How to apply for Student Funding

Our online application process is fast and efficient, and it means you have peace of mind financially before embarking on student life with us. Please ensure that you have received your invitation email to apply for funding before making your application. Applications to apply for funding are dealt with on a first-come first-served basis and will not be backdated if submitted after 6 weeks of official course start date in accordance with Scottish Funding Council Policy.

Communication is the key.

Please ensure your email address is up to date with us as we tend to use this method of communication to let you know about everything until the end of your course. You can update your personal details (address, phone number, email address etc.) using your WCS account you created when you applied online for your course.

Once you have accepted your offer of course you will be sent an activation email inviting you to apply online for funding. This email will include the link to online application site (CAMS) and your Student Reference number.

Dear █████████

FUNDING APPLICATION IN ACADEMIC SESSION 2020/21
WEST COLLEGE SCOTLAND

Congratulations on your course offer for West College Scotland. Please access the web link below to activate your account for our online funding application system CAMS. To activate your account you will need your Student Reference Number, 500000000. If you have received a 'Conditional' offer of place on your chosen course of study, please be aware that this email does not confirm your place has been accepted and you should liaise with your course department for clarification on this. However, you can still apply to have your funding in place.

Online Web Link: https://studentfunding.westcollegescotland.ac.uk/WCS_CAMS
Please use your existing CAMS account to apply for your funding if you have one.

Once you have submitted your fully completed application online you will receive an acknowledgement email. The email will state clearly the document(s) that you will be required to submit to support your application. You can use the uploading tool whilst making your application to supply any required documentation to support your application. We can accept photographs of documentation providing the image is clear to allow the information on documentation to be read in full. You can view the progress of required/uploaded documents and contact us at any time by logging back into your online CAMS account.

Your Student Reference Number can be found on your funding activation email.

Click on this link to take you to the online funding application.

New Students

You must activate and create a CAMS account before you can apply.

New Users

To apply for funding you must first activate your user account.

You will require your Student Reference Number to activate your account which is stated clearly in your activation email.

Click here for Online Funding Application Guidance

ACTIVATE ACCOUNT

Returning Users

If you have already have an account please login below

Student Reference Number:

Password:

LOG IN

Forgotten your password?

Click on "Activate Account" in the orange New User Section

Please note that this account is not linked to the account you set up to apply for your course. If this is your first time at WCS you won't have a CAMS account yet.

Activate your account

Please enter your student reference number, date of birth and a password to activate your account.

Activate your account - Step 1

Student reference number

Surname

Date of birth
(dd/mm/yyyy)

CANCEL   CONTINUE

Enter your Student Reference Number, Surname and Date of Birth and click "continue".

Activate your account

Please enter your student reference number, date of birth and a password to activate your account.

Activate your account - Step 2

Student reference number   ███████████

Our records show that you have provided the following email address before. This email address will be used for this account - If you wish to change this, please contact the college at student.funding@wcs.ac.uk.

Email address   ███████@gmail.com

Create password

Confirm new password

CANCEL   ACTIVATE ACCOUNT

Create a password, at least 8 characters long which must contain at least one capital letter and one number. Then click on "Activate Account"

Take a note of this password as you will need it to log back in to your account to check the status of your application and check your payments once your award has been finalised.

Security Questions

Please select and provide answers to three security questions - we will use these answers if you forget your password and need to change it.

You must provide this information before continuing to the Home page.

Question 1: [▾]

Answer 1: [   ]

Question 2: [▾]

Answer 2: [   ]

Question 3: [▾]

Answer 3: [   ]

[SAVE AND CONTINUE]

Choose 1 question from the drop-down box for each question and type in your answer and click "save and continue".

These security questions will help you access your account if you forget your password.

Returning Students

You will already have a CAMS account activated.

New Users

To apply for funding you must first activate your user account.

You will require your Student Reference Number to activate your account which is stated clearly in your activation email.

Click here for Online Funding Application Guidance

ACTIVATE ACCOUNT

Returning Users

If you have already have an account please login below

Student Reference Number:

Password:

*

LOG IN

Forgotten your password?

