

<b>Student Support in Scotland</b>	<b>Student Awards Agency for Scotland</b>
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## Notes to help you apply for the part-time fee grant 2011-2012

### Who should use these notes?

You should use these notes to fill in form **PT1** if you are;

taking a course that starts between 1 August 2011 and 31 July 2012.

studying a part-time Higher Education courses, Professional Development Awards (PDA) or Continuing Professional Development course (CPD) at levels 7-11 of the [Scottish Qualifications Framework](#) (SCQF).

completing between 40-90 SCQF credits per academic year of the course.

not receiving government support from any other scheme such as ILA200, Training for Work, Get Ready for Work, Modern Apprenticeship Scheme or funding from SAAS for full-time studies.

not receiving support from your institution through their fee waiver scheme.

### Applying for student support

You must apply to us as early as possible to make sure that your part-time fee grant is paid to your course provider on time. **You can only apply for support up to one month after your course starts.** If you apply to us later than one month

after your course starts then your application will be rejected. We will not accept any applications for the academic year 2011-12 after 31 July 2012.

## How to find out what support you can get

These notes explain what support is available and will help you fill in your application form. You can get more detailed information on student support from our website.

### Contacting us

Visit our website at [www.saas.gov.uk](http://www.saas.gov.uk)

E-mail us at [www.saas.gov.uk/contact.htm](http://www.saas.gov.uk/contact.htm) or

[Partimefeegrant@scotland.gsi.gov.uk](mailto:Partimefeegrant@scotland.gsi.gov.uk)

Phone us on 0300 555 0505

Write to us at

The Student Awards Agency  
Gyleview House  
3 Redheughs Rigg  
Edinburgh  
EH12 9HH

## What financial support is available

### Tuition fees

We will pay a part-time fee grant of up to £500 straight to your institution in 2011-2012 if you and your course are eligible for support. If the cost of your tuition fees is greater than £500 then you will need to make your own arrangements to cover the cost of the balance of the fees.

You may still be entitled to tuition fees if you are repeating any period of study.

**If you withdraw from your course, we may not pay your tuition fees.**

### Read the notes

Read the notes carefully before you fill in your application. These notes explain what support you can apply for and will help you fill in your application form. You can get more detailed information from our website ([www.saas.gov.uk](http://www.saas.gov.uk)).

## Apply for support in every year of your course

You must make a separate application for each year of your course.

## What we will do

### Processing your application

We aim to process correctly filled-in applications within 21 days of us receiving them. We will assess your entitlement and send you an award notice that will tell you how much support you will get. If you have not heard from us within **28** days of sending your application, please contact us.

### Filling in the form

Give us all the details we ask for. Make sure that you sign the declaration and undertaking at the end of Section F. **If you do not fill in the form correctly, we may not be able to process your application.** This may mean that your university/college/training provider will not receive payment of tuition fees on time. You **must** tell us if there is any change in your circumstances that may affect the amount of money paid on your behalf.

## Section A - Your personal details

**A1-A2** This is your ILA Scotland reference number. Please quote this number if you call as it will help us to find your details quicker.

**A3-A4** You must let us know if you are receiving funding from any other government support training scheme. This includes Training for Work, Get Ready for Work and the Modern Apprenticeship Scheme.

You must let us know if you are already receiving ILA200 support or funding from SAAS for a full-time course of study.

The part-time fee grant is NOT available to you if you are already receiving government support for a training scheme or course of study.

**A5-A11** Please provide your personal details.

**A12-A14** Please provide your full address. It is important you let us know if your address changes after you have applied for funding.

**A15-A16** Please provide a phone number, and an email address (if you have one) that we contact you on. It is important you let us know if these change after you have applied for funding.

## Section B - Your residence eligibility

YOU MUST COMPLETE THIS SECTION

**B1-B3** Please provide your personal details. If you are not a UK national or a national of another EU member state, you must send us a clear photocopy of any documents you have from the Home Office that confirms your status in the UK. Please send clear photocopies as we destroy all documents after 30 days.

**B4** The **relevant date** depends on when your course starts. The dates for session 2011-2012 are as follows.

**1 August 2011** for courses that start between 1 August 2011 and 31 December 2011.

**1 January 2012** for courses that start between 1 January 2012 and 31 March 2012.

**1 April 2012** for courses that start between 1 April 2012 and 30 June 2012.

**1 July 2012** for courses that start between 1 July 2012 and 31 July 2012.

**B5-B6** To meet the residence conditions, students must have been ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for the **three years** immediately before the relevant date. If you are not a UK or other EU national, you must also have been settled in the UK (as set out in the Immigration Act 1971) on the relevant date. To find out about getting settled status, you can visit the Home Office website at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) or phone their helpline on 0870 6067 766.

**B7** You must also be ordinarily resident in Scotland on the relevant date given in B4.

We will not normally treat students as being ordinarily resident in the UK and Scotland if their main purpose in coming here has been to receive full-time education and that they would have otherwise been living elsewhere.

Eligibility at the beginning of a course of education determines eligibility for the duration of that course of education. This means, if you start a course of education while ineligible to receive support on residence grounds, you will continue to be ineligible to receive support on residence grounds for the rest of that course of education.

