

Guidance on Fee Waiver 2018/19

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



Edinburgh College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) Fee Waiver Grant Policy when studying on an eligible course.

The SFC Policy describes the categories of students for which a college may use fee waiver grant and focusses on the student rather than on the course of study. Please contact the college for information about eligible courses you can apply for.

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

Maximum Fee Waiver:

Students taking two or more part-time courses will be eligible for a maximum of one full-time fee waiver.

The maximum amounts claimable for each student will be:

- The FE fee £1,008 for students taking FE courses
- The FE fee £1,008 for students taking a mix of FE and part-time HE courses, and
- The HE fee £1,285 for students taking part-time HE courses (fee waiver should not be claimed for full-time HE courses, as these are funded through SAAS)

Residency requirements for eligible students

Full-time and Part-time student must meet one of the following residency requirements to be eligible for exemption from fees (and in addition for part time courses, must also meet one of the 'Other Eligibility Requirements' as noted further down in this document):

- Ordinarily resident in Scotland (minimum period of 3 years)
- The student is a person, or the spouse or child of a person who is an asylum seeker living in Scotland on either a full-time English for Speakers of Other Languages (ESOL) course or a part-time non-advanced or advanced course, or
- The student is a child of an asylum seeker or a young asylum seeker person on a full-time non-advanced course (excludes ESOL), and meets specific residency requirements
- The student is a non-asylum seeker living in Scotland on a part-time ESOL course and the student's main purpose for being in Scotland is not to receive education (note that these students are still subject to the 'Other Eligibility Requirements' as listed below).
- The Student's asylum application (their own or their family's application) must have been made prior to the end of 2006, and the student:
 - Is resident in Scotland on 1 August, 1 January, 1 April or 1 July closest to the beginning of the first term of the person's course
 - Has been resident in Scotland for a minimum period of three years
 - Was under 18 years old on the date when the application for asylum was made (the application must have been made prior to 1 December 2006)
 - Is under 25 years old on 1 August, 1 January, 1 April or 1 July closest to the beginning of the first term of the course

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Courses of Study

If a student satisfies the residency requirements above and for part-time courses one of the 'Other Eligibility Requirements' (as listed further down in this document) they will be exempt from tuition fees for:

- i. Further Education (FE) students following full-time non-advanced programmes for whom credits can be claimed. However, students on courses which do not meet the current definition of full-time but would have been classified as full-time under previous definition are eligible for a non-means – tested part-time fee waiver based on the credits for the course
- ii. FE students for whom credits can be claimed, including those students with learning difficulties or disabilities on courses classified in price group 5
- iii. State school pupils undertaking college activities that form part of their school-based curriculum
- iv. Students for whom credits can be claimed (who must also satisfy one of the 'Other Eligibility Requirements below) and who are studying either:
 - A part-time FE programme; or
 - A part-time programme of study that is credit bearing at higher education (HE) level (equivalent to at least SCQF Level 7, up to and including a first degree

Other Eligibility Requirements (for part-time courses)

If a student satisfies the residency requirements shown above and the course is part-time then a student will be exempt from tuition fees if they meet one of the additional requirements below.

For audit purposes all students must demonstrate their eligibility for fee waiver by presenting college officials with appropriate documentary evidence (e.g. from the Department for Work and Pensions, or the Jobcentre Plus or HM Revenue and Customs etc.)

- i. The student or student's family are in receipt of:
 - Income Support
 - Working Tax Credit
 - Pensions Credit
 - Income-based Job Seekers Allowance
 - Income Related Employment and Support Allowance (ESA)
 - Housing Benefit
 - Universal Credit
- ii. Or the student is in receipt of:
 - Carer's Allowance (or carers who have an 'underlying entitlement' to Carer's Allowance but gave up the allowance to, for example, claim their pension), Carer's Allowance Supplement or the Young Carer's Grant.
 - Disability Living Allowance
 - Attendance Allowance
 - Incapacity Benefit,

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- Contributory Employment & Support Allowance (ESA) (this also includes people whose contributory ESA has ended due to the time-limited nature of this benefit, but who remain entitled to NI credits for incapacity)
 - Personal Independence Payment.
- iii. Or the taxable income of the student's family in the previous financial tax year (2017-18 is equivalent to or lower than the following thresholds below:
- | | |
|---|---------|
| • Households with only one person: | £8,282 |
| • Households consisting of a couple without children: | £12,395 |
| • Household with dependent children: | £18,977 |
| • Where there has been a material reduction in income from the previous financial tax year, the taxable income of the student's family in the current financial tax year can be assessed. | |
- iv. Or the student is a person, or a 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
- v. Or the student is in the care of a local authority and is living in a foster home or children's home, regardless of the age of that student

Important Information:

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.

Fee Waiver eligibility for the 2018/19 academic year must be submitted to the college by the time students are enrolled, prior to the start of their course.

Fee waiver does not cover exam resits or any other additional course costs (although some students may be eligible for funding for course kit costs – for more information please contact the Student Funding team at the college studentfunding@edinburghcollege.ac.uk)

If you are a full-time student you do not need to complete a fee waiver application form.

If you are a part-time student and are eligible to apply for fee waiver, then please complete the 'Application for Fee Waiver Exemption for Part-Time Tuition Fees Form' which is on the website next to this guidance.

If you require further information or help with fee waiver please contact our Student Services Advice and Guidance team at the College.