

TERMS AND CONDITIONS OF BURSARY, EDUCATION MAINTENANCE ALLOWANCE (EMA) AND STUDENT SUPPORT FUND AWARDS

1. INFORMATION

It is your responsibility to ensure that you check the email address you have given the Student Funding Department on a regular basis.

You must inform the Student Funding Department immediately of any change of address (postal or email), 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 all or part of any award made to you. The College may also pursue a civil claim against any person making any such misrepresentation, and in any such cases may be reported to the Police.

2. ATTENDANCE

All our courses require 100% attendance. This includes attendance at work experience placements.

You shall attend regularly the course of study for 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 Your funding may be withdrawn without warning if your attendance in timetabled classes falls below 100% in any week.

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. Discretionary fund awards are also paid for term time and short holidays.

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. Childcare awards are also paid for term time weeks only.

Bursary, EMA and Student Support Fund awards will be reduced if you elect to take additional vacations during college term time.

3. ABSENCES

Our attendance policy can be found on our website at www.borderscollege.ac.uk/finance.

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, Policies and Procedures are available for inspection in the College Library or on the College's website at www.borderscollege.ac.uk.

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 submitting your on-line funding application 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 found on the College's website at www.borderscollege.ac.uk/finance

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 e.g. The Department of Work and Pensions or the Inland Revenue.