

CONDITIONS OF AWARD OF FURTHER EDUCATION BURSARY

- 1) The award will normally be paid in 4 weekly instalments with the exception of the first installment which is a 2 weekly payment and continuation of the payment of instalments will be dependent upon satisfactory attendance and progress at College. The Bursary Fund is subject to attendance and the availability of funding. The student must normally have 100% attendance for their full-time Course to receive payment. Students can self certificate for 15 days of absence within the academic year. Where medical evidence is available the student can still receive payment for a maximum of 4 weeks of absence within the academic year. Medical evidence can include medical certificates, appointment cards/letters or evidence of medication. A doctor or dentist appointment will only merit a half day absence. 4 weeks maternity leave is allowed (6 weeks if a caesarean birth) and 2 weeks paternity leave. The student funds office must be notified of this in writing to continue payment throughout this time. Where evidence is not given for an absence the payment will be held. It is important to note that **attendance records are monitored regularly and it is the student's responsibility to ensure that all absences are notified to the Student Funds Office.** Where a student fails to comply with the notification and certification procedures, their bursary payments may be suspended or terminated without notice.

Absence for holiday purposes. Since the Bursary is paid for students to be in attendance and holidays are determined by the October, Christmas and Easter breaks, West Lothian College will **NOT** make bursary payments for periods where a student is on holiday during term-time.

- 2) The award will be for one session only or less if the period of the programme is less than one session. A new application must be submitted in respect of each session.
- 3) The Student Funds Office should be informed immediately of any change in income or other particulars relative to the bursary.
- 4) The holder shall accept no other bursaries during the tenure of this bursary without the consent of the College. If found to do so, the student will be required to repay all bursary monies already received.
- 5) **Provisional Awards** - Such awards are made where the College has been unable to obtain details upon which a final assessment can be made. Acceptance of a provisional award must only be on the clear understanding that the award remains to be finalised and that failure to provide the College with the information required to enable the award to be finalised, will result in clause 7 below being invoked.
- 6) Where the College is satisfied that there has been an overpayment of bursary **for any reason** and request repayment of the overpayment or so much of it as they think fit, the holder of the bursary shall be obliged to pay to the College the amount requested.
- 7) **The college may revise the bursary at any time during its tenure and may suspend or terminate the bursary without further warning if the conditions of award are not complied with or if the college is not satisfied with the conduct or progress of the holder.** In such circumstances the holder will be required to repay the whole of the amount of the award or such part thereof as the college may determine.