

Part-time Travel Funding Guide

2021-2022

This guide is for students on **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

The Part-time Travel Fund at Glasgow Kelvin College will be open to applications from around mid-August 2021.

Part-time Travel funds provide reimbursement for students' travel costs to/from College, are paid in arrears for every four-week attendance & engagement 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 1st of August 2021
- meet the residency criteria for applying (see below):

- You must have Settled or Pre-Settled status and ordinarily resident in the UK for the three years immediately before 1st August 2021 and ordinarily resident in Scotland on the 1st August 2021.
- If you do not meet the first condition, you may still be eligible to apply for support if you or your family member meet our EEA / Swiss migrant worker conditions. (contact Support Funding for more information)
- A Refugee with 'Leave to Remain' status, or an Asylum Seeker studying a part-time NQ/NC course or part-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 stated 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.

HOW TO APPLY

When the fund is open for application, you will receive an invite by email to apply, you can access the site at

<https://studentfunding.glasgowkelvin.ac.uk/CAMS>

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.

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

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



COVID-19

During these unprecedented times there may be changes in the way the college operates. This could include changes in your timetable at short notice and/or changes to the College PT Travel Fund procedures. The College reserves the right to make changes with regards to its PT Travel Fund procedures as required at any time.

The student is always at the centre of everything that we do here at GKC, if we are required to make changes at short notice, we will always ensure that you are communicated with in full.

Furthermore, our Advice, Guidance and Learner Support team are also available to support you with any college wide concerns you may have.

Keeping in Touch

Access your online funding account regularly for up to date information. It is important that you keep your password safe. You will need this to access your funding account.

Visit our [website](#)

Email:

supportfunding@glasgowkelvin.ac.uk

Telephone:

0141 630 5190

Please be aware our lines are very busy so if you are unable to get through please send an email.

Visit:

We are based in Springburn campus in Room 109. Our office is currently closed so we are unable to arrange face to face appointments at the moment.

Web Support

Once you are enrolled, you will be able to make a request to book an appointment for an online chat with the Support Funding department through Microsoft Teams.



