

Course Name: _____		
Surname: _____	Forename: _____	Address: _____
Date of Birth: _____		
Post Code: _____	Student number: _____	

Please complete all relevant sections and provide requested documents as proof of eligibility.

### SECTION 1 - RESIDENCY

I am ordinarily resident in Scotland on the date of commencement of study and have been ordinarily resident in the British Islands for the past three years and have settled status in the UK (please see overleaf for arrangements for Forces personnel and veterans).	Please now select a relevant category under Section 2
I am a non-asylum seeker, living in Scotland, on a part-time ESOL course where my main purpose for being in the EU is not to receive education.	Please now select a relevant category under Section 2
I am a young asylum seeker, or the child of an asylum seeker, who is living in Scotland and studying a Further Education course. <b>OR</b> I am an asylum seeker, or the spouse of an asylum seeker living in Scotland on an ESOL course or a part-time non-advanced or advanced course.	Please provide your immigration documentation

### SECTION 2 - OTHER ELIGIBILITY CATEGORIES - please tick one of the boxes below:

I am a benefit claimant in receipt of (please tick as appropriate):  *See overleaf for further details.	Carer's Allowance* <b>OR</b> Carer's Allowance Supplement Young Carer's Grant Carer's Support Payment Disability Living Allowance Attendance Allowance Incapacity Benefit Personal Independence Payment Adult Disability Payment Contributory Employment and Support Allowance*	Please provide a copy of your Benefits Letter
I or a member of my family meets one of the benefit criteria (please tick as appropriate):	Income Support Housing Benefit Pensions Credit Working Tax Credit Income-based Job Seekers Allowance Universal Credit Income-related Employment and Support Allowance	Please provide a copy of your Benefits Letter
I/My family meet the low income threshold	Households with only one person: £10,400 Couple without children: £18,000 Single person with dependent children: £21,600 Couple with dependent children: £29,100	Please provide a copy of your Tax Credit Award Notice and P60s
	I am care-experienced. The term care experienced refers to anyone who has been or is currently looked after and in the care of the Local Authority at any stage in their life, including adopted children who were previously looked-after. This care may have been provided in different settings such as residential care, foster care, kinship care, or through being looked-after at home with a supervision requirement.	Please provide a letter from the Social Work Department
	I am a state school pupil attending College as part of my school programme. Please provide a letter from your school giving permission for you to attend college and confirming subject not available within the school curriculum	

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### SECTION 3 - ADDITIONAL INFORMATION

## **FORCES PERSONNEL AND VETERANS**

Forces personnel and veterans are treated as being resident in the country in which they were ordinarily resident before they “signed up/enlisted”. If they are ordinarily resident in Scotland but are serving overseas, they would also be eligible. Family members of serving forces personnel and veterans are also considered eligible in the country in which the serving forces personnel was ordinarily resident.

Please note that fee waiver grant cannot be used for any student being supported through the Enhanced Learning Credits scheme (ELCAS).

## **ELIGIBLE BENEFITS**

The benefits eligible to qualify for fee waiver are listed overleaf. However please note the following:

**Carer’s Allowance** – if a carer has an underlying entitlement to Carer’s Allowance but this has been given up, e.g. to claim their pension, then they are still eligible.

**Contributory Employment and Support Allowance** – this also includes people whose Contributory Employment and Support Allowance has ended due to the time-limiting nature of this benefit but who remained entitled to National Insurance credits for incapacity.

## **ASYLUM SEEKERS**

To be classed as a young asylum seeker, or the child of an asylum seeker, an application for asylum should be submitted to the Home Office before they are 18 years old.

## **INCOME THRESHOLDS**

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. This reduction requires to be evidenced by provision of relevant financial information.

## **LIMITS TO FEE WAIVER GRANT**

Additional part-time activity over and above full-time study will not be eligible for a fee waiver grant.

Students taking two or more part-time courses will be eligible for a maximum of one full-time fee waiver. This equates to the following:

- the FE fee of £1,008 for students taking FE courses
- the FE fee of £1,008 for students taking a mix of FE and part-time HE courses (fee waiver only applicable on FE element)

## **GENERAL INFORMATION**

There is no upper/lower age limit on a student’s eligibility for fee waiver.

Fee waiver cannot be claimed for Commercial or New Deal courses.

## **THIS FORM MUST BE SUBMITTED TO STUDENT RECORDS BEFORE THE FIRST 25% OF THE COURSE HAS BEEN COMPLETED**

**Postal Address: UHI Shetland, Gremista, Lerwick, ZE1 0PX**

**Email: [support.shetland@uhi.ac.uk](mailto:support.shetland@uhi.ac.uk)**