



POLAP 27 Bursary Policy

All College policies and procedures adhere to the guidelines and ethos of Equality and Diversity.

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Date of Origin	01/05/2014				
Last Updated	02/07/2025				
Proposed Review Date	31/03/2026				
EQIA Date	07/10/2024				
DPIA Date	14/10/2024				
Responsibility or Review	Financial Controller				
Executive Board or Committee Approval	NR				
CLAN	✓	MyNCL		Website	✓

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1 Policy

- 1.1 New College Lanarkshire is committed to providing opportunities for learning in a caring and supportive environment which respects the individual. The Bursary Funds Policy and Procedures are designed to assist the College to enable Students to achieve their full potential.

2 Scope

- 2.1.1 The scope of this Policy mirrors that of the Scottish Funding Council's National Policy which can be found at: [National Policy for FE Student Support Bursaries AY 2025-26 - Scottish Funding Council](#)

3 Definitions

- 3.1 EMAs (Education Maintenance Allowances) are available across Scotland to young people aged 16 to 17, who have low income households and remain in full-time, non-advanced education beyond the minimum school leaving age. They are provided with a weekly maintenance allowance in each academic year. Students have to meet agreed levels of attendance and other learning targets.

4 Key Principles

- 4.1 The national policy supports the strategic priorities and outcomes of the Scottish Funding Council (SFC) and the Scottish Government.
- 4.2 The policy stipulates the conditions of use of bursary funds allocated to colleges by SFC and sets out the rates for calculation for academic year (AY) 2025/26.
- 4.3 The bursary fund is cash-limited. Students who are eligible for support from this fund are not automatically entitled to this support.

5 Eligibility Criteria

- 5.1 Can be found be following the following link to National Policy:
[National Policy for FE Student Support Bursaries AY 2025-26 - Scottish Funding Council](#)

6 Assessment Process

- 6.1 All applications will be assessed in date of receipt order, providing all relevant documents have been submitted.
- 6.2 All applicants will be notified via email of the outcome of their application.

6.3 All applications will be means-tested.

7 Conditions of Awards

7.1 **Online Applications** - Before receiving any payments Students will be required to log into their Student Funding account via this hyperlink: <https://funding.nclanarkshire.ac.uk/CAMS> and confirm:

- That they wish to receive the award;
- That they agree to the conditions attached to the award and
- That the payment details held by the College are accurate.

7.2 All acceptances of award must be submitted to the Student Funding section within **two weeks** of the award letter. After this period of time the award will be withdrawn.

7.3 The retention of awards is dependent on the Student maintaining satisfactory attendance (in accordance with the College's Learner Attendance Policy), conduct and progress on their course.

7.4 Where an award is terminated, the amount due will be calculated to the last **regular** date of attendance, and the Student will be required to repay any overpayment.

7.5 Any changes in the Student's financial or personal circumstances which may have an effect on their award must be notified to the Student Funding section.

7.6 Where a Student has made a false statement on their form, or omitted to notify the College about a change in their personal circumstances, their application will be withdrawn, and they will require to repay all payments made to them.

7.7 In the event of the College having to close down all travel payments will stop.

8 Payment of Award

8.1 All payments will be paid directly into the Student's bank account and may be a single payment or 2-weekly payments, paid in arrears.

9 Appeals

9.1 All Students have the right to appeal against the level or refusal of an award or payment. Appeals should be emailed funding.appeals@nclan.ac.uk with the subject heading of 'Funding Appeals'. The decision of an appeal is final.

10 Responsibilities

10.1.1 The Financial Controller has overall responsibility for this policy.

10.2 The Student Funding Manager is responsible for:

- Ensuring funds are distributed and administered in line with this policy and relevant SFC Guidelines;
- Overseeing the on-going development and improvement on the New College Lanarkshire Student Funds Procedure;
- Dealing with student appeals and complaints relevant to Student Funds;
- Carrying out all preparation for audits;
- Updating this policy.

10.3 The Student Funding Assistants are responsible for:

- Accurately and professionally advising students on Student Funds;
- Distributing Student Funds application forms;
- Assessing applications and making effective judgments on Students' eligibility and award amounts in line with both this policy and SFC Guidelines;
- Monitoring the Student Funds budgets and providing the Student Funding Manager with accurate, up to date budget data on request;
- Gathering and checking student attendance information and using this to inform payments of Student Funds awards;
- Maintaining all paper and electronic records relating to Student Funds consistently, accurately and within confidentiality and Data Protection guidelines;
- Liaising with the Finance Team in coordinating the Student Funds accounts;
- Assisting with preparation for audits;
- Ensuring all work relevant to Bursary/EMA Funds is carried out in line with this policy and the related procedures document;
- Leading the on-going development and improvement of the New College Lanarkshire Student Funds Procedure.

10.4 Quality approval checking of the policy is the responsibility of the Director of Quality who will also arrange for the policy to be posted on the NCL College Website.

11 Linked Policies/Related Documents

11.1 New College Lanarkshire Learner Attendance Policy.

11 Relevant Legislation/Guidance

12.1.1 National policy for further education bursaries: 2025/26

12.1.2 Freedom of Information (Scotland) Act 2002.

12.1.3 New College Lanarkshire operates this policy in compliance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the College Data Protection and Data Security Policy. For more information on New College Lanarkshire's data protection compliance contact Data.Protection@nclan.ac.uk.