**B8-B10** If you do not meet the residency conditions, and are, or were, under 25 on the relevant date given at B4 then we may still be able to consider your eligibility based on your parents details.

**Annex A provides further residency information about students that may still be eligible for support even though they do NOT meet the general residence conditions.**

## Section C - Your institution and course details

- C1** Fill in the details of where you are studying
- C2** You must provide the full title of your course and the qualification level. For example, HND, SVQ4 at Level 8, SVQ3 at Level 7, BSc, etc.
- C3-C4** You must let us know which year of the course you will be studying in the academic year 2011-12 and when you expect to complete the course.
- C5** Please enter the number of years it will take to complete your course.
- C6** If you receive any financial help towards your course fees from another source such as your employer, then please detail the amount. If your course provider is already funding you from a fee waiver scheme then you are not eligible to apply for this funding from SAAS.
- C7** This only applies to EU nationals (not UK nationals). If you have come to Scotland specifically to undertake this course then you must be planning to graduate from the course before we can consider funding.

## Section D - Your income

- D1** The part-time fee grant is only available to those whose income is £22,000 a year or less.

**You must provide evidence of your income. Please send us clear photocopies as we destroy all original documents after 30 days.**

### **Employed**

If you are paid monthly, send your three most recent payslips  
If you are paid weekly, send three payslips you have received in the last three months.  
Alternatively, you and your employer can complete our certification of income. You can download this form from the part-time section of our website.

### **Self-Employed**

You can complete our certification of self-employed income. You can download this form from the part-time section of our website.

### **Pension**

If you receive a pension then please provide us with one of the following documents:

a letter from the Department of Work and Pensions (DWP) confirming your pension.

a copy of your bank statement showing payment reference DWP-SP.

A copy of your most recent pension statement if you receive a private or occupational pension.

### **Nil Income**

If you do not have any income of your own, you should cross (x) the single box in D1. **You must supply evidence of nil income.** For example, your National Insurance Contribution record, Tax Credit Award Statement or a letter from school.

## **D2 Benefits**

Please mark the appropriate boxes with a cross (x) if you receive any of the benefits or tax credits.

**We must see evidence of your Benefit entitlement or Tax Credits.**

You can send the following documents:

A Benefit entitlement letter dated within the last 3 months.

Your most recent Tax Credit Award Notice.

Alternatively, you can ask the Jobcentre Plus office to complete our Confirmation of Benefit form. You can download this form from the part-time section of our website.

## **Section E – Learning provider details**

**E1-E6 This section must be completed by your course provider.** They will need to confirm that your course is eligible for funding and that you are studying at the required level leading to an HNC, HND, degree, taught postgraduate diploma, Professional Development Award or Continuing Professional Development course.

**Make sure that they have signed, dated and stamped the form before you send it back to us.**

**We must be in receipt of your application form no later than one month after the start date of your course so it is important you complete the form**

**and pass it to your course provider as soon as possible.**

## **Section F – Declaration and undertaking**

Please read the declaration carefully. When you are happy that it is complete and accurate then you should sign and date it. If you do not do this, we will have to return your form to you which will delay the processing of your application.

## **Section G – Checklist**

Please read the checklist on the application.

### **ANNEX A**

#### **GENERAL RESIDENCY INFORMATION - Students who do not meet the general residence conditions –**

Such students **may** still be eligible for Part-time fee grant support in certain circumstances. Support may be available to:

UK nationals and family members of such nationals returning from other member states of the European Union (EU) or from elsewhere in the European Economic Area (EEA) and Switzerland;

UK nationals who were born in and have spent the greater part of their life in the UK;

UK nationals returning from employment or study outside the EEA or Switzerland;

Nationals of EEA countries, who have been granted **permanent residence** in the UK, and their husbands, wives or civil partners and children or stepchildren;

Nationals and family members of nationals of other EU member states, Iceland, Norway, Liechtenstein and Switzerland, who have **migrant worker** or **self-employed person** status in the UK or whose family members have been migrant workers or self-employed in the UK;

Nationals and family members of nationals of other EU member states, Iceland, Norway, Liechtenstein and Switzerland, who have **frontier worker** or **frontier self-**

**employed** status in the UK or whose family members are a frontier worker or frontier self-employed person in the UK;

People recognised as **refugees** by the British Government, and their husbands, wives or civil partners and children or stepchildren;

People who have been granted **exceptional leave to enter or remain, humanitarian protection or discretionary leave** in the UK, and their husbands, wives or civil partners and children or stepchildren;

Iraqi nationals who have been given leave to enter the UK under the Iraqi Direct Entry Scheme (also known as the Locally Engaged Staff Assistance Scheme (LESAS)).

Anyone who is under 18 and has been granted **temporary protection** in the UK;

Anyone who is the dependant child of a Swiss national;

Anyone who is the dependant child of a Turkish worker.

**EU and EU overseas territories nationals and family members of such** - Students may qualify for support if you meet all of the following conditions.

You are an EU national (other than a person who is a United Kingdom national who has not exercised a right of residence) or an EU overseas territories national, or a family member of either.

You have been ordinarily resident in a member state of the EEA and Switzerland or the EU overseas territories for the three years immediately before the relevant date.

You are taking an eligible course of part-time study in Scotland and plan to graduate in Scotland.