

FUNDING AND ADVICE

S.A.A.S REPEAT YEAR FUNDING APPEALS

What is it?

Student Awards Agency for Scotland (SAAS) will normally award student support packages to students for one attempt at each level of study. A repeat year funding appeal is a request to SAAS to provide the funding for a second attempt at the academic year in question.

Why do it?

Appealing for funding gives an opportunity to put forward a case and, if successful, get another chance to repeat the previous year of your course without having to pay your own tuition fees.

Who can appeal?

SAAS funded students who have extenuating or mitigating circumstances for their academic failure can appeal. You should have already attempted to go through the University's Mitigation procedure if this is appropriate. On some occasions this might not be the best option, particularly if you have missed too many classes or feel unable to undertake all the assessments required in the resit diet.

What are the grounds for appeal?

SAAS will accept appeals on **medical and/or **compassionate** grounds only. This could include the impact of the death of a close family member on your studies, or perhaps having to care for a family member who became ill.**

How do I appeal?

There are two ways to appeal. You can book an appointment with an adviser who will take you through the process and send the appeal to SAAS on your behalf, or you can use the information in this booklet to submit your own appeal directly to SAAS.

When will I hear the outcome?

SAAS can take a number of weeks to decide on an appeal. SAAS will always correspond with you directly even if the adviser has sent the appeal on your behalf.

Documentation required

Medical grounds:

- Letter(s) from your G.P. and/or Consultant that includes both:
 - a) a brief statement of the illness;
 - b) a statement that you are now **“fit to resume your studies and complete the course”**.

NB: A medical report is not necessary. A letter on headed paper will suffice.

- **E-mail or Letter** from your Programme Leader, Personal Tutor or Lecturer confirming that he/she:
 - a) supports your repeat year;
 - b) was aware of the grounds being given for the appeal and how they affected your studies;
 - c) is offering you a place on the course for the coming year.
- **Your own letter of appeal.** This should summarise your circumstances during the affected period of study and detail how things have changed to ensure these circumstances will not affect your studies again.

Compassionate grounds:

- Any **evidence of the circumstances** that have affected the period of study in question. For example:
 - a) If a member of your immediate family was ill, a letter from **their** G.P./Consultant would be required; or,
 - b) If you were the victim of an assault, a letter from a hospital or your G.P. or a police report/incident number should be provided.
- **E-mail or Letter** from your Programme Leader, Personal Tutor or Lecturer confirming that he/she:
 - a) supports your repeat year;
 - b) was aware of the grounds being given for the appeal and how they affected your studies;
 - c) is offering you a place on the course for the coming year.
- **Your own letter of appeal.** This should summarise your circumstances during the affected period of study and detail how things have changed to ensure these circumstances will not affect your studies again.

Please note: If you have a combination of both medical **and** compassionate grounds, evidence is required of both.

Applying for funding:

SAAS operate an online application process. When you are completing the application, there is an opportunity to tell SAAS that you are repeating a period of study in the 'course details' section of the application. Please answer yes to question: 'Are you repeating any period of study?' When you answer yes to this question, you may automatically be denied tuition fee or grant funding but this can be overturned once the appeal is finalised.

Enrolment:

If you have not heard the outcome of your appeal, or received an awards notice from SAAS by your enrolment date, we can provide you with a signed declaration that you can give to Finance. This declaration confirms that you are waiting for the outcome of an appeal and will inform Finance as soon as you know the final decision. Finance will not charge you a deposit at this stage with this declaration.

We only provide this declaration to students who we know are waiting for the outcome of an appeal, i.e. those who have attended appointments with advisers.

What if my appeal is unsuccessful?

If your appeal is unsuccessful, you will need to source funding for tuition fees from elsewhere. You can still apply for a student loan through SAAS, even if you are not receiving tuition fee support.

UWS is proud to be a member of Family Action's Grant's Advisory Service. Part of their work allows our students to search a number of trusts for additional support. You can access their online search through the University website by visiting uws.ac.uk/funds

Alternatively, funderfinder is a database of trust funds available in the Student Services receptions on all campuses. You can use this software to search for trusts or scholarships that you are eligible for and may help towards the cost of tuition fees.

Contact Details:

Ayr Campus:

Student Services, J108
Telephone: 01292 886267
Email: funding.adviceayr@uws.ac.uk

Dumfries Campus:

University Student Services, Dumfries and Galloway College Building
Telephone: 01387 734279
Email: studentservices-dumfries@uws.ac.uk

Hamilton Campus:

Student Services, Almada Building
Telephone: 01698 894448
Email: funding.advicehamilton@uws.ac.uk

Paisley Campus:

Student Services, J219
Telephone: 0141 848 3803
Email: funding.advicepaisley@uws.ac.uk

Student Awards Agency for Scotland:

Gyleview House, 3 Redheughs Rigg, Edinburgh
Telephone: 0845 111 1711
Web: www.saas.gov.uk

Please do not hesitate to contact Student Services (on your campus) if you require further information or assistance.