

PART-TIME FEE GRANT (PTFG) NOTES 2016-2017

Who should use these notes?

You should use these notes to fill in the PTFG application if you are:

- taking a course that starts between 1 August 2016 and 31 July 2017; and
- studying a part-time higher education course at levels 7-10 of the Scottish Credit Qualifications Framework (SCQF), this includes PGDEs, SVQ3, SVQ4 or other courses of professional development; and
- completing between 30-119 SCQF credits (120 for eligible university courses which are not campus based) each academic year; and
- not receiving support from any other government scheme such as ILA Scotland, Modern Apprenticeship Scheme, Employability Fund or funding from us (SAAS) for full-time studies; and
- not receiving support from your college through their fee-waiver scheme.

You must apply to us as early as possible, as soon as you have a place on the course, to make sure that we pay your PTFG to your course provider. **Your application must be with SAAS no later than six months after your course starts.** If we receive your application later than six months after your course starts, we will reject your application.

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Contact Us

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Further information, advice and guidance

Copies of SAAS guidance notes and Part-time Fee Grant (PTFG) forms can be found on our website at - http://www.saas.gov.uk/forms_and_guides/part_time.htm

What financial support is available?

If you and your course are eligible for support, you can apply for the PTFG to assist with the cost of your tuition fees in session 2016-2017.

The level of tuition fee we pay will be pro-rata based on the number of SCQF credits you are doing. We will scale this down based on the maximum fee levels we award to full-time students. The maximum PTFG we can award will be:

- £1,805 for publicly funded degree level courses
- £1,820 for 120 credit degree level courses at universities for non-campus based study
- £1,274 for publicly funded courses below degree level
- £1,195 for all courses at private providers

We will pay the PTFG straight to your college, university or private provider.

If the cost of your tuition fees is greater than the amount we award you, you will need to make your own arrangements to cover the shortfall.

You may still be entitled to tuition fees if you are repeating any period of study and undertaking 30-119 SCQF credits (120 for an eligible university course which is not campus based) of an eligible course, however you must be registered as a part-time student with your college or university and must be studying on a part-time basis.

There is no support available from us to help with your living or travel costs while you are on your course.

If you have a disability or learning difficulty, you may be eligible to claim for certain extra expenses that arise because you are on an eligible course of Higher Education. This is known as the Disabled Students Allowance (DSA) and is available to part-time students in receipt of the PTFG who are undertaking at least 60 credits in a year. This normally only applies to students undertaking courses such as degrees, HND's and HNC's at colleges and universities. You can find more information on the type of funding available and the DSA application process from the 'forms and guides' section of our website.

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Applying for support

Please read these notes carefully before you fill in your application. They will explain what support you can apply for and will help you fill in your application form.

You must apply to us as early as possible, as soon as you have a place on your course, to make sure we pay your fees to your course provider on time. Your application for support must be with us no later than six months after your course starts. If we receive your application later than six months after your course starts, we will reject your application. **You must make a separate application for each year of your course.**

We can only accept one application each academic year. Please include all the modules you intend to study between 1 August 2016 and 31 July 2017.

Give us all the details we ask for. Make sure that you sign the declaration and undertaking at the end of Section F. If you do not fill in the form correctly, we will not be able to process your application. This may mean that your university/college/training provider will not receive payment of your tuition fees on time.

You must tell us if there is any change in your circumstances that may affect the amount of money we pay on your behalf. **If you withdraw from your course we may not pay your tuition fees.**

We aim to process correctly filled-in applications within 28 days of us receiving them. We will assess your entitlement and send you an award notice. This will tell you how much support you will get. **If you have not heard from us within 28 days of sending your application, please contact us.**

Filling in the application form

Section A - your personal details

A1-A2 This is your reference number. Please give us this if you call as it will help us to find your details quicker. If you are applying for the first time, you will not have a reference number. We will send you one when we process your application.

A3-A4 You must let us know if you are already receiving funding from any other government training scheme; this includes ILA Scotland, Employability Fund, Community Jobs Scotland programme and the Modern Apprenticeship Scheme.

You must let us know if you are already receiving ILA Scotland support or funding from us for a full-time course of study. You are not eligible for a PTFG, if your course start date falls into the period when your ILA Scotland account is open, if used.

The PTFG is **NOT** available to you if you are already receiving government support for a training scheme or course of study.

A5-A11 Please give us your personal details.

A12-A14 Please give us your full home address. You must write to us if your address changes after you have applied for funding.

A15-A16 Please give us a phone number and an email address (if you have one) that we can contact you on. It is important you let us know if these change after you have applied for funding.

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Section B - your residence eligibility

You must fill in this section if you are applying for a PTFG for the first time or you applying to us after a break in study of one year or more.

B1-B3 Please give us your personal details.

B4 The relevant date depends on when your course starts. The dates for session 2016-2017 are as follows:

- 1 August 2016 for courses that start between 1 August 2016 and 31 December 2016
- 1 January 2017 for courses that start between 1 January 2017 and 31 March 2017
- 1 April 2017 for courses that start between 1 April 2017 and 30 June 2017
- 1 July 2017 for courses that start between 1 July 2017 and 31 July 2017

B5-B11 To meet the residence conditions, you must have been ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for the three years immediately before the relevant date. If you are not a UK or other EU national, you must be settled in the UK (as set out in the Immigration Act 1971) on the relevant date.

