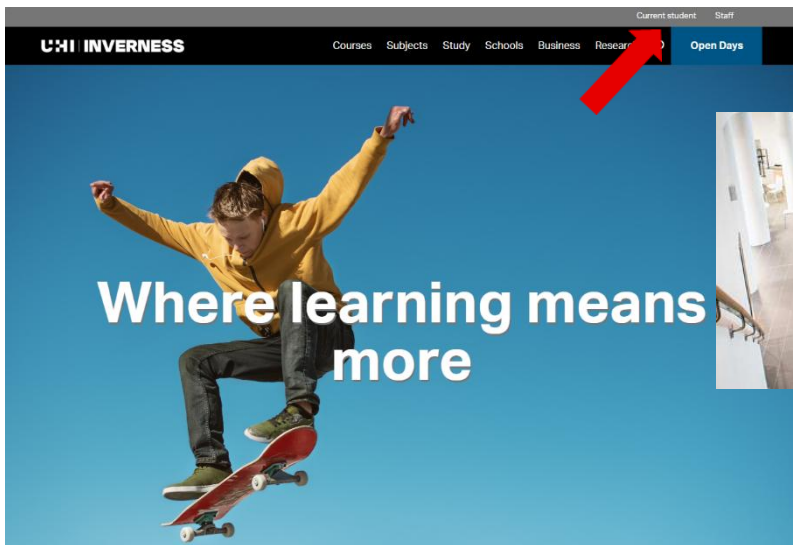


# HOW TO APPLY FOR YOUR FUNDING

Educational Maintenance Allowance (EMA), Further Education Bursary, Childcare and Discretionary Hardship funding (for both Further Education (FE) and Higher Education (HE) students) can be applied for online via your Student Hub which you can access through the website or direct at [www.studentjourney.uhi.ac.uk](http://www.studentjourney.uhi.ac.uk).

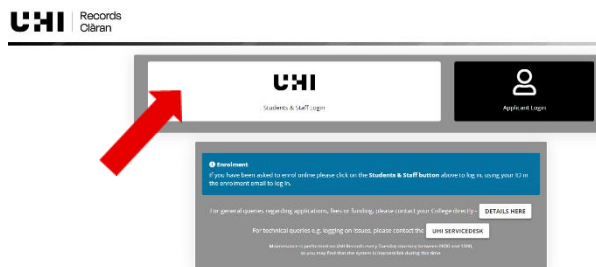
Your Student Hub is your electronic view of the records the College holds about you and your studies and is one of the methods the College uses to communicate with you about various aspects of your college life. As well as applying for your funding you can also, among other things, enrol on your course, check and change your personal details and generally keep up to date with what is going on at college.



## Accessing your Hub Account

Whether you go through the website, QR Code or direct using the address above you will be met with the following screen at which you should login using your username and password, this information will be sent to you by our Admissions Team.

If you have problems logging in, please contact the UHI Service Desk at [servicedesk@uhi.ac.uk](mailto:servicedesk@uhi.ac.uk) / [www.uhi.ac.uk/servicedesk](http://www.uhi.ac.uk/servicedesk) (please have your student id number to hand).

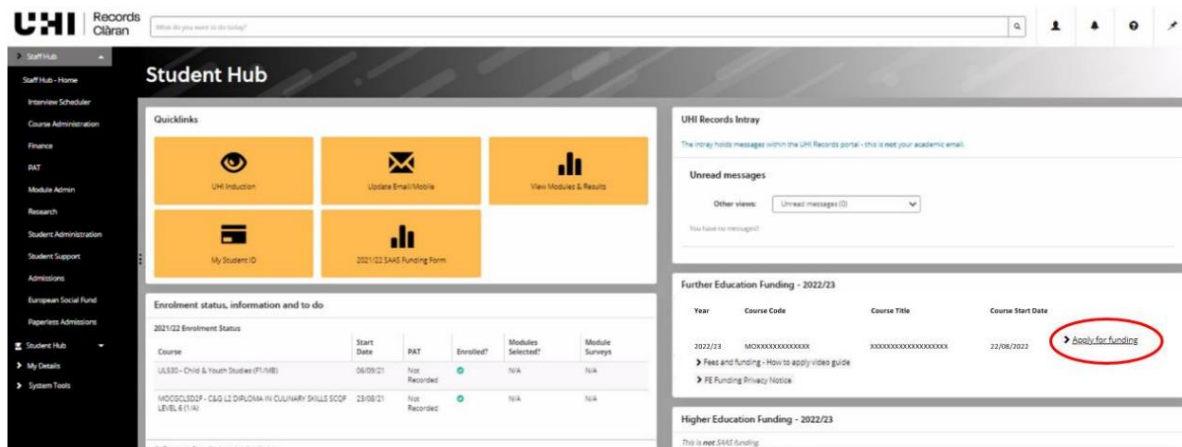


## Applying for your funding.

You will receive an email from the Funding Team as soon as you are able to apply for your funding, usually once you have accepted an unconditional offer from us.

Once you are logged in to your Student Hub you will see various details relating to your study with us (you may be asked to select the right course if you have applied for more than one or studied with us before). You should see a box headed either “Further Education Funding” or “Higher Education Funding”. In this box you will see your current course listed - click the link next to the appropriate course (circled) to apply for your funding.

## Submitting evidence to us



The screenshot shows the UHI Student Hub interface. On the right side, there is a section titled 'Further Education Funding - 2022/23'. It contains a table with columns for Year, Course Code, Course Title, and Course Start Date. The first row of data has a circled link labeled 'Apply for funding' next to it. Below the table, there are links for 'FE and funding - How to apply video guide' and 'FE Funding Privacy Notice'. There is also a section for 'Higher Education Funding - 2022/23' below that.

Once you have completed your application, you will be asked to provide documents to support the information you have provided.

You can submit your documents by scanning or taking photographs of them and uploading them direct into your application. You can do this at any time while your application is active.

You must ensure that all the scans and / or photographs show dates, names, etc – documents without this information will **not** be acceptable. We also require all pages of letters relating to benefits, bank statements etc.

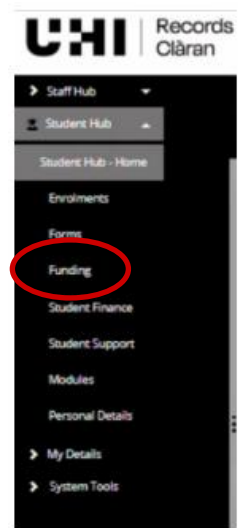
**Your application will not be looked at or considered for processing unless you have uploaded a document for each evidence request.**

## Funding

You should log in to your Student Hub regularly to check the status of your application. Go to the “Student Hub” heading and choose “Funding” from the list given. Here you will find further information about any outstanding evidence along with copies of your letters and payment schedule if you are awarded funding by us. You can also see the Terms and Conditions of the Award, submit an appeal should you feel that we have not calculated your award correctly or request a re-assessment if your circumstances have changed.

## PROBLEMS?

If you have any questions or problems, you can email us on [funding.ic@uhi.ac.uk](mailto:funding.ic@uhi.ac.uk) or come and see us in the Student Support Centre.



The screenshot shows the UHI Student Hub navigation menu. The 'Funding' option is highlighted with a red circle. The menu items include: Staff Hub, Student Hub, Student Hub - Home, Enrolments, Forms, Funding, Student Finance, Student Support, Modules, Personal Details, My Details, and System Tools.