

Guidance on Fee Waiver 2013/14: Part Time, Evening, Online Learning & Outreach

Edinburgh College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) National Fee Waiver Grant Policy when studying on an eligible course. Please contact the relevant campus for information about eligible courses.

Fee waivers are not available to rest of the UK or overseas students.

MAXIMUM FEE WAIVER – The SFC Fee Waiver Policy states that a student can only claim a maximum of one full-time fee waiver per academic year. If in any doubt, please contact the relevant campus (see Edinburgh College contact details sheet – Student Fees).

Residency Requirements

A student must meet one of the following criteria to be eligible for exemption from fees:

- Ordinarily resident in Scotland (subject to the other eligibility requirements shown below).
Asylum Seeker or the spouse or child of a person who is an asylum seeker living in Scotland on a part time non-advanced or advanced course – as defined in Section 18 of the Nationality, Immigration and Asylum Act 2002 (you must supply relevant evidence to support your status).

SFC Fee Waiver guidelines apply and may be subject to change please ask for the current information at time of application).

Course of Study

If a student satisfies the residency requirements above, then he/she will be exempt from tuition fees for:

- Students with learning difficulties and disabilities (full-time or part-time) - Programme Group 18. (No extra forms required – student to complete normal “Application and Enrolment Form” only).
- Either a part-time higher education or part-time further education course if the student is a person, or the spouse or child of a person who is an asylum seeker living in Scotland (as defined in Section 18 of the Nationality, Immigration and Asylum Act 2002).
- Students studying part time FE or HE programme (subject to the other eligibility requirements shown below).

Other Eligibility Requirements

If a student satisfies the residency requirements shown above and the course is part-time (Day/Evening/Online Learning/Outreach) then she/he will be exempt from tuition fees if they meet one of the requirements below.

For audit purposes all students must demonstrate their eligibility for fee waiver by providing the College with appropriate documentary evidence (for example, from the Department of Work and Pensions, or the Job Centre Plus or HM Revenue and Customs etc.)

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SFC Fee Waiver guidelines apply and the following list may be subject to change so please ask for the current information at the time of application.

The **student or student's family** are in receipt of:

- Income Support, Working Tax Credit, Pension Credit, Income-based Job Seekers Allowance, Income Related Employment and Support Allowance (ESA) or Housing Benefit. *(please note that Child Tax Credit is NOT covered under the fee exemption scheme).*

Or the **student** is in receipt of:

- Carer's Allowance, Disability Living Allowance, Severe Disablement Allowance, Attendance Allowance, Incapacity Benefit or Contributory Employment & Support Allowance (ESA).

Or the **student** is:

- In the care of a local authority and is living in a foster home or children's home, regardless of their age.
- A state school pupil undertaking college activities forming part of their school based curriculum. (note that these classes are normally expected to take place during weekdays).

Or the taxable income of the student's family in the previous financial tax year equivalent to or lower than the following thresholds below: Please note that the 2013-14 thresholds may change, so please ask for the current information at time of application:

Households with only one person:	£8,282
Households consisting of a couple without children:	£12,395
Household with dependent children:	£18,977

If yes to any of the above, please complete the **Fee Waiver Application Form 13/14** and return it to the relevant campus – see contact details attached along with your evidence to support your claim.

IMPORTANT:

THE BURDEN OF PROOF IS ON THE STUDENT TO SATISFY THE COLLEGE WITH EVIDENCE OF THEIR ELIGIBILITY STATUS AND IF EVIDENCE IS NOT SUPPLIED OR IT IS INSUFFICIENT (I.E. OUT OF DATE) IT WILL RESULT IN THE STUDENT BEING INVOICED FOR THEIR COURSE.

Note: Fee Waiver claims for the 2013/14 academic year must be submitted to the College within 4 weeks of the start of the course. Claims submitted after may not be accepted and students will be required to personally settle any fees due.

Fee waiver does not cover resits and other additional costs relating to the course (e.g. exam fees, external fees etc.)

If you require any information or help completing the form please contact the Finance Department at your relevant campus – see contact details form for Edinburgh College.