

# Fee Waiver Application Form – 2018/19

## Part-Time courses (including Evening, Open Learning & Outreach)



For the future you want

**Completing this form** - You are **not** required to complete this form if you are taking a Full-time course

Please refer to 'Guidance on Fee Waiver 2018/19 before completing this form.

You must complete this form if you wish to claim exemption from paying tuition fees for your Part-time course. However, please note that if you are receiving fee funding for your Full-time course in this academic year, you will be receiving the maximum funding from the Scottish Funding Council (SFC) and are therefore not entitled to fee waiver on any additional Part-time courses.

If you require any information or help in completing the form, please contact our Student Advice and Guidance Team at the college.

This application form should be completed and submitted by the time you register for your course.

**Please note:**

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the college with evidence of their eligibility status and if evidence is not supplied or it is insufficient (e.g. out of date) it will result in the student being invoiced for their course.

Please print clearly in **CAPITAL LETTERS** using black ink.

Section 1: Personal Details			
Title		Student ID No (if known)	
Surname		First Name	
Home Address		Date of Birth	
		Home Phone No	
		Mobile Phone No	
City		Email Address	
Post Code			

Section 2: Residency Details
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All applicants must complete this section. You must meet one of these criteria to be eligible for exemption from fees. If you are an asylum seeker, you will be exempt from payment of fees under certain circumstances. **All other part-time students must meet one of the criteria in the 'other eligibility requirements' in Section 4.**

Please tick the appropriate box:

- Ordinarily resident in Scotland (minimum of 3 years)
- If you are a person, 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 - **Please include evidence to support your status**
- If you are a non-asylum seeker living in Scotland on a part-time ESOL course and your main purpose for being in Scotland is not to receive education - **Please include evidence to support your status**

Section 3: Course & Campus Details
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Please write the name of your course(s) in the spaces below:

Course Name		Course Name	
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**CAMPUS:** Granton / Milton / Midlothian / Sighthill (delete as appropriate)

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### Section 4: Other eligibility requirements

Please tick the appropriate box and provide up to date evidence to support your claim (from the benefits offices at the Department of Work and Pensions).

**If evidence is not supplied it will result in you being invoiced for your course.**

#### You or your family are in receipt of:

- INCOME SUPPORT (you must provide a copy of current letter from the Benefits office)
- WORKING TAX CREDIT (you must provide a copy of your 2018/19 Inland Revenue Award Letter)
- PENSION CREDIT (you must provide a copy of current letter from the Benefits office)
- INCOME-BASED JOB SEEKERS ALLOWANCE (you must provide a copy of current letter from the Benefits office)
- INCOME RELATED EMPLOYMENT AND SUPPORT ALLOWANCE (ESA) (you must provide a copy of current letter from the Benefits office)
- HOUSING BENEFIT (you must provide a copy of current letter from the Council)
- UNIVERSAL CREDIT (please provide evidence from the Benefits office)

#### You (the student) are in receipt of:

- CARER'S ALLOWANCE, CARER'S ALLOWANCE SUPPLEMENT OR THE YOUNG CARER'S GRANT (you must provide a copy of current letter from the Benefits office)
- DISABILITY LIVING ALLOWANCE (you must provide a copy of current letter from the Benefits office)
- ATTENDANCE ALLOWANCE (you must provide a copy of current letter from the Benefits office)
- INCAPACITY BENEFIT (you must provide a copy of current letter from the Benefits office)
- CONTRIBUTORY EMPLOYMENT & SUPPORT ALLOWANCE (ESA) (you must provide a copy of current letter from the Benefits office)
- PERSONAL INDEPENDENCE PAYMENT (PIP) (please provide evidence from the Benefits office)

#### Or, you are:

- Under 26 and care experienced. This is defined as looked after and in the care of local authority and can include situations where the student is living in a foster home, children's home, residential home, in kinship care or in the care of the local authority in their own home. **(you must provide evidence to support this)**

#### Or

- The taxable income of your family in the previous financial tax year (2017-18) is equivalent to or lower than the thresholds below: (You must provide evidence of your family's total gross income e.g. P60)

#### Please indicate if you are claiming under:

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

### Section 5: Declaration and signature

If up to date evidence of eligibility is not supplied or is insufficient (e.g. out of date) it will result in you being invoiced for your course

I have applied for exemption from the payment of my tuition fees. I confirm that the information given above is correct and that I have attached the up to date appropriate evidence to support my claim.

Signature \_\_\_\_\_ Date \_\_\_\_\_