You must also be ordinarily resident in Scotland on the relevant date given in **B4**.

We will not normally treat you as being ordinarily resident in the UK and Scotland if your main purpose in coming here is to receive education.

If you are an EU (non UK) national you must send us a clear photocopy of the photo page of your passport or a photocopy of your EEA national identity card.

If you are not a UK national or a national of another EU member state, you must send us a clear photocopy of any documents you have from the Home Office that confirms your immigration or asylum status in the UK. Please send clear photocopies as we destroy all documents after 30 days.

You can get more information about settled status from the Home Office. Visit their website at www.ind.homeoffice.gov.uk or phone their helpline on 0870 6067 766.

Eligibility at the beginning of a course of education determines eligibility for the duration of that course of education. This means if you start a course of education while ineligible to receive support on residence grounds, you will continue to be ineligible to receive support on residence grounds for the rest of that course of education.

[Annex A](#) gives further residency information about the categories of students who may still be eligible for support even though they do not meet our general residence conditions.

Section C - your institution and course details

- C1** Fill in the details of where you are studying
- C2** You must give us the full title of your course and the qualification level, for example, HND, SVQ4 at Level 8, SVQ3 at Level 7, BSc.
- C3-C4** You must tell us which year of the course you will be studying in session 2016-2017 and when you expect to complete the course.
- C5** Please enter the number of years it will take to complete your course.
- C6** If you receive any financial help towards your tuition fees from another source, such as your employer, please tell us the amount. If your course provider is already funding you from the fee-waiver scheme, you are not eligible for the PTFG.
- C7** This only applies to non-UK EU nationals. If you have come to Scotland specifically to undertake this course, you must be planning to graduate from the course before we can consider funding.

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Section D - your income

- D1-D2** You will only be eligible for a PTFG if your average annual **gross** income is £25,000 a year or less.

You must give us evidence of your income from **all** current employments. Please send us clear photocopies as we destroy all original documents after 30 days.

Evidence of income from employment

If you are in employment, please give us one of the following documents:

- if you are paid monthly, 4 weekly or 2 weekly, your **three most recent payslips**
- if you are paid weekly, three payslips you have **received in the last three months**

- a letter from your employer confirming your monthly or weekly gross salary for each of the last 3 months. Please make sure that pay dates are clearly stated on the letter.
- Our 'Certification of income' form, which you can download from our website www.saas.gov.uk

We will not accept a P60 or a letter from your employer confirming your annual salary, as proof of income.

If you started new employment within the last three months and cannot give us three payslips, please send us a copy of your job offer letter or contract of employment showing the start date and confirmation of your new salary. We can also accept a letter from your employer on their headed paper confirming the start date and details of your salary.

Evidence of income from self-employment

If you are self-employed, please give us one of the following documents:

- a copy of your latest tax return/self-assessment tax calculation
- a letter on company headed paper from your accountant or a copy of your accounts
- our 'Certification of self-employment' form which you can download from our website www.saas.gov.uk

If you have been self-employed for less than 1 year and cannot give us any of the above, we can accept one of the following documents:

- a letter on company headed paper from you or your accountant confirming your company's taxable income over the last 3 months
- a copy of a letter from HMRC or Company's House confirming your self-employed status

Property

If you have income from property, please send us one of the following documents:

- a letter from you or your accountant confirming your property income over the last 3 months
- a copy of a letter from HMRC confirming you receive income from property

If you have been receiving income from property for less than a year, please send in one of the following documents:

- a letter from your letting agent confirming your property income over the last 3 months
- a photocopy of a bank statement which clearly shows income from renting
- a photocopy of a tenancy agreement

Evidence of income from pensions

If you receive a **state pension**, please give us one of the following documents:

- a letter from the Department of Work and Pensions (DWP) confirming your current pension amount
- a copy of your most recent bank statement showing payment reference 'DWP-SP'
- a copy of your most recent pension statement, from the current tax year showing payment reference 'DWP-SP'.

If you receive a **private/work pension**, please give us one of the following documents:

- a copy of your most recent pension statement
- the most recent P60 for each pension you receive. We do not accept bank statements as proof of private/work pensions.

Benefits

Please give us the amount of any replacement living-cost benefits or tax credits listed below:

- Bereavement allowance
- Carers Allowance
- Employment and Support Allowance
- Incapacity Benefit
- Income Support
- Industrial Death Benefit
- Job Seekers Allowance
- Maternity Allowance
- Pension Credit
- Severe Disablement Allowance
- State Retirement Pension
- Universal Credit (excluding the child and housing element)
- War Pension
- War Widows Pension
- War Disablement Pension
- Working Tax Credit (including Disability element) – Please **do not** include the Child Tax Credit element

If you are in receipt of any of these benefits: please give us one of the following documents:

- a benefit entitlement letter dated within the last 3 months which clearly states the amount and frequency of payment
- our 'Confirmation of benefit form' which you can download from our website www.saas.gov.uk.
- a copy of your most recent bank statement showing payment reference 'DWP' which has at least two payments of each benefit received. This must clearly show the amount and frequency of benefit payments.

