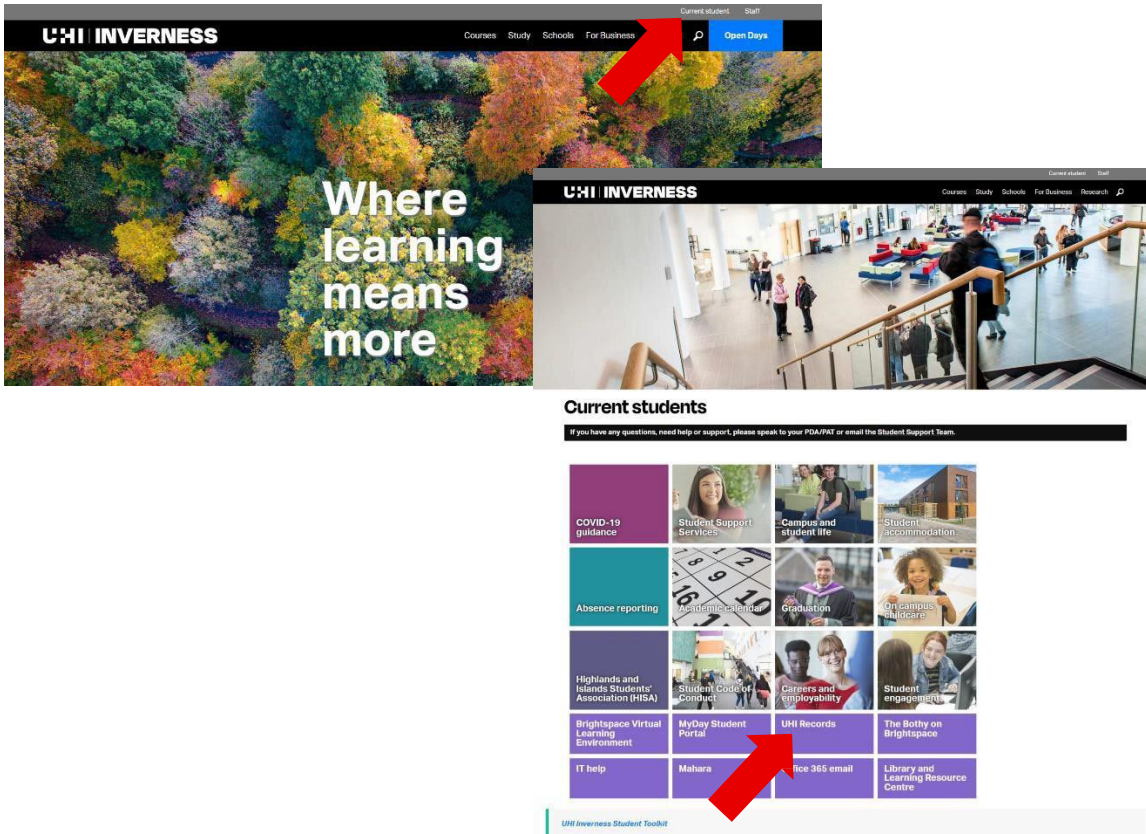


HOW TO APPLY FOR YOUR FUNDING

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.

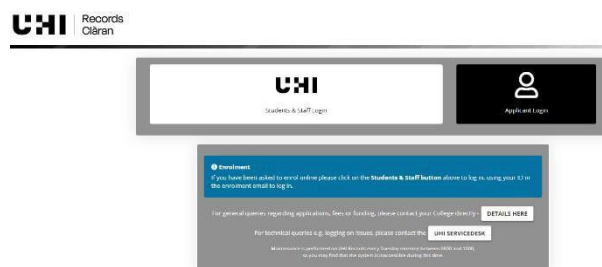


Your Student Hub is your electronic view of the records the College holds about you and your studies and is one of the methods the College uses to communicate with you about various aspects of your college life. As well as applying for your funding you can also, among other things, enrol on your course, 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 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 Student Records Team.

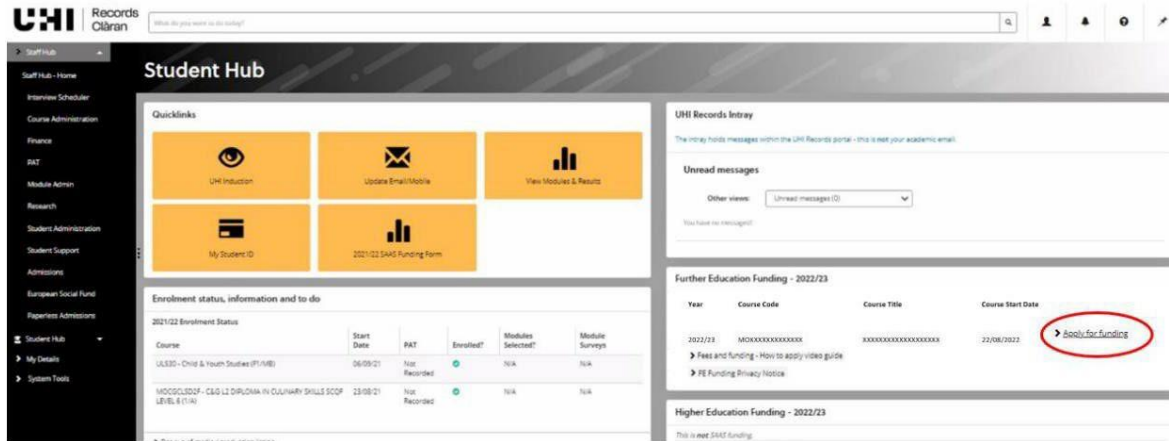
If you have problems logging in, please contact the UHI Service Desk at servicedesk@uhi.ac.uk / www.uhi.ac.uk/servicedesk (please have your student id number to hand).



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

Once you have completed your application, you will be asked to provide us with a number of documents to support the information you have provided (some examples of the types of evidence we might need are included in the Funding Quick Guides on the website at [Study - Funding \(uhi.ac.uk\)](http://Study - Funding (uhi.ac.uk))). You can do this by scanning or photographing your documents and sending them to us at funding.ic@uhi.ac.uk or by popping into the Student Support Centre (behind Reception) with them. 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.

All the information provided as part of your funding application is available to view on your Student Hub. If you, or your parents / guardians, do not wish to provide income details in your application, and have it available to view on your Student Hub, you will be able to submit this information separately. We will require this information to assess your application and you will be contacted separately to supply the required documentation. Please note, the process of collecting the information necessary for the calculation of your award may take longer and your award may be delayed.

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 or queries?

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

