

# 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.

Should you disagree with any decision made with your funding award you can appeal against this within 4 weeks from the date of your award. You should make your first stage of appeal to the Finance and Student Funding Manager by emailing [studentfunding@borderscollege.ac.uk](mailto:studentfunding@borderscollege.ac.uk). A detailed context of the grounds of appeal, and any supporting evidence, must be provided otherwise the appeal may be automatically rejected with no further appeal on the same basis allowed. Your case will be reviewed and you will be advised of the outcome of your appeal by email response.

If you still disagree with the decision of your award after the first stage appeal then you may appeal to the final second stage. You will be required to submit your appeal to the Appeals Panel with further explanation and supporting evidence to aid your case by emailing [studentfunding@borderscollege.ac.uk](mailto:studentfunding@borderscollege.ac.uk). This must be done no later than 7 days from the date of your first stage appeal response. Any appeals received out-with the stated deadlines will be disregarded. 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