Enter your student reference number and the password you created when you first activated your account and click "Log In" in the green Returning Users section

If you have forgotten your password, click "Forgotten your password

Forgot your password

Please enter the following details and click on Next Step

Step 1

Student Reference Number

Surname

Date of birth (dd/mm/yyyy)

CANCEL   NEXT STEP

Enter your Student Reference Number, Surname and Date of Birth and click "NEXT STEP"

Forgot your password

Please answer the following security question and click on Next Step

Step 2

What is the name of the first street you lived on?

CANCEL   NEXT STEP

Enter the answer to your security question

Forgot your password

Please enter your new password and click Change Password

Update password

Password:

Confirm password:

CANCEL   CHANGE PASSWORD

Type in a new password and confirm password.

You can now log in using your new password.

Returning Students

You are now logged in to your Student Funding "CAMS" account and can begin applying for funding. The "Bursary" application includes if you wish to apply for a bursary, EMA, Childcare, Tuitions Fees or travel expenses for FE level courses.

HOME	BURSARY	ACCOMMODATION	DISCRETIONARY	COMMUNICATION

Application Status:

Correspondence will be sent to   @hotmail.com

Bursary/EMA Application

Course Details	Application Status	
Course not yet selected	⊚ Select Course	⊚ Edit ⊚ Remove

Click on "Select Course"

Accommodation Fund Application

You cannot apply for Accommodation Funding until you have submitted a Bursary application

APPLICATION INFORMATION

◀ ▶

APPLICATION FORM – SESSION 2019-20

Once you have submitted your fully completed application online you will receive an acknowledgement email. The email will state clearly the document(s) that you will be required to submit to support your application. You can use the uploading tool whilst making your application to supply any required documentation to support your application. You can view the progress of required/uploaded documents at any time by logging back into your online account.

If you do not have access to a computer or scanner and may require help with applying online, you can visit the Student Advisory Services Team at your campus where you will find facilities to enable you to complete your application.

For more in-depth enquiries that require a one-to-one appointment with a staff member from the Student Funding Team, you can make your request to the contact details noted below at the foot of this page. In the subject field of your email please state the campus at which you are studying.

It is advised that students' who wish to have their funding decision in place PRIOR to commencing their course should

All funds may close for applications by 22/03/2020, or sooner should funds be fully allocated.

ALL students' who commence on their full-time NC or equivalent course MUST complete a bursary form in order to have the cost of their course paid. Any students who have not done so by 31/10/19 will be issued with an invoice to pay the full cost of the course they are attending. Students' studying on a HNC/D or equivalent course should contact SAAS (saas.gov.uk) for eligibility of course fees.

Student Funding Helpdesks located in the Finance Department area of each campus are opened for enquiries between 10.30am to 1pm Monday – Friday. Please contact the Student Funding Team if your enquiry is urgent and your current circumstances will not allow you to visit during the opening times and alternative arrangements can be made where necessary.

Postal Address:

Student Funding Department
Finnart Street
Greenock
PA16 8HF

Contact: student.funding@wcs.ac.uk

Tel No: 01475 553150
(08.50am to 16.45pm Monday-Thursday)
(08.50am to 15.25pm Friday)

◀ ▶

**Carefully read the "Application Information" page.**

This has a lot of important information you will need during your time at WCS.

Information in relation to helpdesks has changed since 2020-21 and to disregard information stated on the picture opposite. Information will be correct on the application form for 2023-24.

Once you have read this page, click the arrow to take you to the next page.

The right arrow will take you to the next page and the left arrow will take you back a page throughout the application

