

## **TERMS AND CONDITIONS OF BURSARY AND EDUCATION MAINTENANCE ALLOWANCE (EMA) AWARDS**

### **1. INFORMATION**

It is your responsibility to inform the Student Funding Department immediately of any change of address, or if there is any change in your personal/financial circumstances or the financial circumstances of any person whose income has been assessed in calculating your award. It is also your responsibility to inform us immediately if you are considering withdrawing from or changing your course/mode of study. The Student Funding Department is located within the Student Advice Centre at the Scottish Borders Campus.

If the College ascertains that incorrect financial or personal 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 from the student all or part of any award made. The College may also pursue a civil claim against any person making any such misrepresentation, and any such cases may be reported to the Police.

### **2. ATTENDANCE**

You shall attend regularly the course of study in respect of which the funding is granted. You shall attend all timetabled classes throughout the period of your course. Your funding may be withdrawn without warning if your attendance in timetabled classes falls below 90% for a bursary award or 100% for an EMA award in any reporting period.

If your illness is minor and lasts only a very short time or you are absent for reasons other than illness eg interviews, dental/hospital appointments, etc you should advise your Course Tutor at once by completing a self-certification form, attaching your appointment card/letter.

Only periods of illness with medical certificates submitted to the Student Funding Department at the time may be set against the 90%/100% attendance requirement. However, you should note that absences covered by medical certificates will only be acceptable for a maximum of 4 class weeks in any 10-week period. Please note that some doctors may charge a small fee when a medical certificate is requested, for which you will be personally liable.

If you have been absent on medical leave for a continuous period of 4 weeks, you should contact your Course Tutor to discuss whether you will be returning and to determine whether you will be able to continue with your course/programme of study. You will be entitled to bursary funding only for the period up to your last date of effective attendance. Remember - it is your responsibility to ensure that the Course Tutor knows of your circumstances.

Where the funding is withdrawn because of your absence and subsequently your attendance is reported as having improved to the appropriate level the Student Funding Department has the discretion to:

- i) restart your funding with a deduction for any period where your attendance has fallen below 90%/100%
- ii) consider modification of the deduction where good cause can be shown to justify such consideration

Absence due to illness of someone other than yourself is only acceptable in the undernoted circumstances:

- i) the illness of a dependent child
- ii) the illness of a dependent adult

A full-time bursary award consists of maintenance allowance to cover 37 weeks term time expenses and 5 weeks short vacations during the academic year. Your bursary allowance will be reduced if you elect to take additional vacations during college term time.

An EMA award consists of maintenance allowance to cover 37 weeks term time expenses. Payments will not be made during the short term holidays which include the October, Christmas and Spring breaks.

If your particular course requires attendance at work experience placement, it is essential that you ensure that your placement attendance is recorded and, if appropriate to your course, you hand in your attendance card on your next day at College.

### **3. CONDUCT**

As a student of the College you are required to adopt a code of conduct which includes compliance with the College's:-

- Rules and regulations.
- Policies and procedures in terms of Equal Opportunities, Sexual and Racial Harassment, Bullying and Discipline.
- Health and Safety Regulations and procedures.
- Smoking Regulations.

In addition to the above, you should refrain from behaviour which interferes with the work of the College, such as the use or sale of prohibited drugs or alcohol, disorderly conduct, wilful damage to the premises or equipment, copying another student's academic work, plagiarism, cheating in exams or other assessments, theft including computer software. The College rules dictate that the training content and materials are provided for your exclusive use and the recording, copying, loan, hire or public broadcasting of such training materials is prohibited. Where you breach the Code of Conduct, then the College's Disciplinary Procedures may be invoked.

More information on all aspects of the College's Rules and Regulations are available for inspection in the College Library.

### **4. COURSE WORK**

You are required to make satisfactory progress in your course of study. If you encounter difficulty in achieving this, then you should discuss the matter with your Course Tutor as additional help may be provided.

### **5. ACCEPTANCE OF AWARD**

On signing the declaration section of your funding application form you and your parent/guardian/spouse, if appropriate, are accepting the terms and conditions stated here and within the Guide to Funding for Learners which can be found on our website at:  
[www.borderscollege.ac.uk/finance.php](http://www.borderscollege.ac.uk/finance.php).

You are also stating that you are aware that assistance given from College Funds might affect state benefits received and that it is your responsibility to advise the appropriate government body of the details of your award eg. The Department of Work and Pensions or the Inland Revenue.