



# Walsall College

## **GUARANTEED BURSARY**

### **Guidance Notes for Students 2018/19**

You have been awarded a Guaranteed Bursary of up to £1200 depending on when you start your course.

- A bus pass – to be collected at the start of each new term
- Equipment costs – depending on the course you are attending
- Weekly payments - (paid every 4 weeks in arrears) to help with the more general costs of studying such as stationery, books, food and drinks while at College
- Winter payment – to help with any additional costs that you may have for the new term. The amount of this payment will vary and depend on how and when your Bursary has been allocated

Payments are made directly into your bank account and you will need to provide your bank details.

#### **Attendance and Absence**

All awards are paid subject to excellent attendance, punctuality and achievement of your targets. Your attendance will be checked each week before your weekly payment is approved, and before any payments are made to you.

However, we understand that, very occasionally, you may need to be absent from College and some absences can be authorised by your course tutors. These are called Authorised Absences and must be agreed with your Course Tutor in advance.

#### **Authorised Absence**

**Your payment will not be affected if your absence is classed as Authorised.**

You will need to inform your course tutor, in advance, of the planned absence and provide evidence to support it, such as an appointment letter. Your course tutor will complete an authorised absence form and mark the register to show that the absence has been authorised. If this process is completed correctly your payment will not be affected.

The following are examples of planned absences that may be authorised on a limited basis. Other exceptional reasons for absence may be considered:-

- Specialist medical appointments which cannot be arranged outside your timetabled hours
- Attendance at a court, police station or a probation meeting
- Official religious festivals
- Severe disruption to transport that affects you getting to College (e.g. bus strike, extreme weather conditions)
- Parental leave to take care of your child if they are ill

## **Unauthorised Absence**

The following are examples of absences that are not acceptable and will affect your weekly payments. More than one unauthorised absence mark on the register in any week will result in your Bursary payment being withheld for that week.

- Absence for reasons not included in the above list
- Absence not authorised by your course tutor in advance
- Sickness
- Holidays in term time
- Routine appointments that can be arranged when you do not have to be in College
- Driving lessons and tests

## **APPEALS**

You have the right to appeal against a bursary payment being withheld. Your appeal must be in writing and submitted within 10 working days of the payment being withheld. Additional information may be required to support your appeal.

An appeal form is available from the Student Finance Desk.

Further Information and advice is available from the Admissions and Finance Team at the Student Services Desk. Please contact us if you have any questions:

Email: [admissionsandfinance@walsallcollege.ac.uk](mailto:admissionsandfinance@walsallcollege.ac.uk)

Telephone: 01922 657005 and ask for the Admissions and Finance Team