Application Information

❌ Personal Details

❌ Other Personal Details

❌ Education Details

❌ Employment and Income

❌ Dependant Children

❌ Category Assessment

❌ Bank Details

❌ Travel Details

❌ Childcare

❌ Declaration

Upload Required Evidence

PERSONAL DETAILS
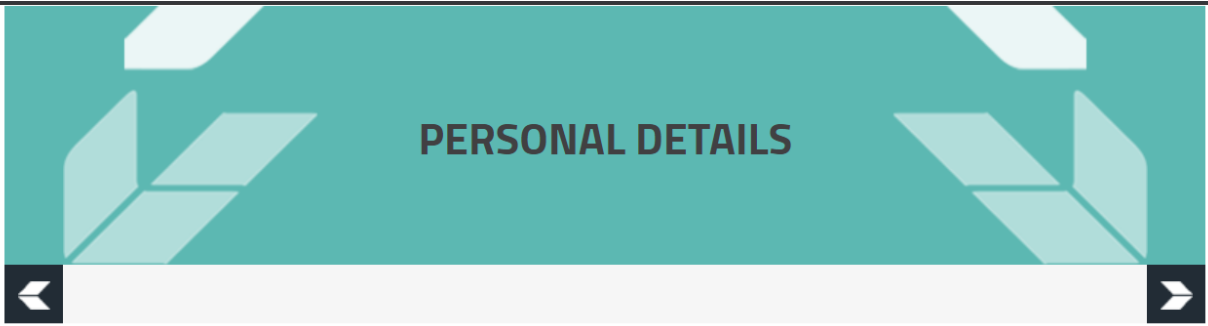
Verification Messages:

- Please state who you currently live with.
- Please select a course, this is a required field
- What date did you/will you start the course is a required field
- Is this the first time you have applied for a Bursary or EMA is a required field
- Marital status is a required field
- Please specify if you currently in receipt of benefits, this is a required field
- Please specify your status Immediately prior to the course, this is a required field

All fields marked * must be completed

his application, award and continuing circumstances with the above person

Upload Required Evidence

Required Evidence		
	Required Evidence	ID Documents
	Accepted Evidence	Birth Certificate OR Passport OR FULL UK DRIVERS LICENCE
	Required Evidence	Over 25 - Not supported by spouse and live alone
	Accepted Evidence	Please submit Mortgage OR Tenancy Agreement in your name. If you reside with a parent/friend you should submit a recent bank statement or household bill in your name to confirm you reside there.

You can save your progress at any time by clicking on the disc symbol at the bottom of the page.

Pay attention to any warning messages that may appear in red when you answer select questions. The answers to these questions generally determine what funding you are applying for.

Administration

Application Information

✓ Personal Details

✓ Other Personal Details

✓ Education Details

✓ Employment and Income

✓ Dependant Children

✓ Category Assessment

✓ Bank Details

✓ Travel Details

✓ Declaration

Upload Required Evidence

CATEGORY ASSESSMENT
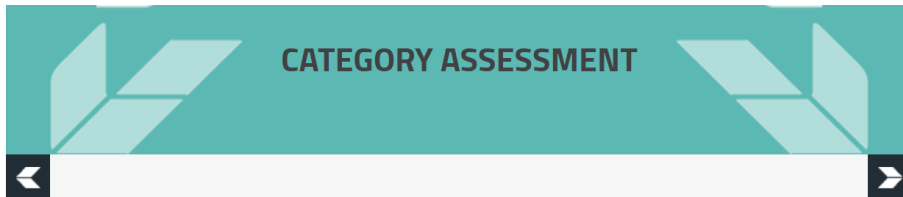
All fields marked * must be completed

Living in an Established Relationship

Study Costs and Travel Only
You would only select this if you are not willing to disclose household income or you would know parental income is too high for Education Maintenance Allowance (EMA)

Are you applying for Study costs and Travel Only? *   ● Yes   ○ No

*Please be aware that by answering YES to this question you will ONLY be considered for fees, travel and study expenses funding.

You will not be eligible for EMA or Bursary funding.

If you see a red warning appears after you answer a question, then please read it carefully and ensure that you have answered the question correctly and you are happy to proceed.

✓ Bank Details

✓ Travel Details

✓ Declaration

Upload Required Evidence

Submit Application

which you were not a parentally supported student

* Have you been financially self supporting for at least 3 years?   ○ Yes   ● No

Living in an Established Relationship
If you are living with a partner in an established relationship, evidence of this will be required - such as a Council Tax Award notice in joint names.

Are you living with a partner in an established relationship? *   ○ Yes   ● No

Estranged from your Parents
If you are Estranged from your Parents, we will require Evidence - such as a letter from social work.

