

YOU MUST PROVIDE SUPPORTING EVIDENCE OF INCOME/BENEFIT WITH THIS FORM.

If you are in receipt of a qualifying benefit, your household income falls beneath the recognised threshold or you are still at school, you may be entitled to a fee waiver for a part time, non-advanced course of study. For further information and guidance, please contact the Shetland College UHI.

Section 1: Personal Details

Name:

Address:

.....

.....

Date of Birth: Age:

Student Number:

E-mail: Phone:

Section 2: Course Details

Name of Course:

Start Date: End Date:

Number of Weeks:..... Hours each week:

Cost of Course (£):

Section 3: Low Income Application

Evidence Required for this Section (e.g. P60 or Employers Letter)

Household Income for 2017/18 was less than (F24):

£8,282 One person household

£12,395 Couple with no children

£18,977 Household with dependent children

Other

(Where there has been a material reduction in income from the previous financial tax year, the taxable income of the student's family in the current financial tax year can be assessed)

Section 4: Qualifying Benefits

Evidence Required for this Section (e.g. Benefits Award Letter, Payment Book or Benefits Agency Stamp (if no other evidence available))

Myself or my family is in receipt of:

- | | |
|---|---|
| <input type="checkbox"/> Working Tax Credit (F40) | <input type="checkbox"/> Employment and Support Allowance (F47) |
| <input type="checkbox"/> Pension Credit (F39) | <input type="checkbox"/> Universal Credit |
| <input type="checkbox"/> Income Based JSA (F44) | <input type="checkbox"/> Housing Benefit (F30) |
| <input type="checkbox"/> Income Support (F23) | |

I am in receipt of:

- | | |
|--|--|
| <input type="checkbox"/> Carer's Allowance (F37) | <input type="checkbox"/> Disability Living Allowance (F38) |
| <input type="checkbox"/> Incapacity Benefit (F28) | <input type="checkbox"/> Personal Independence Payment |
| <input type="checkbox"/> Attendance Allowance (F43) | |
| <input type="checkbox"/> Contributory Employment and Support Allowance (F50) | |

(This also includes people whose contributory ESA has ended due to the time limiting nature of this benefit, but who remain entitled to NI credits for incapacity)

Section 4: School Pupil

Evidence Required for this Section (Letter from School or Local Authority Department or financial evidence above)

I am still in full time statutory education (F42):-

- Attending school and undertaking college activities that form part of my school-based curriculum.
- Home Schooled (due to an additional support need)
- Home Schooled through personal choice (must meet means-tested criteria above (Section 2 or 3))
- Under 16 (must meet means-tested criteria in Section 2 or 3)

Section 5: Other Qualifiers

- You are an Asylum Seeker, or the spouse or child of an Asylum Seeker living in Scotland (as defined by Section 18 of the Nationality, Immigration 7 Asylum Act 2002)

- You are under 26 and care experienced (This is defined as looked after and in the care of the local authority and can include situations where you have lived in a foster home, children’s home, residential home, in kinship care or in the care of the local authority in your own home)

Benefits Agency Confirmation:

Name of Student:

I confirm that the student/student’s family is in receipt of the benefit/allowance:

.....

Name:

Signature:Date:.....

Benefit Start Date: Benefit End Date:.....

Benefit Agency Stamp

Section 5: Student Declaration

Data Protection Act 1998**Your Personal Data**

Shetland College as part of Shetland Islands Council is registered under the Data Protection Act 1998. The personal information you have provided will be used solely for the following purpose:

- ~ to allow Shetland College to carry out all its duties, obligations and responsibilities.

Your data may be disclosed to other agencies in order to:

- ~ allow Shetland College to protect the public funds it handles and so it may exchange information about you with other departments of the Council and other organisations and government departments such as the Scottish Funding Councils for statistical reporting and certification purposes.
- ~ to prevent or detect crime or protect public funds in other ways as allowed by law. Information about you will not be released to anyone outside Shetland College unless the law allows us to do so.

Shetland Islands Council is the registered Data Controller. Any queries regarding the processing of your personal data by Shetland Islands Council should be directed to:

Shetland Islands Council, Head of Legal and Administration Services, Executive Services Department, 4 Market Street, Lerwick, Shetland ZE1 0JN.
Telephone: 01595 744551 Email: administrative.services@sic.shetland.gov.uk

I confirm that the information provided on this form is, to the best of my knowledge and belief, complete and accurate and action may be taken for providing false information.

By signing this declaration you agree to the processing of your personal data as described above.

Student's Signature: **Date:**

IF YOU REQUIRE THIS FORM IN A DIFFERENT FORMAT, PLEASE CALL
SHETLAND COLLEGE UHI ON 01595 771 000

Office Use:

Evidence Provided:
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Authorised: Date: