



# 2024 - 25 FUTHER EDUCATION FEE WAIVER FORM

Course Name: _____	
Surname: _____	Forename: _____
Address: _____	Date of Birth: _____
_____	Student Number: _____
Post Code: _____	

Please see overleaf for additional information to accompany this form.

## SECTION 1 – RESIDENCY

<input type="checkbox"/> I am ordinarily resident in Scotland on the date of commencement of study and have been ordinarily resident in the British Islands for the past three years and have settled status in the UK (see 3.1 overleaf for arrangements for Forces personnel and veterans and their family members)	<b>Please now select a relevant category under Section 2</b>
<input type="checkbox"/> I am a non-asylum seeker, living in Scotland, on a part-time ESOL course where my main purpose for being in the EU is not to receive education	<b>Please now select a relevant category under Section 2</b>
<input type="checkbox"/> I am an asylum seeker or the spouse/child of an asylum seeker living in Scotland on either a full-time ESOL course or a part-time non advanced or advanced course - as defined in Section 18 of the Nationality, Immigration and Asylum Act 2002	<b>Please provide your Immigration documentation</b>

## SECTION 2 – OTHER ELIGIBILITY CATEGORIES – please tick one of the boxes below:

<b>I am a benefit claimant in receipt of (please tick as appropriate):</b>  *Please see 3.2 overleaf for more information	<input type="checkbox"/> Disability Living Allowance <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Attendance Allowance <input type="checkbox"/> Carer’s Allowance* <input type="checkbox"/> Contributory Employment and Support Allowance* <input type="checkbox"/> Personal Independence Payment	<b>For both of these categories:</b>  Please provide a recent copy of your/your family’s DWP Award Letter/Notice/Universal Credit monthly statement. You should provide all pages of the document showing the name and address of the claimant. Photo screenshots and electronic downloaded documents will be acceptable subject to College approval.
<b>I or a member of my family meets one of the benefit criteria (please tick as appropriate):</b>	<input type="checkbox"/> Income Support <input type="checkbox"/> Housing Benefit <input type="checkbox"/> Pension Credit <input type="checkbox"/> Working Tax Credit <input type="checkbox"/> Income-based Job Seekers Allowance <input type="checkbox"/> Universal Credit <input type="checkbox"/> Income Related Employment and Support Allowance (ESA)	
<b>I/My family meet the low income threshold for 2023 / 24:</b>  Please see 3.4 overleaf for more information.	<input type="checkbox"/> Households with only one person - £8,282 <input type="checkbox"/> Households consisting of a couple without children - £12,395 <input type="checkbox"/> Households with dependent children - £18,977	Please provide a copy of your or your family’s Tax Credit Award Notice or Universal Credit Monthly Statement and P60s where applicable.
<input type="checkbox"/> I am under 26 and care experienced e.g. looked after and in the care of the local authority and can include situations such as 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		<b>Please provide a letter from the Social Work Department</b>
<input type="checkbox"/> I am a state school pupil attending College as part of my school programme <b>Please provide a letter from your school giving permission for you to attend college and confirming subject not available within the school curriculum</b>		

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# 2024 - 25 FURTHER EDUCATION FEE WAIVER FORM

## SECTION 3 - ADDITIONAL INFORMATION

### 3.1: FORCES PERSONNEL, VETERANS AND THEIR FAMILY MEMBERS

Forces personnel and veterans are treated as being resident in the country in which they were ordinarily resident before they “signed up/enlisted”. If they are ordinarily resident in Scotland but are serving overseas, they would also be eligible. Family members of serving forces personnel and veterans are also considered eligible in the country in which the serving forces personnel was ordinarily resident. Should any of the criteria not be met the student will be responsible for paying the fees in full.

Please note that fee waiver grant cannot be used for any student being supported through the Enhanced Learning Credits scheme (ELCAS).

### 3.2: ELIGIBLE BENEFITS

The benefits eligible to qualify for fee waiver are listed overleaf. However please note the following:

**Carer’s Allowance** – if a carer has an underlying entitlement to Carer’s Allowance but this has been given up, e.g. to claim their pension, then they are still eligible.

**Contributory Employment and Support Allowance** – this also includes people whose Contributory Employment and Support Allowance has ended due to the time-limiting nature of this benefit but who remained entitled to National Insurance credits for incapacity.

### 3.3 ASYLUM SEEKERS

To meet the criteria for eligibility as an asylum seeker, the student’s asylum application (their own or their family’s) must have been made prior to the end of 2006, and the student must:

- have been under 18 at the time of application for asylum
- have been resident in Scotland **and** under 25 on 1 August/January/April or July (whichever was closest to the beginning of the course)
- have been resident in Scotland for a minimum period of three years.

### 3.4 INCOME THRESHOLDS

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. This reduction requires to be evidenced by provision of relevant financial information.

### 3.5 LIMITS TO FEE WAIVER GRANT

Additional part-time activity over and above full-time study will not be eligible for a fee waiver grant.

Students taking two or more part-time courses will be eligible for a maximum of one full-time fee waiver. This equates to the following:

- the FE fee of £1,008 for students taking FE courses
- the FE fee of £1,008 for students taking a mix of FE and part-time HE courses (fee waiver only applicable on FE element)

### 3.6 GENERAL INFORMATION

There is no upper/lower age limit on a student’s eligibility for fee waiver.

Fee waiver cannot be claimed for Commercial or New Deal courses.

**THIS FORM MUST BE SUBMITTED TO STUDENT RECORDS BEFORE THE FIRST 25% OF THE COURSE HAS BEEN COMPLETED. PLEASE CHECK WITH COLLEGE STAFF FOR THIS DATE.**

**THIS FORM MAY BE SUBMITTED IN HARD COPY OR EMAILED TO COLLEGE STAFF.**