* Are you estranged from and have no contact with your parents?   ● Yes   ○ No

*Please be aware that by answering YES to this question you will be required to submit official documentation to confirm estrangement i.e. a letter from Social Work Department / Job Centre Plus.

It may also contain important information about supporting documents we will need from you.

All fields marked * must be completed

Details of where you live

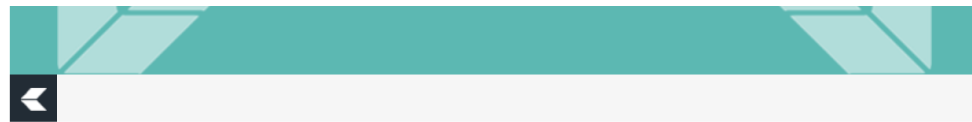Have you lived at your present address for longer than 3 years? *   ● Yes   ○ No

Residency

Do you live in Scotland? *   ● Yes   ○ No

Have you lived in Scotland from birth?   ● Yes   ○ No

When you have completed all pages of the application then all the ticks should be green.

If you see a red tick click on "SUBMIT APPLICATION"

Application Information

❌ Personal Details

✅ Other Personal Details

✅ Education Details

✅ Employment and Income

✅ Dependant Children

✅ Category Assessment

✅ Bank Details

✅ Travel Details

✅ Declaration

Upload Required Evidence

Please click the Submit Application button to submit your application. Once it has been submitted you will not be able to edit it further.

You can monitor the status of your application via the Applications section of the Home page.

❌ Unable to submit your application due to the following errors:

⊙ **Please state which benefits, this is a required field**
⊙ **Please specify if you will remain on benefits whilst in attendance at college, this is a required field**

SUBMIT APPLICATION

This will show you what information is missing. You can click on each point and it will take you to the relevant page.

UPLOADING EVIDENCE

Once you have completed all questions you will then be required to upload evidence to support your application.

✓ Declaration

Upload Required Evidence

Submit Application

for this checklist item. To upload a document click on the "Upload Evidence" button for the relevant checklist item. If you are unable to upload any evidence for a specific checklist item click on the "Unable to Upload Required Evidence" button.

ID Documents

Birth Certificate OR Passport OR FULL UK DRIVERS LICENCE

Evidence Provided

[UNABLE TO UPLOAD EVIDENCE] [UPLOAD EVIDENCE]

A "checklist" will appear listing the documents required.

You can upload the requested document to each checklist item by clicking on "UPLOAD EVIDENCE."

Over 25 - Not supported by spouse and live alone

Please submit Mortgage OR Tenancy Agreement in your name. If you reside with a parent/friend you should submit a recent bank statement or household bill in your name to confirm you reside there.

Evidence Provided

[UNABLE TO UPLOAD EVIDENCE] [UPLOAD EVIDENCE]

Upload the requested document from your device.

✓ Employment and Income

✓ Dependant Children

✓ Category Assessment

✓ Bank Details

✓ Travel Details

✓ Declaration

Upload Required Evidence

Submit Application

• You must provide all requested evidence

Unable to provide evidence

Evidence to support checklist 'Over 25 - Not supported by spouse and live alone'

In order to process your application you must provide the required evidence. However, if for some reason you are unable to provide the required evidence, you can click on the button below which will allow you to submit your application.

