



T: 0300 244 4000

E: scottish.ministers@gov.scot

To: Principals and Fund Managers of Universities
and Colleges

By email only

8 September 2022

Guiding Principles for administration of Discretionary Funds

Dear Colleagues,

As part of the Scottish Government's commitment to review the summer support for students, we have been engaging with students and key stakeholders across the sector to obtain feedback on the support currently available to students. As part of this feedback, there were multiple concerns raised around the administration of discretionary funds which has led us to consider the current procedures and practice as part of the summer review.

Our evaluation has led to the decision to introduce Guiding Principles for colleges and universities on administering Further Education and Higher Education Discretionary Funds, a copy is attached herewith. We hope that these principles will offer a level of consistency in approach whilst maintaining an appropriate level of flexibility for colleges and universities in administering this support. The principles have been developed in conjunction with the Student Support Stakeholder Engagement Group and have been endorsed by Colleges Scotland, Universities Scotland, National Association of Student Money Advisers (NASMA), Further Education Student Support Advisory Group (FESSAG) and NUS Scotland.

I am writing to you today **to invite you to sign up to and adhere to these principles** as a form of best practice across the sector. If agreeable, we will list your college/university as an agreed partner in abiding by these Guiding Principles within the public facing Discretionary Fund guidance issued by Student Awards Agency Scotland (SAAS) and the Scottish Funding Council (SFC).

In conjunction with the principles, we have also created student specific guidance which is available on the Student Information Scotland website [here](#). I'd be grateful if you could ask Funding Managers' and Student Advisers' within your institution to signpost students to this guidance as well as promote this through your respective communication channels.

If you are content to sign up to the Guiding Principles then please contact my officials at kirsty.mctaggart@gov.scot at your earliest convenience.

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See

www.lobbying.scot

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot



INVESTORS
IN PEOPLE

Accredited
Until 2020



Thank you for your support in this matter.



JAMIE HEPBURN

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot



Accredited
Until 2020

