

## Applying for your EMA, Further Education Bursary, Further and Higher Education Childcare and Discretionary Funding through the Student Hub

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

Your Student Hub Account Login/Username and your password are notified to you when your funding application is available. If you are a returning student, these will not have changed from what you previously used.

Your Hub 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.....

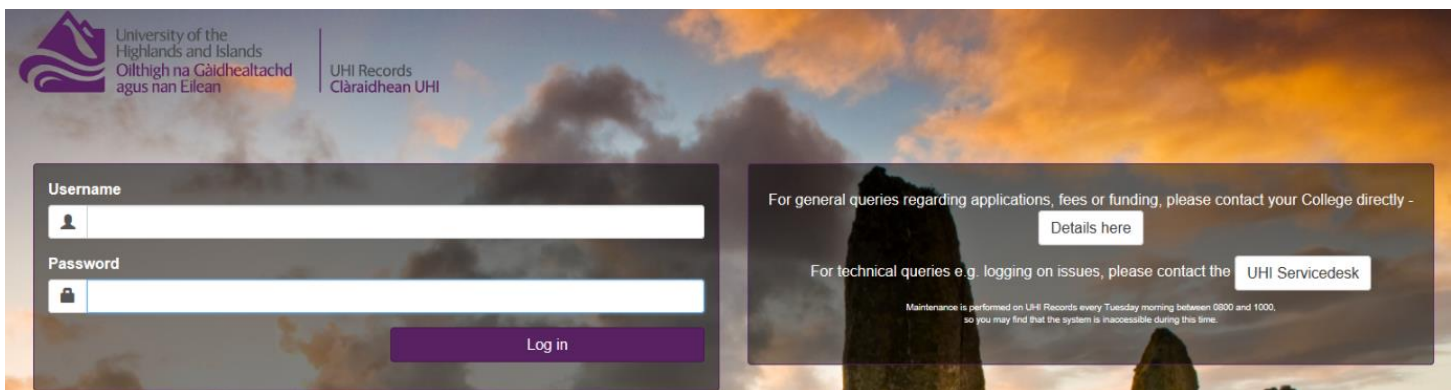
## Funding

Financial assistance from the Education Maintenance Allowance (EMA), Further Education Bursary, Childcare and/or Discretionary Funds are only available through your Student Hub account. This includes Higher Education discretionary and Higher Education Childcare and all correspondence about your entitlement is communicated through your Hub 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-assessments – 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 Hub 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). Log in using your username and password:




The screenshot shows the UHI Records login interface. On the left, there is a login form with fields for 'Username' and 'Password', each with a small icon (a person for username, a key for password). Below these fields is a purple 'Log in' button. To the right of the login form, there is a 'UHI Records Clàraidhean UHI' logo. Further right, there is a 'Details here' button. Below that, there is a 'UHI Servicedesk' button. At the bottom of the page, there is a maintenance notice: 'Maintenance is performed on UHI Records every Tuesday morning between 0900 and 1000, so you may find that the system is inaccessible during this time.'

## 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)**

## Student Hub

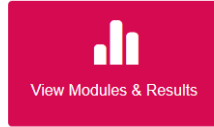
### Quicklinks



UHI Induction




Update Email/Mobile



View Modules & Results

### Enrolment status, information and to do

2019/20 Enrolment Status

| Course  | Start Date | Enrolled?   | Modules Selected? |
|---|------------|---|-------------------|
| THBRV0DVTF - RCVS Level 3 Diploma Veterinary Nursing (1/A1) | 09/09/19   |  | N/A               |

### UHI Records Intraday

The intraday holds messages within the UHI Records portal - this is **not** your academic email.

#### Unread messages

Other views:

You have no messages!!

### Further Education Funding

| Year    | Course Code | Course Title                                     | Course Start Date |                                   |
|---------|-------------|--|-------------------|-----------------------------------|
| 2019/20 | THBRV0DVTF  | City & Guilds Level 3 Diploma Veterinary Nursing | 09/09/19          | <a href="#">Apply for funding</a> |

[FE Funding Privacy Notice](#)

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

Argyll College [liz.richardson@uhi.ac.uk](mailto:liz.richardson@uhi.ac.uk)  
Lews Castle College [lestudentservice@uhi.ac.uk](mailto:lestudentservice@uhi.ac.uk)  
Moray College [Student.Services@moray.uhi.ac.uk](mailto:Student.Services@moray.uhi.ac.uk)  
North Highland College [nhcstudentsupport@uhi.ac.uk](mailto:nhcstudentsupport@uhi.ac.uk)  
West Highland College [funding.whc@uhi.ac.uk](mailto:funding.whc@uhi.ac.uk)

## Using the Hub in General



UHI Records  
Clàraidhean UHI

Student Hub ▾ Applications

- Student Hub - Home
- Enrolments
- Forms
- Funding
- Student Support
- Modules
- Personal Details

## Student Hub

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

## 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)
- Withdraw/suspend or transfer courses (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.