

Student Funding Student Engagement Policy

Academic Year 2026-27



ATTENDANCE & ENGAGEMENT

While you are studying you are expected to go to your timetabled classes, and placements if you have them, so you can make the most of your learning. However, the college understands that **at times you may need to be absent from class.**

If you are going to be absent from college you are expected to tell your teaching department and cover your absence(s) where suitable.

Having absences may not directly affect your progress or funding but it may affect your **engagement status** which could lead to your **funding payments being withheld.**

Therefore it is recommended that you address any absences in a timely way and beforehand where possible.

You should also make sure that if you miss any coursework or assessments, you should work with your department to find out how to catch up.

FUNDING PAYMENTS & ENGAGEMENT

To be paid your funding from the college, you must be engaging with your studies and be keeping in contact with your department. This is a condition of your funding award.

Every payment has a **payment period.** You can see this on your award letter payment schedule.

In order to receive a payment, you must have been engaging for all of the period.

WHAT IS ENGAGEMENT?

To make sure your engagement is at an **acceptable level**, you must be:

- **Attending** your classes (and placements), making progress towards **achieving your Learning Objectives**, and following the **Code of Conduct**
- Keeping in **contact** with relevant college staff and **explaining** the reason(s) for any absences and the steps you are taking to continue to engage in your studies

- **Keeping up to date with learning** by getting lecture notes, online resources, or other learning materials from relevant college staff
- Showing that you have engaged in **independent study** to keep up to date with your learning
- Handing in your **assignments or class work**
- Continuing to **meet your learning objectives**

WHAT ARE THE ENGAGEMENT STATUSES?

Before each payment is processed your teaching department will report the engagement levels of all their funded students to Student Funding.

Whether you receive payment or not depends on your engagement status on this report.

There are three possible engagement statuses:

- **Engaging:** this means you are meeting the criteria above and will receive payment for the period.
- **Warning:** this means your engagement is not at the expected level and while you will receive this payment, if your engagement does not improve your future payments will be withheld.
- **Not Engaging:** this means that you are not meeting the college engagement criteria and your payment for this period will be withheld.

WHAT DO YOU DO IF YOU'RE NOT ENGAGING?

If your status is **Warning**, or **Not Engaging** then you must **contact your teaching department** to find out how you can improve your engagement.

If you are having problems with being able to engage with your course, you should get in touch with your teaching department to talk about this further.

You should also make sure you are letting your department know about any issues or barriers you may be facing as they will be able to talk with you about any available support options.

HOW DO YOU APPEAL AN ENGAGEMENT STATUS?

Please note that Student Funding does not decide if you are engaging or not.

If you disagree with the engagement status you have been given, then you should talk to your teaching department.

Only your **Curriculum Manager** has the ability to overturn an engagement decision. If they have decided to do so, they will let Student Funding know and any payments which have been withheld will be released with your **next scheduled payment**.



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