If you are in receipt of Working Tax Credits, please send us all pages of your most recent Tax Credit Award notice.

Evidence of nil income

If you do not have any income, you should cross (x) in the box found in section D2. You will also need to download and print the 'confirmation of nil income' form and send this to us with your application. You can download this form from the 'Forms and guides' section of our website at www.saas.gov.uk.

We may ask for documentary evidence to confirm this later in the year.

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Section E – Training provider endorsement

E1-E5 This section must be filled in by your course provider. They will need to confirm that your course is eligible for funding, the number of SCQF credits you are doing and that you are studying at the required level, leading to an eligible course.

Make sure that they sign, date and stamp the form and fill in the course start date, the number of SCQF credits and the fee amount sections before you send it back to us. If they do not fill in this section, we will have to send the form back to you.

We must receive your application form no later than six months after the start date of your course. It is therefore important you fill in the form and pass it to your course provider as soon as possible.

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Section F – Declaration and undertaking

Please read the declaration carefully. When you are happy that you have filled in your form correctly, you should sign and date the declaration. If you do not do this, we will have to send your form back to you which will delay the processing of your application.

Section G – Checklist

Please read the checklist on the application and make sure you give us all of the documents that we have asked for. If you don't this will delay the processing of your application.

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Frequently Asked Questions (FAQs)

When can I apply?

You will be able to download an application from our website www.saas.gov.uk from April 2016. You must have a place on your course before you can send an application form to us.

What is the closing date for the PTFG in session 2016-2017?

The academic session runs from 1 August 2016 to 31 July 2017. Your closing date is six months after your course starts. Your course start date is the actual day that you start your course not the first day of the academic year.

If we receive your application form after the closing date, we will not be able to award you the PTFG and you will have to pay your own tuition fees.

What proof of income do I need to supply?

Please see [section D](#) of these notes.

What if I can't give you proof of my income?

Please see [section D](#) of these notes. If you have no income please see the [Nil income](#) section of these notes.

When will I get notification of my award?

It can take us up to 28 days to process an application. 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](#).

What do I do with my letter of award once I receive it?

You must show it to your college, university or private provider as it is confirmation of the level of tuition fee support that we will be paying to them on your behalf.

When will you pay my fees?

We have 3 payment dates:

- For courses starting between August and December 2016, we will pay the fees in January 2017.
- For courses starting between January and March 2017, we will pay fees in March 2017.
- For courses starting between April and June 2017, we will pay fees in June 2017.
- For courses starting in July, we will pay fees in September 2017.

What happens if my application gets lost in the post?

Please send us another application and supporting documents as soon as possible. You should also send us any proof of postage for your first application and a covering letter telling us when you sent us your first application.

What happens if I send in a late application?

If we receive your application after the closing date, we will not be able to award you the PTFG. In these circumstances you should contact your college, university or private provider for advice.

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What do I do if I do not qualify for the PTFG?

You will have to make arrangements to pay your own tuition fees. Please contact your college, university or private provider for further advice.

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What do I do if my income is over the threshold of £25,000?

You will have to make arrangements to pay your own tuition fees. Please contact your college, university or private provider for further advice.

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ANNEX A

GENERAL RESIDENCY INFORMATION

If you do not meet our general residency conditions, you may still be eligible for support in certain circumstances. Support may be available to:

- UK nationals who were born in and have spent the greater part of their life in the UK.
- UK nationals and family members of such nationals who have returned to the UK to live or study who currently live or have lived in another EU member state, the European Economic Area (EEA) and Switzerland.
- UK nationals returning from temporary employment or study outside the UK.
- EU nationals and family members of such.
- Nationals of the EEA and Switzerland, who have been granted permanent residence in the UK and their husbands, wives or civil partners and children or stepchildren.
- Nationals and family members of nationals of other EU member states, the EEA and Switzerland who have EEA migrant worker/self-employed or Swiss employed/self-employed status in the UK.
- Nationals and family members of nationals of other EU member states, the EEA and Switzerland, who have EEA frontier worker/self-employed or Swiss frontier employed/self-employed status in the UK.
- People recognised as refugees by the British Government, and their husbands, wives or civil partners and children or stepchildren.
- People who have been granted exceptional leave to enter or remain, humanitarian protection or discretionary leave in the UK, and their husbands, wives or civil partners and children or stepchildren.
- Syrian nationals who entered the UK through the Syrian Persons Vulnerable Relocation Scheme (VPRS).
- Iraqi nationals who have been given leave to enter the UK under the Iraqi Direct Entry Scheme (also known as the Locally Engaged Staff Assistance Scheme (LESAS)).
- Anyone who is under 18 and has been granted temporary protection in the UK.
- Anyone who is the dependant child of a Swiss national.
- Anyone who is the dependant child of a Turkish worker.

For more information on the above please see the residency section of our website at www.saas.gov.uk

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