

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 2017 and 31 July 2018**.

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

SAAS will use the information provided in this form for the purpose of processing your application for support. Further information on how we collect, hold and process your information can be found at the end of this form in the SAAS basic privacy statement. The full SAAS privacy statement can be found at www.saas.gov.uk/privacy.htm. We have a duty to appropriately manage public funds and we will use the information provided in this form to prevent and detect crime including Fraud. We will share this information with other bodies for these purposes.

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)

SAAS Part Time Fee Grant reference number

ILA reference number

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A.3 Are you receiving support from any of these government funding schemes? Yes No

Modern Apprenticeship
Full-time SAAS
ILA
CITB
Other

Will you receive any third party help to pay for your course fees for this session? (For example, your employer) Yes No If yes please enter the amount

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Section A Your personal details (continued)

Name

A.4 Title Mr Mrs Ms Miss Other (please specify)

A.5 First name

A.6 Last name

A.7 Date of birth / /

A.8 Are you Male Female

A.9 Marital status Single Married Divorced Separated Widowed Partner Civil Partnership

A.10 Date you got married or moved in with your partner / /

Full postal address of your home

A.11 Postcode (UK only)

A.12 House number or name

A.13 Rest of address including the street, town and country

A.14 Phone number

A.15 E-mail address

Section B Your residence eligibility

You need to fill in this section if you are applying to us for the first time or you are applying to us after a break in study of one year or more. Please see page 4 of the notes for more information.

Personal details

B.1 Country of birth UK Other (give details)

B.2 Nationality British Other (give details)

B.3 Country you normally live in Scotland England N. Ireland Wales Other Cross (x) one box only

If 'Other' please tell us which country you normally live in

Section B Your residence eligibility (continued)

Relevant date The start date of the period you chose in question B4 is your relevant date. Later questions will refer to it.

B.4	Please say which period your course begins in	1 Aug – 31 Dec 2017	1 Jan – 31 Mar 2018	1 Apr– 31 Jun 2018	1 Jul 2018 – 31 Jul 2018
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Ordinary residence

“Ordinary residence” means ‘habitual and normal residence in one place’. This means that you live in a country year after year by choice throughout a set period, apart from temporary or occasional absences such as holidays or business trips.

B.5 Have you been ordinarily resident in the UK continuously for three years immediately before your relevant date given in B.4? Yes No If ‘Yes’, go to B.7

B.6 Have you been ordinarily resident in the UK and/or EEA area continuously for three years immediately before your relevant date given in B.4? Yes No If ‘Yes’, go to B.7
If ‘No’ got to B.8

B.7 Have you been or will you be, ordinarily resident in Scotland on your relevant date given in B.4? Yes No

B.8 Will you be or were you living in Scotland for at least 12 months immediately before your relevant date given in B.4? (Do not include temporary absences such as holidays or business trips) Yes No

If you answered ‘No’ to question B.8, please complete the Residence eligibility enquiry form which you can download from our website.

B.9 If you are or were, under 25 on your relevant date given in B.4, what is your parents address on that date?

B.10 If you are or were under 25 on your relevant date given in B.4, have either of your parents been living outside the UK at any time during the three years before this? Yes No

B.11 If you answered ‘Yes’ to question B.10, in which country or countries outside the UK have your parents been living for the three years before your relevant date given in B.4?

Do I need to send in documents about my residence

If you are a UK national, born within the UK, you do not need to send evidence of your residence. However, if you have answered “No” to question B.8, you should complete the Residence eligibility enquiry form which you can download from our website.

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

If you are a UK national born outside of the UK, please send us a copy of your UK passport.

If you are not a UK national or a national of another EU member state, you must send us a copy of any documents you have from the Home Office that confirms your status in the UK. For example, your UK Residence Permit (UKRP), your entry clearance visa, your Application Registration Card (ARC), or your Home Office letter.

You should now fill in section C

Section C Institution and course details

Please see page 5 of the notes for more information.

Training provider details

C.1 Full name of the college, university or training provider you will be studying at in session 2017-2018

Course details

C.2 Full qualification level and title of your course (you must enter this)

C.3 Which year of this course are you going into? 1st 2nd 3rd 4th 5th 6th 7th 8th

C.4 When will you finish your course? M M / Y Y Y Y

C.5 How many years in total does your course take to complete?

EU students (not UK nationals) studying in Scotland

C.6 Do you plan to graduate in Scotland from the course you are studying? Yes X No

You should now fill in section D

Section D Your Income

How much do you earn?

You must give us evidence of any income (including nil income) or benefits that you receive.

D.1 Please give us details of your gross annual income, including any replacement living-cost benefits/tax credits that you receive. Please see the notes for more information.

Employment - Gross PAYE (income from employment) (please see page 5 of the notes for more information) £

Self-employment - Net profit from self-employed income and any property income (please see page 6 of the notes for more information) £

Pensions - Income from private, employer's, retirement pensions (please see page 6 of the notes for more information) £

Benefits - Replacement living cost benefits, including state pension notes (please see page 7 of the notes for more information) £

Please give us the relevant evidence for the income you have. (please see page 6 of our notes for more information)

D.2 If you have none of the above income, cross (x) in this box. If you cross this box, you will need to fill in the 'confirmation of nil income' form. You can download and print this form from the 'Forms and guides' section of our website. Please include this with your application.

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 toward * 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 2017-2018 £

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).

- All the information I have entered and submitted on this form is complete and accurate, to the best of my knowledge and belief
- I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.
- I will inform SAAS immediately if my circumstances change in any way (including the receipt of funding from another public body) that might affect any amount which I have received, may receive or had paid on my behalf.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I will inform SAAS immediately if I do not enrol, or I withdraw from my course of study.
- I understand that the information I have provided will be used for the prevention and detection of crime and I understand SAAS will share this information with other bodies for these purposes.
- I have read and understand the [privacy statement](http://www.saas.gov.uk/privacy.htm) [http://www.saas.gov.uk/privacy.htm] on Fraud and the Data Protection Act 1998. I understand that SAAS will use the information I have provided and will collect other information, as set out in the privacy statement; and they 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. I understand that I must keep myself up to date of any changes to the privacy statement.

F.1

Your signature

You must sign here

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Please print off the application form and sign in the signature box above.

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 6?

Do not send us your application without page 6 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) - 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.**