

# Student Funding Absence Procedure 2022/23

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Students should attend all timetabled classes to receive payment for both Bursary and Education Maintenance Allowance (EMA).

Attendance is checked every 2 weeks and failure to achieve full attendance each week may result in payment being stopped for one or both weeks. This means if you are marked absent from even one class, you should either cover it with an online absence self certificate, or speak to your lecturer if you think it is a mistake.

**Payment is also linked to engagement, as determined by the Curriculum Managers.**

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## How to Self Certificate

If you are absent from College for any reason, you should submit an online absence self certificate through LearnNet to cover your absence. You can do so from any pc, tablet or smartphone by logging onto the college LearnNet and selecting the "Absence" button. A text message will be sent to you on the evening of your absence, reminding you to do so. You should check later that your self certificate has been accepted and your absence covered. **It is your responsibility to check your attendance regularly through LearnNet.**

You may self-certificate **up to a maximum of 4 days** per term:

**Term 1**     22 August 2022 – 14 October 2022

**Term 2**     31 October 2022 – 23 December 2022

**Term 3**     09 January 2023 – 06 April 2023

**Term 4**     17 April 2023 – 16 June 2023

The system is available from the first day of absence and locks down after 7 days. You should submit your online absence self certificate on your first day of absence otherwise payments may be withheld or delayed. If the date of your absence is no longer visible, it is too late to submit a self certificate to cover it. If you consulted your doctor however, we can accept a "Statement of Fitness for Work" certificate. If you delay submitting an absence and miss the deadline for student funding payments then they will be paid in the next scheduled payment run.

When you have used your 4 days' absence self-certificates the system locks down and you will not be able to enter any further absences.

You should make any routine doctor/dental appointments outwith your timetabled classes.

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Absences submitted for term time holidays, work or driving lessons **will not** be accepted, as it is expected these will be fitted around college commitments.

You should not submit self certificates to cover register errors, as they will be accepted and will use up your quota. If you think you have been marked absent by mistake, you must take this up with the lecturer(s) concerned.

## Medical Certificates

"Statement of Fitness for Work" Certificates (signed by your doctor) up to a maximum period of 6 weeks per term will be accepted for Student Funding purposes. They should be submitted to the Student Funding Team, as you will not be able to enter them online yourself.







**Please email them to: [studentfunding@dumgal.ac.uk](mailto:studentfunding@dumgal.ac.uk)** 

## Students with an Existing Medical Condition

If you have a medical condition which may mean you require additional time off, this may be granted, providing necessary evidence has been submitted to either the Student Funding Team or a Student Adviser.

## Appeals

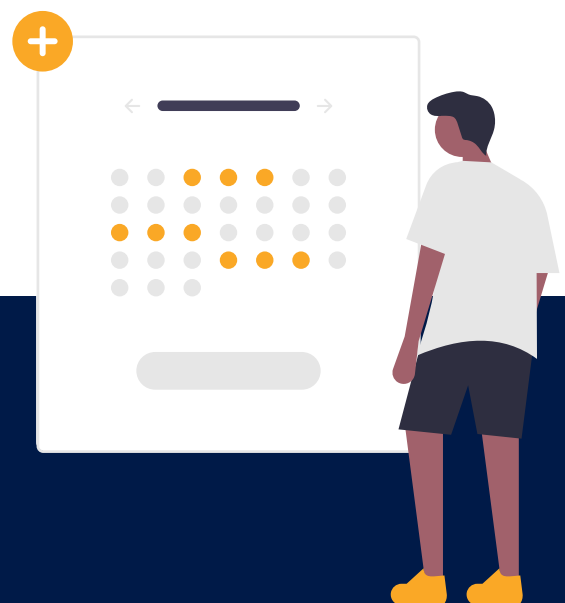
If your funding has been stopped as a result of absence and the maximum permitted days' absence has been used, you may submit an appeal if one of the following reasons applies:

Reason for appeal	Evidence Required
Court appearance	 Court Summons, Jury Duty Citation, Witness Citation
Hospital appointment	 Appointment letter
Transport problem	 Please provide details to Student Funding Team who will follow up with college Estates department
Childcare problem	 Submit details
Funeral	 Submit details
Carer responsibility e.g. looking after an adult dependant on you	 Submit details

If you need help managing your absences, or wish to discuss your own circumstances further, please speak to your Student Adviser at the college.

**More information and contact details are available on LearnNet**

**DGC LearnNet** 



**Dumfries and Galloway College**

 Bankend Road, Dumfries, DG1 4FD

 01387 734000  [www.dumgal.ac.uk](http://www.dumgal.ac.uk)

**Principal: Joanna Campbell**