By clicking the button below you agree to provide the required evidence as soon as possible. The processing of your application cannot be completed until this evidence has been provided.
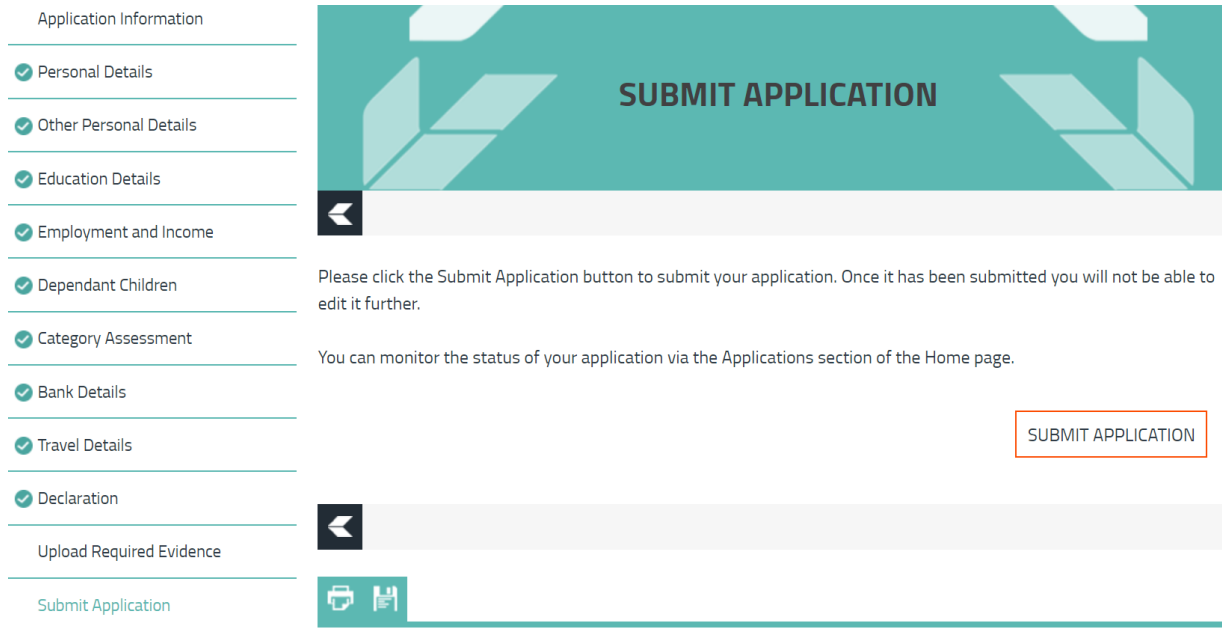
[CANCEL] [UNABLE TO PROVIDE EVIDENCE]

If you are unable to upload the requested document currently, click "UNABLE TO UPLOAD EVIDENCE"

Read the information then click "UNABLE TO PROVIDE EVIDENCE"

IMPORTANT: IF YOU ARE APPLYING FOR A BURSARY/EMA YOU MUST SUBMIT HOUSEHOLD INCOME DETAILS. IF AT THIS STAGE YOU ARE ONLY BEING ASKED FOR YOUR IDENTIFICATION THEN YOU HAVE COMPLETED THE APPLICATION INCORRECTLY – PLEASE ENSURE THAT YOU HAVE NOT TICKED TO BE CONSIDERED FOR TRAVEL AND STUDY EXPENSES ONLY BEFORE SUBMITTING YOUR APPLICATION.

SUBMITTING YOUR APPLICATION

Once you have entered all your information carefully and uploaded all the requested documents, it's time to submit the application.

