

Further Education Fee Waiver Policy

March 2018

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

Ask Student Services for details.

www.perth.uhi.ac.uk

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
4	February 2013	Minor change – remove reference to ILA Funding.
4.1	July 2016	Footer updated to reflect new template model Role title changed: Vice Principal of Finance and Estates, Head of Student Services, Head of Student Records Perth College, Head of Quality.
4.2	March 2018	Updating job titles (ie Chief Operating Officer) Included SFC link to their Fee Waiver Grant Guidance http://www.sfc.ac.uk/funding/college-funding/student-support/student-support-guidance/student-support-guidance.aspx Updated any differences to means tested benefits in accordance with SFC Fee Waiver Grant Guidance Removed reference to ILA and replaced with ITA.

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 2017/2018 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) Determination 2013. 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 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 Training Account (ITA) 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 with learning difficulties and disabilities on courses classified as price group 5.
- Students on a full-time course where SFC funding can be claimed. (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.
- School pupils undertaking college activities that form part of their school-based curriculum.

Students on an eligible part-time course and the benefits and tax credits referred to relate to the UK benefit and tax credit system only, where:

- 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.
 - Housing Benefit.
 - Universal Credit.
- Or the student is in receipt of:
 - Carer's Allowance
 - Disability Living Allowance
 - Severe Disablement Allowance
 - Attendance Allowance
 - Incapacity Benefit
 - Contributory Employment and Support Allowance
 - Personal Independence Payment
- Or the taxable income of the student's family in the previous financial tax year (2016-17) is equivalent to or lower than the threshold:
 - 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.
 - iv 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.
- 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 looked after and in the care of a local authority or is living in a foster home, children's home, in kinship care or in the care of the local authority in their own home, regardless of the age of that student.

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 Courses taught by Community Education and internally verified by Perth College UHI.
- 2 Students undertaking a summer Return to Study course with a view to commencing a full-time or part-time course.
- 3 Staff undertaking a course and joining an already viable class (please ask for more details).
- 4 Students attending courses run through Community Liaison and Adult Literacy.
- 5 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.
- 6 Any other fee to be waived and approved by SMT.

5 Responsibilities

The Chief Operating Officer has overall responsibility for the updating and implementation of this policy and the distribution and administration of fee waivers.

The Head of Student Services is responsible for:

- Ensuring fee waivers are approved and administered in line with this policy and relevant Scottish Funding Council (SFC) guidelines.
(<http://www.sfc.ac.uk/funding/college-funding/student-support/student-support-guidance/student-support-guidance.aspx>)
- 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.

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The Head of Student Records Perth College is responsible for:

- 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 Head of Quality who will also arrange for the policy to be posted on the college website.

6 **Linked Policies/Related Documents**

None.

7 **Relevant Legislation**

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

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