

Borders College

Education Maintenance Allowance, Bursary and Student Support Funds Appeals Procedure

Education Maintenance Allowances, Bursaries and awards from student support funds are assessed in accordance with national policies and rules. The Board of Management has established a procedure whereby appeals against the application of these policies may be made. In the first instance an appeal should be made to the Head of Student Services and should set out in full the reasons for the appeal. Correspondence should be clearly marked 'appeal' and should be received within 4 weeks of the decision being notified to the student. The appeal will be investigated in full and a full response will be given within 10 working days of receipt of the letter of appeal. A further appeal may be made to the Appeals Panel if the response to the original appeal does not appear to take account of all the circumstances described therein. The Appeals Panel is the final adjudicator and an appeal to this must show that the initial appeal had not been considered against all the relevant circumstances.

Carolyn Chapman
Student Funding Manager