

INFORMATION ON FUNDING YOUR FURTHER EDUCATION STUDIES 2018/19

Full-Time Courses (up to and including National Certificate Level)

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 Further Education Course at Orkney College should complete an application for an OIC 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 £1,008 - (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 Orkney College towards the cost of course materials.

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| ○ <i>NC Administration</i> | ○ <i>NC Early Education & Childcare</i> |
| ○ <i>NC Art & Design (Art Portfolio)</i> | ○ <i>Essential Caring Skills</i> |
| ○ <i>NC Digital Media</i> | ○ <i>NC Health & Social Care (Health)</i> |
| ○ <i>Hospitality Services SCQF L4</i> | ○ <i>NC Health & Social Care (Social)</i> |
| ○ <i>Introduction to Hospitality</i> | ○ <i>Preparation for Progression</i> |
| ○ <i>NC Hospitality</i> | ○ <i>Pathways to Independence</i> |
| ○ <i>Professional Chef Award</i> | ○ <i>Stepping Stones</i> |
| ○ <i>NC Hairdressing</i> | ○ <i>NPA Construction</i> |
| ○ <i>NC Engineering</i> | |

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 Orkney College 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 1st March 1999 and 28th February 2003.
- 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. (income figures based on 2017/18)

FE Bursary and EMA Application Forms can be obtained from:

- Orkney College Reception
- Orkney Islands Council, Customer Services
- Forms can be downloaded from www.orkney.gov.uk
- For any queries, please contact: 873535 or email education.grants@orkney.gov.uk

Part-Time Courses

Course Fees - For information on costs please contact the college.

Fee Waiver

If you study on a part-time basis you may be expected to pay your course fees. However, if you are receiving certain benefits or have a low income, you may be entitled to study on part-time basis and have your tuition fees waived. Some courses at Orkney College UHI are not covered by the Fee-Waiver Scheme and only certain benefits are acceptable as a basis for a Fee-Waiver. Please contact our Student Funding Adviser for more information and to check your eligibility.

SDS Individual Training Accounts (ITA)

You could receive up to £200 towards a single course or training episode per year. ITA funding could be right for you if you are:

- 16 or over, not in education or involved in any other SDS funded programme
- Unemployed and looking to get back into work
- Employed in a low-income job and looking to progress your career
- Resident in Scotland

For more information visit: <https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita>

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. Students are encouraged to contact our Student Funding Adviser should they have difficulty in paying for their course fees.

It is the responsibility of the student to provide appropriate authorised documentary evidence as to how their course fees are being paid. Where a student is to be supported by a third party (ie SAAS, employer, ILA etc.) and in the event that the third party does not accept liability for the payment, liability for the course fee will revert to the student.

Tel: +44 (0)1856 569 202

nancy.chalmers@uhi.ac.uk

Mon-Thu 9am to 5pm Finance Office F4.04

Modern Apprentices

Students on Modern Apprenticeship Schemes (Administration, Agriculture, Construction, Health & Social Care, Hospitality and Sport & Leisure), and 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 Orkney College's Reception and from the website <http://www.uhi.ac.uk/en/studying-at-uhi/first-steps/how-much-will-it-cost/funding/bursaries-and-special-funds>

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

Last updated May 2018