

Further Education Fee Waiver Policy

August 2011

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

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Further Education Fee Waiver Policy

1 Purpose

This policy sets out clearly the position from which Perth College UHI will award fee waivers to students.

2 Scope

This policy covers Further Education (FE) fee waivers.

3 Definitions

Fee waivers are either mandatory or discretionary which allow a tuition fee to be discounted either in part or full.

4 Key Principles

The College will continue to operate a fee waiver system in session 2011/2012 as under-noted. In order to be eligible for a fee waiver, students must first meet the residency criteria as defined in Schedule 2 of the Education (Access Funds) (Scotland) Direction 2009. This means that a student must meet a range of eligibility criteria including having been resident in the UK or an EU country for the previous 3 years and being resident in Scotland on the start date of the course. Benefits and tax credits referred to relate to the UK benefit and tax credit system only.

The operation of the Fee Waiver Policy will be entirely a matter for the Customer and Student Services Team and as such all fee waiver applications must be verified by staff in this department.

Students who become eligible for a fee waiver during a course of study for which they have already paid may, at the full discretion of the College, be entitled to receive a fee waiver and a refund of the cost of course fees.

Individual Learning Account (ILA) 200 funding can only be accepted if the individual is **not** eligible for a fee waiver. Eligibility for fee waiver must therefore be established first, and if confirmed, a fee waiver application processed as normal.

The following students will be eligible to receive a fee waiver if they meet the Residency criteria and are able to provide documentary evidence to support their application as required:

Mandatory Fee Waivers

- Students on a full-time or part-time Social and Vocational (SVS) course.
- Students undertaking a full-time course. (Each student is only eligible to receive one FTE (£1008) per academic year.)

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- The student is a child of an asylum seeker or is a young asylum seeker who is on a full time non-advanced course.

Students on an eligible part-time course where:

- The student or the student's family is in receipt of Income Support or Working Tax Credit or Pension Credit or Housing Benefit or Income Based Job Seeker's Allowance or Income Related Employment and Support Allowance or;
- The student is in receipt of Disability Living Allowance, or Severe Disablement Allowance, or Attendance Allowance or Incapacity Benefit, or Contributory Employment and Support Allowance or;
- The student is in receipt of Carers' Allowance or has an underlying entitlement to Carers' Allowance but gave up the allowance or;
- The taxable income of the student's family in the previous tax year 2010/2011, is equivalent to, or lower than the thresholds below:
 - i Households with only one person: £8,282;
 - ii Households consisting of a couple without children: £12,395;
 - iii Households with dependent children: £18,977 or;
- 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).
- 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 the student.

All state school pupils attending College as part of their school-based curriculum.

Perth and Kinross school pupils who are experiencing difficulty with mainstream school provision and who infill into courses at College as an alternative. In these cases, a Personal Learning Support Plan (PLSP) must be set up by Student Services prior to enrolment.

Ministry of Defence (MOD) service veterans taking an eligible course up to Scottish Credit and Qualifications Framework (SCQF) Level 6, that may not meet any of the conditions above.

Discretionary Fee Waivers

Students can only be considered for a Discretionary fee waiver if they are ineligible under the Mandatory criteria. An individual's ineligibility for a Mandatory fee waiver must therefore be established before a Discretionary fee waiver is awarded.

- 1 Students undertaking courses through Linking Education and Disability (LEAD) provision. In these cases, a PLSP must be set up prior to enrolment.
- 2 Courses taught by Community Education and internally verified by Perth College UHI.
- 3 Students undertaking a summer Return to Study course with a view to commencing a full-time or part-time course.
- 4 Staff undertaking a course and joining an already viable class (please ask for more details).
- 5 Students attending courses run through Community Liaison and Adult Literacy.
- 6 Current full-time students undertaking additional study (as approved by the College Senior Management Team) in addition to their main programme of study. Students must first access ILA funding if available.
- 7 Alumni undertaking further study on part-time basis will be eligible for a discount on course fees of 10%, up to a maximum discount of £100 per year.
- 8 Any other fee to be waived and approved by SMT.

5 Responsibilities

The College Director of Finance has overall responsibility for the updating and implementation of this policy and the distribution and administration of fee waivers.

The Customer and Student Services Manager is responsible for:

- Ensuring fee waivers are approved and administered in line with this policy and relevant Scottish Funding Council (SFC) guidelines.
- Dealing with student appeals and complaints relevant to fee waivers.
- Leading the ongoing development and improvement of the Perth College UHI Fee Waiver Procedure.

Student Funding Advisers are responsible for:

- Accurately and professionally advising students on fee waivers.
- Distributing fee waiver application forms to Directorate Offices.
- Assessing applications and making effective judgements on students eligibility in line with both this policy and relevant SFC guidelines.

- Maintaining all paper and electronic records relating to fee waivers consistently, accurately and within confidentiality and Data Protection guidelines.
- Ensuring all work relevant to fee waivers is carried out in line with this policy and the Fee Waiver Procedure.

The Performance Management Manager is responsible for:

- Liaising with the Finance Team in co-ordinating the fee waiver accounts.
- Carrying out all preparations for audits.
- Ensuring the SFC Further Education Statistical (FES) statutory returns includes all relevant fee waiver data.

Quality approval checking of the policy is the responsibility of the Quality Manager who will also arrange for the policy to be posted on the college intranet.

6 **Linked Policies/Related Documents**

Perth College HE Fee Waiver Policy.

7 **Relevant Legislation**

Schedule 2 of the Education (Access Funds) (Scotland) Direction 2009.

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