

Full-Time Courses - NC, NQ, SVQ or SCQF 6

As a student on a full-time FE Course, your main source of funding will usually be a **Further Education Bursary** and if eligible an **Education Maintenance Allowance (EMA)**, which are both provided by Orkney Islands Council.

It is strongly recommended that ALL those studying a Full-Time FE Course at UHI Orkney should complete an application for a FURTHER EDUCATION (FE) BURSARY because:

There are 4 main components of the **FURTHER EDUCATION (FE) BURSARY**:

Age is calculated as at start date of the course

1. Tuition Fees- (not means tested for any students)

- Students under 18 on the start date of the course are eligible for Fee Waiver and therefore are not responsible for any tuition fees. Please see below for materials, maintenance and travel allowance.
- Students aged 18 or over on the start of the course should apply to Orkney Islands Council, who in most cases, will pay tuition fees.

2. Materials – (not means tested for those aged under 18, means tested for 18 and over)

All students should apply for a materials allowance, which is paid to UHI Orkney towards the cost of course materials.

- NQ Agriculture at SCQF Level 5
- NC Rural Skills at SCQF Level 4
- Island Tourism and Tourist Guiding at SCQF Level 6
- NC Art and Design at SCQF Level 6
- NC Professional Cookery at SCQF Level 5
- NQ Social Care and Services at SCQF Level 6
- NQ Healthcare (Access to Nursing & Allied Health Professions) at SCQF Level 6
- NC Childhood Practice at SCQF Level 6
- NC Hairdressing at SCQF Level 5
- NQ Computing at SCQF Level 5
- Preparing for College and Work
- Learning and Enterprise Skills

**3. Maintenance Allowance - (means tested for all students)
(not paid to those aged under 18 and living at home)**

This is a contribution towards accommodation and living expenses. This allowance would be paid to those from outlying Orkney Islands who are residing on the mainland or those aged 18 or over.

4. Travel Allowance – (not means tested for those aged under 18, means tested for 18 and over)

Assistance towards the cost of travel to and from college. This allowance applies to UHI Orkney students residing outwith Kirkwall and St Ola.

You may also be eligible for an **Education Maintenance Allowance (EMA)** if:

- Your date of birth falls between 1 March 2007 and 28 February 2011.
- Your household income is £24,421 or below if you are the only dependent, or up to £26,884 if there are 2 or more dependents in your household.

FE Bursary and EMA Application Forms can be obtained from:

- UHI Orkney Reception
- Orkney Islands Council, Customer Services
- Further information is available from [Bursaries](#) and/or [EMAs](#)
- Tel: 01856873535 extensions 2416, email education.grants@orkney.gov.uk

Part-Time Courses - NC, NQ, SVQ or SCQF 6

Course Fees - For information on costs please contact UHI Orkney, Finance on 01856 569202 / OCRevenue@uhi.ac.uk

Normally you are responsible for your course fees. However, in some circumstances it may be possible to receive help towards the cost of your part-time study as indicated below:

Fee Waiver

If you are receiving certain benefits or have a low income, you may be entitled to study on a part-time basis and have your tuition fees waived. The Fee-Waiver Scheme does not cover all part-time courses at UHI Orkney and only certain benefits are acceptable as a basis for a Fee-Waiver. For more information and to check your eligibility please contact Finance on 01856 569202 / OCRevenue@uhi.ac.uk

Employment

If students are in employment, their employer may be willing to sponsor them and make a contribution towards their fees.

Self-Funding

Students who pay for their own course fees will be issued with an invoice for the full course fee at the point of enrolment or as soon as possible thereafter.

Payment of Fees

The payment of fees is the responsibility of the student. In the event of a student's sponsoring authority (eg SAAS, employer or other funder or a parent or guardian) failing to make payment, the student will be held personally liable for payment. Any student having financial difficulties in paying fees or other costs relating to studying at the university should contact Student Funding on 01856 569202 / OCRevenue@uhi.ac.uk

Modern Apprentices

Students on Modern Apprenticeship Schemes (Administration, Agriculture, Construction, Health & Social Care, Hospitality and Sport & Leisure), must be employed in a related job. Fees will be paid/contributed to through the Modern Apprenticeship scheme. Those enrolled on this scheme will not be eligible for FE Bursary or EMA funding.

Student Support – Discretionary and Childcare Funds

FE Discretionary Fund

The fund is intended to provide financial help to students whose access to or continuance in further education may be inhibited by financial considerations. It can be used to assist to fund accommodation, travel, living costs, etc. for students who can demonstrate that they are in genuine hardship.

FE Childcare Fund

This fund is for childcare only. The childcare must be registered.

Application forms for the above funds are available from ocrevenue@uhi.ac.uk and from the website [Current students - Student support- Orkney College UHI](#)

The information contained in this leaflet offers a general guidance only and is subject to external guidelines and rules and therefore may be subject to change