

Higher Education Part-Time Fee Waiver Policy

February 2013

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

Ask Student Services for details.

www.perth.uhi.ac.uk

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Higher Education Part-Time 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 Higher Education (HE) part-time 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 2012/2013 as under-noted. In order to be eligible for a fee waiver, students must be classed as being eligible for funding in accordance with the Early Statistics and Notes of Guidance **and** be Scottish domiciled or classed as eligible for funding, according to the Students' Allowance (Scotland) Regulations 2007. A separate policy is in place for Further Education (FE) fee waivers and this policy should be referred to in relation to students undertaking FE courses.

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 Learning Account (ILA) 500 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

- 1 Students on an eligible part-time programme of study that is credit-bearing at higher education level and is intended to lead to either a first degree, an Higher National Certificate (HNC) or and Higher National Diploma (HND) 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 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 sole income of the student's family is DWP benefits or;
- The net income of the students' family is lower than the threshold for receiving income support.

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 Personal Learning Support Plan (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.
- 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 and Resources has overall responsibility for the updating and implementation of this policy and the distribution and administration of fee waivers.

The 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.
- Leading the on-going development and improvement of the Perth College UHI Fee Waiver Procedure.
- Liaising with the UHI Executive Office on HE fee waivers.
- Dealing with student appeals and complaints relevant to fee waivers.

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 Head of Student Records Perth College and Inverness College is responsible for:

- Liaising with the Finance Team in co-ordinating the fee waiver accounts.
- Liaising with the UHI Executive Office on HE fee waivers.
- Carrying out all preparations for audits.

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 website.

6 **Linked Policies/Related Documents**

Perth College FE Fee Waiver Policy

7 **Relevant Legislation**

SFC Early Statistics and Notes of Guidance.
Students' Allowance (Scotland) Regulations 2007.

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