

## Applying for your EMA, Further Education Bursary, Further and Higher Education Childcare and Discretionary Funding through UHI Records

Applications for any of the above can be made online through your UHI Records account which can be found through the college website or directly at [www.studentjourney.uhi.ac.uk](http://www.studentjourney.uhi.ac.uk)

Your UHI Records account is your electronic view of the records the college holds about your studies and is one of the methods the College uses to communicate with you about various aspects of your college life.

In addition to applying for funding you can also use UHI Records to:

- enrol on your course
- contact your tutors
- keep you up to date with college life and lots more.....

## Funding

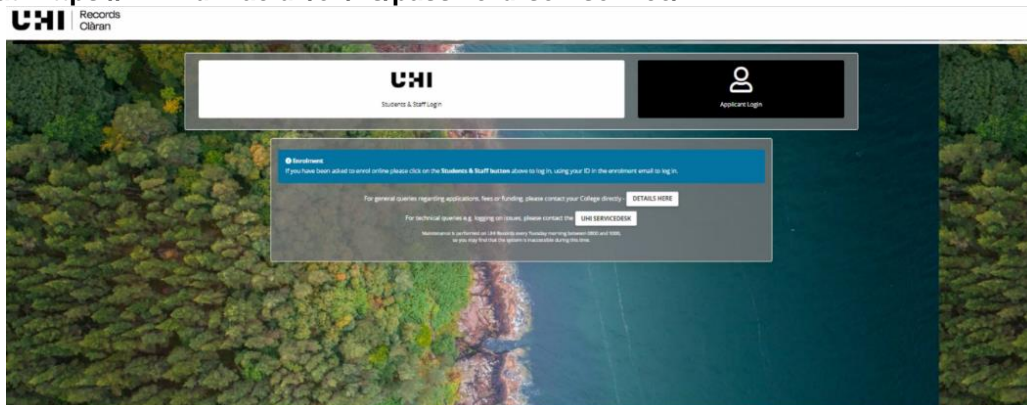
Financial assistance from the Education Maintenance Allowance (EMA), Further Education Bursary, Childcare and/or Discretionary Funds are only available through your account. This includes Higher Education discretionary and Higher Education Childcare and all correspondence about your entitlement is communicated through your account. Such as

- Who to contact and how
- Follow the progress of your application
- View what documents you need to submit
- Download forms that may be requested for your application
- View and print your award letters
- How your award is calculated
- Submit an Appeal and request a Re-assessment – this allows you to appeal the funding decision or inform staff of any changes to circumstances that may mean a re-assessment of circumstances.

## Accessing your UHI Records Account

In your internet browser go to the following address [www.studentjourney.uhi.ac.uk](http://www.studentjourney.uhi.ac.uk) (You can also find a link to UHI Records on the student section of the UHI website). Click the **Current Students & Staff Login** button then login with your username and password which has been sent previously.

**Always keep your password secret and do not share it with anyone. We will never ask you for your password. Details can be found at: <https://www.uhi.ac.uk/en/lis/password-self-service/>**



## Applying for funding

To access your funding application, click on the “Apply for funding” **Once you have submitted your application you can view its progress and other information relevant to you by clicking on the box entitled “funding” from the student hub dropdown (See below)**

The screenshot shows the UHI Records Clàran Student Hub interface. The main content area is titled "Student Hub" and includes a "Quicklinks" section with buttons for "UHI Induction", "Update Email/Mobile", "View Modules & Results", "My Student ID", and "2021/22 SAAS Funding Form". Below this is a table for "Enrolment status, information and to do" with columns for Course, Start Date, PAT, Enrolled?, Modules Selected?, and Module Surveys. The table lists two courses: "ULE30 - Child & Youth Studies (PT/ME)" and "MOC00202P - CSO L2 DIPLOMA IN CULINARY SKILLS SCOP LEVEL 2 (1/4)".

On the right side, there is a "UHI Records Intranet" section with "Unread messages" and "Further Education Funding - 2022/23" table. The "Further Education Funding" table has columns for Year, Course Code, Course Title, and Course Start Date. A red circle highlights the "Apply for funding" link in the "Course Start Date" column for the 2022/23 row.

Year	Course Code	Course Title	Course Start Date
2022/23	M0XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	22/08/2022

If you have any questions about completing your online funding application, please contact:

- UHI Argyll [ACBursary@uhi.ac.uk](mailto:ACBursary@uhi.ac.uk)
- UHI Inverness [funding.ic@uhi.ac.uk](mailto:funding.ic@uhi.ac.uk)
- UHI Outer Hebrides [lestudentservices@uhi.ac.uk](mailto:lestudentservices@uhi.ac.uk)
- UHI Moray [Student.Services.moray@uhi.ac.uk](mailto:Student.Services.moray@uhi.ac.uk)
- UHI North Highland [nhcstudentsupport@uhi.ac.uk](mailto:nhcstudentsupport@uhi.ac.uk)
- UHI Perth [StudentFunding.Perth@uhi.ac.uk](mailto:StudentFunding.Perth@uhi.ac.uk)
- UHI West Highland [funding.whc@uhi.ac.uk](mailto:funding.whc@uhi.ac.uk)

## Using UHI Records in General

From the Student Hub dropdown at the left of the screen you can explore all the different areas of your account. You should familiarise yourself with these areas for information on what is available to you.

The screenshot shows the UHI Records Clàran Student Hub interface. The "Student Hub" dropdown menu is expanded, showing a list of options: "Enrolments", "Forms", "Funding", "Student Finance", "Student Support", "Modules", "Personal Details", "My Details", and "System Tools". The main content area is titled "Student Hub" and includes a "Quicklinks" section with buttons for "UHI Induction" and "My Student ID". Below this is a section for "Enrolment status, information and to do".

## Modules

This allows you to see:

- Completed module results
- Modules you are taking this year
- Resits or modules continuing from a previous year

## Personal Details

Students can check and change their address or contact details at any stage as well as change data sharing consent options. Care Experience (whether you have been in care) can also be updated as appropriate. For changing next of kin details students need to contact the local registry team to update this information. Your next of kin would be contacted by your college should there be any emergencies, so it is important that you let your college know of any changes.

## Forms

On this screen you can:

- Print out a dyslexia sticker (only available to students who have contacted their local disability co-ordinator in the first instance).
- Apply for mitigating circumstances for exams/assessments (HE Students only) Along with other options regarding your study options.

## Student Support

For students with disclosed disabilities or additional support needs we can arrange assistance and advice to help you get the most of your time out of university/college.

If you have any queries, please contact your local support team in the first instance.