

## Who should fill in this form?

You should fill in this form if you are studying part-time for an HNC, HND, degree course, SVQ3, SVQ4, Professional Development Award (PDA) or a Continuing Professional Development course (CPD) at SCQF level 7-10 (including PGDEs but excluding all other postgraduate qualifications) and completing between 30 and 119 SCQF credits per academic year. You can also use this form if you are undertaking up to 120 credits each year for eligible university courses which are not campus based.

## Instructions for filling in the form

Please fill in this form in BLACK INK. Please do not mark any other areas on the form.

You must apply every year for support. You should only make one application each academic year and please include all the modules of your course you wish to study between **1 August 2016 and 31 July 2017**.

To help you fill in this form, please read the step-by-step instructions in the separate 'Notes to help you with your Part-Time Fee Grant application'.

**IMPORTANT:** You must apply to us as early as possible to make sure that we pay your Part-Time Fee Grant to your course provider on time. **Your application for support must be with SAAS no later than six calendar months after your course starts. If we receive your application later than six calendar months after your course starts we will reject your application.**

If you have any questions, please call our helpline on **0300 300 3137**.

**You will receive a letter of award within 28 days of us receiving your application form. If you have not heard from us after 28 days, please contact us.**

## Data Protection Statement

Data Protection Act 1988 and fraud prevention – This Agency has a duty to protect the public funds it administers, and to this end will use and share that information with other organisations for the purposes of ensuring you remain eligible for support. We will also use the information you have provided on this form for the prevention and detection of fraud and will also share this information with other bodies responsible for auditing or administering public funds for these purposes. We may request information from other organisations for the purpose of ensuring that you remain eligible for support and that the level of support awarded is correct. You should read the full SAAS privacy statement and note on fraud on our website.

## Section A Your personal details

A.1 Have you ever applied for an award from ILA Scotland or SAAS for a part-time course? Yes  No  Cross (x) one box only

A.2 If you answered 'Yes' to question A.1, please give your ILA or SAAS reference number or both (if applicable)

ILA reference number

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SAAS Part-time Fee Grant reference number

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A.3 Are you receiving support from any other government funding schemes, for example, ILA Scotland, Modern Apprenticeship or full-time funding from SAAS? Yes  No  Cross (x) one box only

A.4 If you answered 'Yes' to question A.3, please tell us the name of the funding scheme and organisation that you are receiving funding from.

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**Section A Your personal details (continued)**

**Name**

A.5 Title Mr  Mrs  Ms  Miss  Other (please specify)

A.6 First name

A.7 Last name

A.8 Date of birth  /  /

A.9 Are you Male  Female

A.10 Marital status Single  Married  Divorced  Separated  Widowed  Partner  Civil Partnership

A.11 Date you got married or moved in with your partner  /  /

**Full postal address of your home**

A.12 Postcode (UK only)

A.13 House number or name

A.14 Rest of address including the street, town and country

A.15 Phone number

A.16 E-mail address

**Contacting you**

A.17 If we need to contact you about your application, what method(s) would you like us to use? (please tick all boxes that apply)

Post  Email  Telephone

You should now fill in section B





Your training provider should now fill in section E

Do NOT send us your application without this page enclosed.

**Section E Training provider details**

Your training provider must fill in this section. Please see page 7 of the notes for more information.

Please note that it is the training provider's responsibility to make sure that the person within the institution who is endorsing the application form is authorised to do so.

E.1 I confirm that the student detailed overleaf is working towards \*  SCQF credits this session, leading to an eligible qualification at SCQF level 7-10 and is not receiving support under the fee-waiver scheme. **This must be between 30 and 119 SCQF credits per academic year (120 credits for eligible university courses that are not campus based).**

\* Please enter the number of SCQF credits in this box

E.2 The date the current course year starts or started on  /  /

E.3 Total course fee charged to the student for 2016-2017 £

E.4 Course provider's signature (Please also print your name)  Signature  Name (please print)

E.5 Date  /  /

Course provider's stamp

The applicant should now fill in section F

**Section F Declaration and undertaking (all students must sign this)**

Student declaration

This award is made under the Students' Allowances (Scotland) Regulations 2007 (as amended).

- As far as I know, the details I have given on this form are complete and accurate.
- I agree to give you any further information you may ask for.
- I agree to tell you immediately if I do not matriculate, or withdraw from my course of study.
- I will tell you immediately if my circumstances change in any way that might affect any amount I have received, or had paid on my behalf.
- I understand that if I give you false information, or do not give you complete information or my conduct is otherwise unsatisfactory, you may withdraw my support and I may be prosecuted.
- I have read and understand the privacy statement at the start of this application on Fraud and the Data Protection Act 1998. I consent to the use of information I have provided and to the collection of other information, as set out in the privacy statement. I understand you will use this information to confirm that I am and continue to remain eligible for an award and that the amount of the award is correct.

F.1 Your signature  You must sign here

Date  /  /

You must provide an original signature for us to register your application – we cannot accept a photocopy of this page.

We may prosecute you if you give false information

You should now fill in section G

## Section G Checklist

### Filing in the form

Please use the checklist below to help make sure you have filled in all the sections that apply to you. Give us all the details we ask for.

Have you answered all of the questions?

Has your course provider (training provider) filled in Section E on page 5?

Have you signed and dated the application declaration on page 5?

**Do not send us your application without page 5 enclosed – we will be unable to register your application without it.**

### Supporting documents

**Do NOT send us original documents, send us CLEAR PHOTOCOPIES as we destroy all documents after 30 days.**

**Evidence of income** (for example, your 3 most recent payslips from all current employments) - see page 5 of the notes for more information

**Evidence of income from benefits/pensions/tax credits** - see pages 6 and 7 of the notes for more information

**Evidence of your residence (where applicable)** – see page 4 of the notes for more information

**Please do not send original documents as we destroy all documents after 30 days.**

Total number of documents enclosed

### Need help

If you have any questions about this application, please contact us before sending it to us. Please call our helpline on 0300 300 3137 or email us at SAAS\_PTFG@gov.scot.

### Sending your form to us

**Your application for support must be with us no later than six calendar months after your course starts.** If we receive your application later than six calendar months after your course starts, we will reject your application.

Please send your filled-in application form and any documents to:

Student Awards Agency Scotland  
Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3UT

**Please make sure you use the correct postage.** If you do not, there is likely to be a delay with processing your application. We will not accept faxed, scanned, photocopied or email copies of your application form.

### What happens next

You will receive a letter of award within 28 days of us receiving your application form and supporting documentation. **If you have not heard from us within 28 days of submitting your application, please contact us.**