

## **Bursary, EMA & Student Funding Attendance Requirements**

**The attendance of all students is assessed from the start date of their course. Those in receipt of support funding must adhere to set criteria in order to maintain their payments.**

### **Payment Periods**

Details of qualifying weeks and associated payment dates for both Bursary and EMA are available to check and download on the College website under the 'Student' area.

Most students will undertake some independent work for their course. This could be through classes that are taught online in timetabled periods, pre-recorded lessons, online tutorials, activities or projects.

### **Absences**

Students are expected to attend all of their timetabled classes every week in each payment period in order that they continue to be paid at the full rate of their award.

It is the student's responsibility to notify their Course Tutor and Student Support Officer of any absences. They will then consider whether the student has taken reasonable steps to continue their studies, despite their absence from class, before marking the registers eg. kept up to date with learning by obtaining lecture notes, online resources or other learning materials from college staff, receiving pastoral care.

The College may withhold payment and seek refunds for periods where a student has unsatisfactory attendance and has not taken reasonable steps to continue their studies during periods of unauthorised absence.

Students are expected to arrange personal appointments e.g. to attend Doctors, Dentists etc. outwith scheduled timetabled classes.

**Only advise the student funding department if you have a medical certificate or can provide an appointment card/email. Other examples are in the table below. We will not authorise any absences other than those detailed in this policy.**

If you have an absence due to a medical condition, etc. please notify us in the following ways:

- email us with details on [absence@borderscollege.ac.uk](mailto:absence@borderscollege.ac.uk)
- or text us on: 07451 287925 – Please remember to include your name in your text.

Absences notifications won't be accepted retrospectively.

Please make an appointment with your Student Support Officer/Course Tutor if you have complex circumstances or health issues, including mental health issues, which you feel will impact on your attendance at College.

If you have an on-going medical condition, which means that you may need time off college, please provide your Student Support Officer with a letter from your doctor confirming this and they will hold it on file for the year.

Our professional and dedicated staff in the Student Advice Centre are available to discuss mental health issues and wellbeing. Please remember that any information you give us will be treated in confidence.

**Examples of authorised absences include:**

- Religious holidays (but not other holidays).
- Attendance at children's hearing, court, meeting related to caring responsibilities or care needs, etc.
- Unexpected caring responsibilities, either for the student's child(ren) or an adult dependent.
- Severe weather and transport breakdown.
- Attendance at a family funeral.
- Medical or dental appointments for either the student, or a child or adult who is dependent on the student, if these cannot be arranged outside college hours. These absences can only be authorised if you provide an appointment letter or card.

Where a student has an absence for a medical reason for more than 5 working days, this must be covered by a 'Fit for Work' note (sick line) from a GP. We can only continue payments based on a medical certificate for 4 weeks per block.

Please note that student support funds are not payable for periods where students are abroad.

If your payments have been stopped and you feel you have special circumstances which may explain an extended absence you should appeal, in writing, to the Student Funding Manager within 30 days, explaining your circumstances and seeking a reversal of the reduction in your funding. What you say will be treated in confidence. Our appeals procedure and Terms and Conditions of your Award can be found on our website at: [Financing Your Studies](#)