Applying for Funding from the Student Awards Agency Scotland (SAAS) On-Line

- You should visit the website www.saas.gov.uk to apply for support.

- When you apply on-line for the first time you will have to register as an on-line user. To do this select "My Account" from the home page then follow the link to the registration page.

- After you have registered you are ready to make an on-line application. You should select 'Start an application' from your personalised services page.

- During the application process you may need to have the following information, therefore we advise you to have this ready before you start to apply.

  - Your SAAS reference number, **if you have applied to SAAS for funding support before**. If you do not know this you can phone SAAS on 0300 555 0505. Please note that this reference number **is not** your Perth College student number which is on the top of the letter we sent you offering you a place.
  - Your National Insurance number. If you leave this information out of your application it may cause delays in getting your funding.
  - Your bank or building society sort code and account number.
  - A current e-mail address.
  - The name of the college or university you will be attending.
  - The exact title of the course that you will be taking.
  - Details about your previous education.
  - Details of your employment and/or unemployment for the last 3 years.
  - Details of the income you expect to have while you are studying (this does not include income from employment, unemployment or child benefit, etc. Check the support information section of the SAAS website for details of the income that they take into account.
  - The SAAS reference number of any other member of your family who will be taking a course of higher education at the same time as you.
  - If you are applying for a loan, the name, address, postcode and telephone number of 2 people (one should be a relative) who the Student Loans Company (SLC) can contact if they are not able to contact you.
  - Your term-time address, if you want the SLC to send any correspondence to this address rather than your permanent home address.

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- If you are applying for income-assessed support (for example, the maximum student loan and/or the Young Students' Bursary and/or Independent Student's Bursary) and you do not meet the conditions to be exempt from a parents' contribution, you may need to provide:

    - Details of your parents' income. If you are married/living with a partner before the start of the academic year you will need details of your partner's or spouse's income rather than your parents' income.
    - Your parents, partners or spouse's National Insurance number whichever applies.
    - Details of any other brothers or sisters etc. who still depend on your parents (name, date of birth, name of school they will attend while you are studying).
    - Copies of the relevant information to confirm your parents', spouse or partner's income. For example P60s, self-assessments, etc.

- Completing the application process should be clear, however, SAAS provide guidance all the way through the application in the form of links to sources of information within the website. You can normally find these links by clicking the Help link at the top of each page. If the information provided in the link does not answer your question, you can get more details from the support information section of the website (www.saas.gov.uk/how_to_apply/index.htm), or, you can phone SAAS on 0300 555 0505. Alternatively, our Student Funding Adviser will be happy to help you.

- SAAS have also produced a series of You Tube video to help students through the process of making an online application for support. The videos can be accessed from the SAAS homepage or via www.youtube.com/user/fundingawareness.

- The Perth College UHI Student Funding Adviser can be contacted by phoning 01738 877375, emailing PC.StudentFunding@perth.uhi.ac.uk, or by calling into the Student Services Centre, Brahan Building, Perth College UHI.