



## Further Education Funding 2022/23

### Conditions of EMA & Bursary Awards

The holder will be expected to maintain satisfactory attendance and engagement at all timetabled sessions of the course unless prior authorisation has been granted by the Year Tutor. **In the event of absence as a result of sickness College procedures must be followed and a Doctors Certificate will be required if the holder is absent for 7 days or more.**

The bursary award will be paid in 10 monthly instalments into your own bank account. The holder shall accept no other bursaries during the tenure of this Award. **Continuation of the instalments will be dependent upon satisfactory reports on attendance and engagement.**

#### Reporting an Absence

If the student is ill or prevented from attending College for any reason, the student must report this on their first day of absence via Student Advantage on the MySruc mobile app using the Report an Absence tab. If unable to do so in this way, the student can contact their Year Tutor via the messaging tab on Student Advantage. Again, if this is not possible, the student should contact either their Year Tutor or Campus Faculty Office on the first day of absence by email or telephone. If they are unable to do so themselves, they should have someone contact the College on their behalf. Failure to do so could result in the suspension of their payment. Any absence longer than 7 days the student must obtain a Medical Certificate.

#### Requesting an Absence

If a student wishes to request permission to be absent, this can be entered 7 days in advance using the Report an Absence Tab via Student Advantage. This will then advise your Year Tutor of your planned absence which will either be Approved or Unauthorised. It is expected that where possible students will arrange Dental / Medical appointments out-with class time. Students are allowed a maximum of 5 days per teaching block/term, backdated certificates will not be accepted.

If absences are exceeded payment will be withheld, possibly even suspended indefinitely. Bursaries will be suspended if Medical Certificates exceed 4 weeks, backdated certificates will not be accepted.

All absences must be approved by the student's Year Tutor. A Student who is absent for 10 days or more without informing the College, without having been in contact with a member of College Staff to discuss their reasons will have their funding terminated.

4 weeks Maternity Leave is allowed (6 weeks for a Caesarean birth) and 2 weeks Paternity Leave. Registry Funding **MUST** be notified of this, in writing, to continue payment throughout this time.

### **Checking your Absence Total**

You will be able to check the absences recorded against you in Student Advantage. You can find this via the Attendance tab.

### **Important**

The College must be notified in writing of any change in income or other particulars furnished relative to the bursary/EMA.

**The College may revise the Bursary/EMA at any time during its tenure and may suspend or terminate the bursary without further warning if the conditions of the award are not complied with or if the College is not satisfied with the conduct or progress of the holder.** In such circumstances the holder will be required to repay the whole of the amount of the award or such part thereof as the College may determine.

**Provisional awards** are made when the College has been unable to obtain, or the holder and/or the holder's parents have been temporarily unable to supply details upon which a final assessment can be made. **Acceptance of a provisional award must only be on the clear understanding that the award remains to be finalised** and that failure to provide the College with the information or documentation required to enable the award to be finalised, can result in the Award being revoked.

Where the College is satisfied that there has been an overpayment of bursary for any kind of reason and request repayment of the overpayment or so much of it as they think fit, the holder of the bursary shall be obliged to pay the College the amount requested.

College fees may, in some cases, exceed the amount of the bursary awarded. The amount, if any, by which fees exceed the bursary award, is the responsibility of the student.

The College reserves the right to withdraw an award should the student act in an inappropriate manner, e.g. violent conduct, drunk and disorderly, swearing at staff and/or other student.

SRUC will consider any absences a student has should they have unusual instances where they cannot attend classes, however they must be conveyed to staff in order for them to be aware of the situation. Failure to do so may mean your payments are withheld.