completed module results.
- Modules you are taking this year.
- Resits or modules continuing from a previous year.
- Details of any recognition of prior learning (RPL) credits.

Personal Details

This contains your Name, Address, Date of Birth etc. You should check these are correct and keep them up to date so that you get your qualifications, certificates etc issued to you correctly. You can change your address or next of kin details here if necessary.

Student Funding Team Contact Details

If you need help completing the online application, our Student Funding Team will be happy to help you with any questions you may have.

The Student Funding team will also be happy to get you started with your application.

Please contact the team as follows if you require advice or assistance.

Email: pc.studentfunding@perth.uhi.ac.uk

Please note that due to the Coronavirus outbreak and the resulting closure of College buildings, we cannot currently be contacted in person or by phone. We will update these contact details as and when Government guidance changes and College buildings reopen.



For Further information contact:
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