

Applicable to:	Staff
Date:	2019
Page:	1 of 1

POLICY ON PAYMENT OF MAINTENANCE GRANT

The Vocational Education Committee shall pay the grant-holder's maintenance grant in monthly instalments in arrears during the academic year. Payment is made subject to satisfactory participation and attendance on the PLC course.

St. John's Central College is fully aware of the financial support that maintenance grants play in allowing learners to pursue full time education at PLC level. The College policy aims to be student friendly. It adheres to the Department of Education and Skills guidelines which allows payment of grants subject to **'satisfactory participation and attendance on the PLC course.'**

Eligible students will not receive grants if they have been absent five days or more during a calendar month. With regard to grant payments medical certificates **will not** be recognised for monthly absences that exceed five days.

When returning to College after an absence a student is required to present medical certification if applicable on their return, retrospective medical certificates are not acceptable.

In very exceptional circumstances a student who is absent for more than five days in a calendar month and who may have a valid reason, which is acceptable to the relevant College Authority, will receive a back payment of their grant for that month.

College policy states that students who have accumulated 5 or more absences without medical certification will have their grant payments stopped.

Students, who have long-term absences due to illness, will cease to receive grant payments.

All attendance records are based on online attendance (VSware)

It is the responsibility of each student to ensure that he/she is marked present on the register each morning and afternoon.

APPEAL

Where possible, students will be notified by the relevant College Authority ahead of payment date that they are not entitled to grant for that month.

A student can make a written appeal against the non-payment of grants using the official **Maintenance Grant Appeal Form**.

In the event of an appeal of not being successful, a student can make a final appeal to the College Principal.