

UHI | PERTH

FE Fee Waiver Policy

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.0	July 2019	Developed by UHI Single Policy Group.
1.1	July 2020	Links to relevant legislation and SFC guidance updated.
1.2	March 2021	Various formatting and grammatical changes through policy; 2.1: Clarity added around source of funding; 2.2: New definition added; 3.3: 'approved by college added'; 3.4: 'for the college to pay the course fees' added; 3.4.1: changes to three bullet points for clarity, including removal of 'significant' and addition of '(being cognisant of 3.4.3)' in third bullet point; 3.5: New section added bringing SVQs into scope of policy; 5.1: SVQs removed from exceptions, and additional information added to other exceptions; 7.3: section removed. 9.4 and 9.5: Removed Access and Inclusion Strategy and added HE Fees Policy and FE Fees Policy
1.3	March 2023	Updated to UHI Perth branding.

Further Education Fee Waiver Policy

Policy Summary

Overview

This policy is required to set out a regional approach to Further Education Fee Waivers for Perth College UHI and all academic partners in the University of the Highlands and Islands.

Purpose

The policy will provide a framework for a consistent and coherent methodology for the awarding of Scottish Funding Council and discretionary fee waivers for further education courses.

Scope

This policy applies to all academic partners who run further education courses.

Consultation

This policy was developed by a Policy Ownership Group, made up of practitioners from across the University of the Highlands and Islands network. Endorsement was received from Partnership Council, before the policy went through local consultation and approval by College Boards of Management.

Implementation and Monitoring

Academic partners will be responsible for implementing and monitoring the policy. Analysis will be carried out of the policy's impact by staff from the Vice-Principal for Further Education's office.

Risk Implications

The policy reduces risk for the University and academic partners by creating a streamlined process and a community of practice for staff.

Students will also benefit from a consistent approach across all partners.

Impact Assessments

Equality Impact Assessment: Assessed – No further action to be taken.

Privacy Impact Assessment: N/A

Title: FE Fee Waiver Policy
Version/Status: 1.3, Final
Approved By/Date: BoM/ May 2019
Issue Date: March 2023

Owner: Depute Principal External/UHI Single Policy Group
Lead Author: Head of Student Experience
EQIA Approval Date: July 2019

1 Policy Statement

- 1.1 This document sets out the policy for the awarding of Further Education Fee Waivers in UHI Perth. This policy refers to Scottish Funding Council policy and guidelines on fee waivers, which is reviewed annually. A position is also set out for the awarding of discretionary fee waivers from a college's individual budget.

2 Definitions

- 2.1 Scottish Funding Council ("SFC"): SFC is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges and universities. SFC provides funding that colleges can claim for fee waivers.

3 Purpose

- 3.1 This policy sets out a robust and transparent framework for the awarding Further Education course fee waivers at the College.
- 3.2 The policy will create an equality of experience for students across the partnership, whilst allowing individual colleges the flexibility to respond to local needs.

3.3 SFC Funded Fee Waivers

The core of this policy is based on the SFC Guidance on Fee Waiver Grant Policy and any associated annexes and appendices. The current SFC Guidance can be accessed here [Fee Waiver Policy AY 2023-24 \(sfc.ac.uk\)](https://www.sfc.ac.uk/fe-waiver-policy-ay-2023-24). The majority of fee waivers will be funded by SFC.

3.4 Discretionary Fee Waivers

Students attending the University of the Highlands and Islands will have a parity of experience through the use of SFC Fee Waivers. Under exceptional circumstances and subject to individual budgets, colleges have the power to award discretionary fee waivers.

3.4.1 Categories of Discretionary Fee Waivers include but are not limited to:

- Staff development, where a course is an essential part of an approved staff development plan.
- Additional academic requirements, where the College stipulates compulsory completion of an additional qualification as part of the main course.
- Exceptional requirements, where College Senior Management identify a significant local benefit to use of Discretionary Fee Waivers (being cognisant of 3.4.3).

- 3.4.2 Colleges should endeavour to create parity of experiences for students across the region through their use of discretionary fee waivers.
- 3.4.3 Due consideration should be given to the impact of discretionary fee waiver usage on other colleges in the University of the Highlands and Islands partnership.

3.5 SVQs

- 3.5.1 Students undertaking a part-time SVQ as a condition of their employment will not be awarded a fee waiver. In these circumstances, the employer is normally expected to meet the cost of the fees.
- 3.5.2 Students undertaking a SVQ where it is not a condition of their employment may be eligible for a fee waiver dependent on the course and their personal circumstances.
- 3.5.3 For students undertaking a part-time SVQ regardless of whether it is a condition of employment, their eligibility for fee waivers on additional courses will be assessed according to the current SFC Fee Waiver Policy, associated annexes and appendices.

4 Scope

- 4.1 This Policy applies to all applicants for further education courses (full-time and part-time), except for the courses set out in Section 5 below.
- 4.2 Applicants for higher education courses should refer to the Higher Education Fees Policy. Higher education courses are normally Level 7 and above on the SCQF Framework.

5 Exceptions

- 5.1 Courses outwith the scope of this policy are:
- Any non-credit bearing leisure courses, designed for hobby or personal interest.
 - All commercial courses, designed and delivered for a particular business/industry.
- 5.2 Please refer to the accompanying Fee Waiver Procedures for further information and an eligibility flowchart.

6 Notification

- 6.1 Staff engaging with Fee Waivers should be familiar with this policy and all relevant SFC policies.

- 6.2 Annual changes to SFC policies will be cascaded to staff by line managers and hyperlinks in the policy updated to reflect the most recent guidance.
- 6.3 Any changes in SFC policy or national legislation will be reflected in this policy.
- 6.4 The policy will be publicly available on the College's website, along with other current policies.

7 Roles and Responsibilities

- 7.1 The College's most senior Financial Officer has overall responsibility for the implementation of this policy and the management of Fee Waivers, including the approval of discretionary fee Waivers.
- 7.2 Staff administering Fee Waivers are responsible for ensuring up-to-date SFC guidance is followed.

8 Legislative Framework

[Further and Higher Education \(Scotland\) Act 2005](#)
[Equality Act 2010](#)
[Scottish Government: Costs of Learning Student Funding Guide](#)

9 Related Policies, Procedures, Guidelines and Other Resources

- 9.1 This policy should be read in conjunction with SFC Fee Waiver policies and guidance. The up-to-date information can be accessed here [Fee Waiver Policy AY 2023-24 \(sfc.ac.uk\)](#)
- 9.2 UHI
Further Education Fee Waiver Procedures.
- 9.3 [UHI Further Education Student Funding Support Policy](#).
- 9.4 [UHI Perth Access and Inclusion Strategy](#).