

Discretionary Funds Guide

2021-2022

This guide is for students on a **full-time, part-time, further education or higher education** courses. The guide gives basic information about the eligibility conditions you need to meet to receive discretionary funding while studying at college.

You can visit our website at www.glasgowkelvin.ac.uk to get more information about student funding. If your circumstances are not covered, then please [contact us](#) for further advice regarding your eligibility.



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This booklet offers general guidance only and is not binding. We assess each person applying based on their circumstances in line with the information they provide in a completed application.

All information was correct at the time of publishing, but may be subject to change. Please check the most up to date information on the [Scottish Funding Council](#) website.



Introduction

Discretionary Funds provide assistance for students who are experiencing financial difficulty as a result of attending college. These funds provide non-repayable assistance for students in financial difficulties in order for them to access and/or continue in education.

Discretionary Funds at Glasgow Kelvin College will be open for application in early October.

Applications for support from this fund are means tested and based on need. Discretionary funding is limited and is allocated on a first come, first served basis. Make sure you apply as soon as possible when open for application.

Continuing students must make a new application each academic year.



Residency and benefits?

You must be over the statutory school leaving age at the start of your course

You must meet the general residence criteria – you must be ordinarily resident in the UK, Channel Islands and Isle of Man for three years immediately before the start of the academic year;

You must be settled in the UK as described in the Immigration Act 1971;

If you are an EU Migrant Worker, (contact Student Funding for more information)

Refugee/Leave to Remain

You must be ordinarily resident in Scotland on the start date of your course

If you are currently in receipt of benefits, this may have an impact on your eligibility for Discretionary Funds

For general hardship you must provide evidence of financial hardship

The residence eligibility conditions can be complicated. If you are in any doubt about your residence status, you should contact the Support Funding for more information at supportfunding@glasgowkelvin.ac.uk



HOW TO APPLY

When the fund is open for application, you will access this at <https://studentfunding.glasgowkeivin.ac.uk/CAMS>

If you have already applied for Bursary or Childcare funding in academic session 21/22 you will already have activated your account.

If not our please see our FAQs which will show you how to activate your account

You must fill this out ASAP with all supporting documentation to ensure you receive the support.


Incomplete applications will be rejected if submitted without ALL supporting documents required.

CAMS ACCOUNT

- Students can check their award notices online
- Students should check their online account regularly
- Students should keep their passwords safe
- Students will use the same account for the duration of their studies

You can also scan the following QR code, to access the support funding website.





Welcome

New Users

To apply for funding you must first activate your Online Funding account. You will require your student reference number, which was included in your activation request email.

[Activate Account](#)

Existing Users

You should only login as an existing user if you have started or completed an Online Funding Application for 2018/2019.

Email address:

Password:

[Log In](#)

[Forgotten your password?](#)

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What supporting documents do I need to submit?

As a minimum you must provide 2 months recent bank statements for all accounts including savings accounts. If you are living with a partner you must supply their P60 or proof of income.

How do we assess financial hardship?

Financial hardship is assessed by assessing a student's living arrangements and benefits received.

Are there priority access groups?

Priority access groups would include students in their own accommodation, care experienced, students with dependent children & students facing severe financial difficulties.

What are my responsibilities?

All awards and payments are subject to your satisfactory engagement, participation and progress on the course.

You are responsible for disclosing any awards to Department for Work & Pensions

HN Level Courses

Students studying HNC/HND/BA courses must have applied for the maximum SAAS award available to them, and also the maximum student loan from SLC.

What if my circumstances change?

If your housing or financial circumstances change during the year, you must notify Support Funding as soon as possible.

Can I appeal?

The decision to allocate Discretionary Funds is made on the basis of your individual needs and the availability of funds. If you wish to appeal against the decision you should email:

supportfunding@glasgowkelvin.ac.uk

Can I get any other help?

Some students (including lone parents, student couples with children, students with disabilities, those under 21 considered vulnerable on non-advanced courses) may be entitled to claim benefits whilst attending full time education. See the 'Benefits for Students in Scotland Handbook',

www.cpag.org.uk/bookshop/studentscotland

If you are 19 or under when you start a non-advanced course (FE) level, your parents can apply for child tax credit and child benefit for you as a dependent



COVID -19

During these unprecedented times there may be changes in the way the college operates. This could include changes in your timetable at short notice and/or changes to the College Discretionary procedures. The College reserves the right to make changes with regards to its Discretionary procedures as required at any time.

The student is always at the centre of everything that we do here at GKC, if we are required to make changes at short notice, we will always ensure that you are communicated with in full.

Furthermore, our Advice, Guidance and Learner Support team are also available to support you with any college wide concerns you may have.

Keeping in Touch

Access your online funding account regularly for up to date information.

It is important that you keep your password safe. You will need this to access your funding account.

Visit our [website](#)

Email:

supportfunding@glasgowkelvin.ac.uk

Telephone:

0141 630 5190

Please be aware our lines are very busy so if you are unable to get through please send an email.

Visit:

We are based in Springburn campus in Room 109.

Web Support:

Once you are enrolled, you will be able to book an appointment for an online chat with the Support Funding department through Microsoft teams.



