

Part-time Travel Funding Guide

2018-2019

This guide is for students on **Full Time, Part Time, Further Education and Higher Education** courses. The guide gives basic information about the eligibility conditions you need to meet to receive part-time travel funding while studying at college.

You can visit our website at www.glasgowkelvin.ac.uk to get more information about student funding. If your circumstances are not covered, then please [contact us](#) for further advice regarding your eligibility.



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This booklet offers general guidance only and is not binding. We assess each person applying based on their circumstances in line with the information they provide in a completed application.

All information was correct at the time of publishing, but may be subject to change. Please check the most up-to-date information on the [Scottish Funding Council](#) website.



Introduction

Part-time Travel at Glasgow Kelvin College will be open to applications from around mid-July.

Part-time Travel funds provide reimbursement for students' travel costs to/from College, are paid in arrears for every four week attendance block, and are paid in addition to any other forms of student support.

Continuing students must make a new application each academic year.



Am I eligible?

To receive Part-time Travel support, you must:

- live more than 2 miles from the College campus you attend, or have a verified medical condition or disability that prevents use of public transport, or require to travel to access childcare prior to attending College
- be in receipt of a fee waiver for your course fees
- be studying on a part-time (or infill) basis on any FE or HE course
- be over the statutory school leaving age at the start of your course
- meet the residency criteria for applying (see below):
- ordinarily resident in the UK, Channel Islands and Isle of Man for three years immediately before the start of the academic year;
- settled in the UK as described in the Immigration Act 1971;
- ordinarily resident in Scotland on the start date of your course
- be either a European Union Migrant Worker, (contact Support Funding for more information), or a Refugee with 'Leave to Remain' status, or an Asylum Seeker studying a part-time NQ/NC course or part-time / full-time ESOL course.

Please note: Asylum Seekers who study part-time HE (e.g. HNC or HND) courses do not currently qualify for any Part-time Travel support or any additional Support Funding, as set out in Scottish Funding Council guidelines.

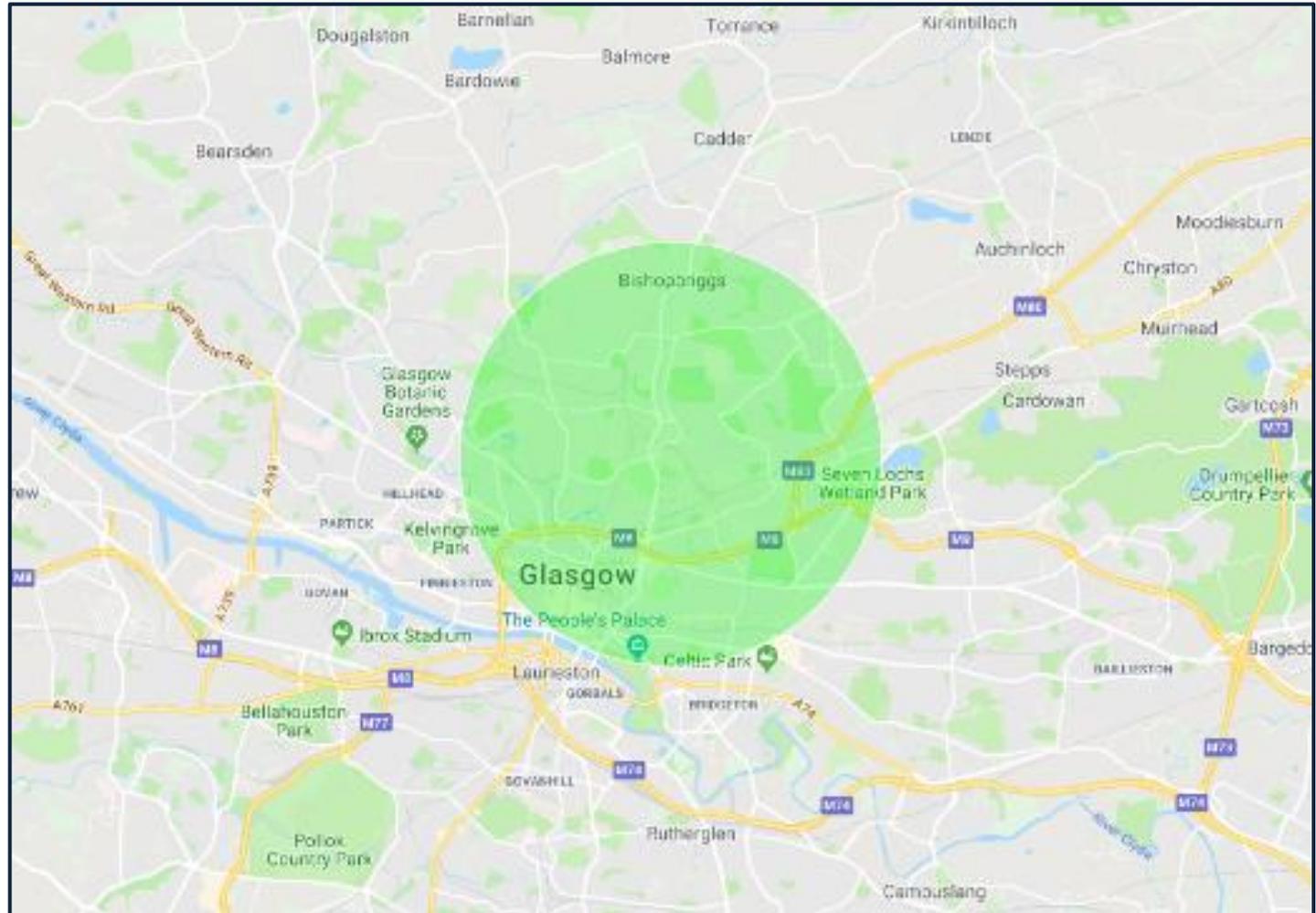
- If you do not meet the general residence conditions above or are unsure about your residential status, you may still be eligible to apply for support – please contact

supportfunding@glasgowkelvin.ac.uk for more information.

What will I receive?

You will receive reimbursement for daily or weekly 'Student' travel costs - £4.50 per day for one or two days attendance at the College (maximum £9.00 for two days), or £16.00 per week for 3 or more days attendance at College.

All payments are made to a designated bank account, as no cash or bus tickets are issued directly by the College.



HOW TO APPLY

Once you receive your offer, a link to the [Part-Time Travel application](#) will be issued to your e-mail address.

You must fill this out as soon as possible with all supporting documentation to ensure you receive the support.

Incomplete applications will be rejected if submitted without ALL supporting documents required.

You can also scan the following QR code, to access the support funding website.



CAMS Account

- Students can check their award notices online
- Students should check their online account regularly
- Students should keep their passwords safe
- Students will use the same account for the duration of their studies

KEEPING IN TOUCH

Visit your online funding account regularly for up to date information. It is important that you keep a note of your password safe. You will need this to use your funding account.

Visit our [website](#)

Email:

supportfunding@glasgowkelvin.ac.uk

Visit:

We are based in Springburn campus in Room 109 and open for enquiries between 8am – 5pm. Staff will also be available in all other campuses and a timetable of availability will be made available at the beginning of the academic year.