Application Information

- ✓ Personal Details
- ✓ Other Personal Details
- ✓ Education Details
- ✓ Employment and Income
- ✓ Dependant Children
- ✓ Category Assessment
- ✓ Bank Details
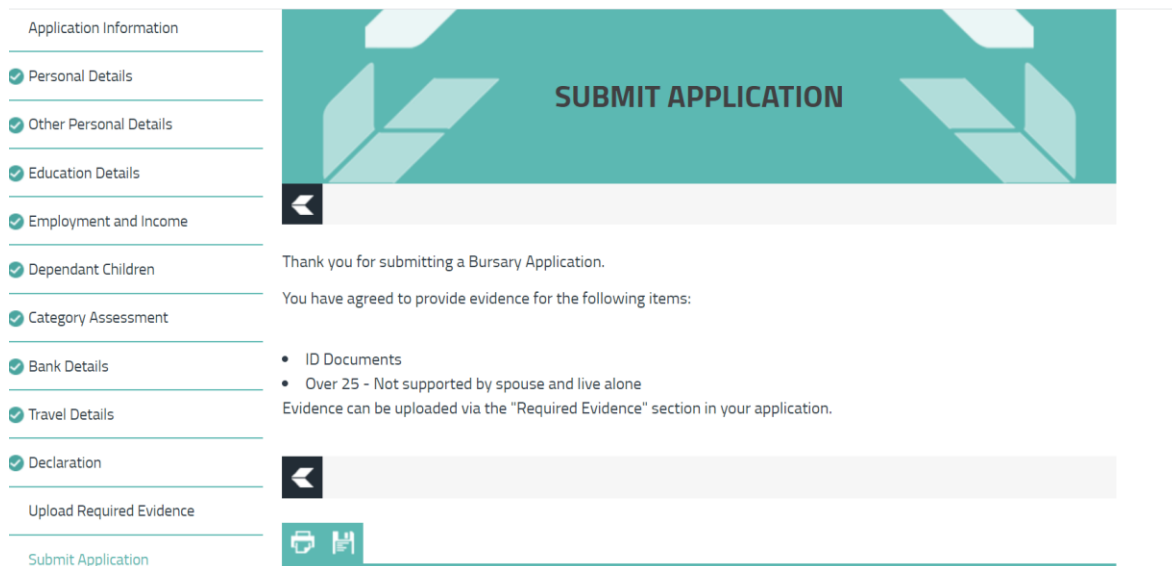- ✓ Travel Details
- ✓ Declaration

Upload Required Evidence

Submit Application

SUBMIT APPLICATION

Please click the Submit Application button to submit your application. Once it has been submitted you will not be able to edit it further.

You can monitor the status of your application via the Applications section of the Home page.

SUBMIT APPLICATION

Click "SUBMIT APPLICATION"

Application Information

- ✓ Personal Details
- ✓ Other Personal Details
- ✓ Education Details
- ✓ Employment and Income
- ✓ Dependant Children
- ✓ Category Assessment
- ✓ Bank Details
- ✓ Travel Details
- ✓ Declaration

Upload Required Evidence

Submit Application

SUBMIT APPLICATION

Thank you for submitting a Bursary Application.

You have agreed to provide evidence for the following items:

- ID Documents
- Over 25 - Not supported by spouse and live alone

Evidence can be uploaded via the "Required Evidence" section in your application.

If there are any documents still to be uploaded, a reminder checklist will appear.

This will also be emailed to you.

Your application is now submitted.

PLEASE READ OVER YOUR APPLICATION AGAIN BEFORE SUBMITTING IT AS YOU WILL BE UNABLE TO MAKE CHANGES TO IT ONCE SUBMITTED. IF YOU HAVE MISSED SOMETHING OR INCORRECTLY COMPLETED THE APPLICATION YOU MUST ADVISE US VIA THE COMMUNICATION TAB WHICH YOU WILL FIND WHEN YOU LOG ONTO YOUR ONLINE ACCOUNT.

You do not need to scan documents to upload them, we accept photos of your documents or screenshots from official websites as long as they can be clearly read, show the full page of documents or show the browser bar and names if it's screenshots from a website.

Funding is allocated on a first come-first served basis, therefore please do not delay when applying for your funding or submitting the required documentation as stated on your acknowledgement email.

Please forward all requested documents within the next 14 days of applications being made in order that your funding application is not delayed. Applications can take up to 4 weeks to process so please be patient; however, it may take longer in busy periods.

If you require more in-depth advice on your specific circumstances, please contact us on 01475 553150.

On-campus first line advice and assistance can be given by the Student Advisory Teams situated near the reception area of our campuses.

You may find the Student Information Scotland (SIS) site useful for further information on your personal circumstances and more in-depth information on current benefit situations. Please visit https://www.studentinformation.gov.scot/

Please note: Example scenarios and guidelines are correct at time of publishing. These may change when SFC policies for 2023-24 are published. They relate to students applying for funding for a full-time FE (NC, NPA, NQ, Access, Int 1, Int 2, SVQ) level course and will differ if you are studying part-time or a HE (HNC/HND/DEGREE) level course. These guidelines are subject to meeting residency criteria and have not exceeded the maximum number of years funding allowed. Funding is NOT guaranteed until an application and all supporting documents have been fully assessed by the Student Funding Team and you have been sent a funding award.