

## SESSION 2010-2011 PART TIME FURTHER EDUCATION FEE WAIVER CLAIM FORM

**SECTION 1 APPLICANT'S DETAILS**

Name

Address

Post Code

National Insurance Number

Date of Birth

Age at Course Start Date  years

Course of Study

- I am claiming the Fee Waiver as:  
*(Please refer to eligibility criteria over leaf)S:\FIN\Student Finance Section\Fees\2010-2011 FE Part Time Fee Waiver Claim Form.doc*
- I am a Benefit Claimant
  - A member of my family meets the Benefit criteria
  - I/my family meets the low income threshold
  - I am/spouse/child of an asylum seeker
  - I am a school pupil

If you are claiming the Fee Waiver for a part time day or distance-learning course, you may be eligible for assistance with your Travel and Materials Costs through a Further Education Bursary. Application forms are available from the Student Finance Section.

Applicant's Signature

*Must be submitted to Registry before the first 25% of the course has been completed.*

**Note: You must be in receipt of benefit on the date your course commences. Please contact Student Finance if you have any queries regarding Fee Waiver entitlement (tel.: 01343 576265 or Student.Finance@moray.uhi.ac.uk).**

## SECTION 2 BENEFITS AGENCY/ LOCAL AUTHORITY CONFIRMATION

(must be completed before submission to College if not providing other Benefits Agency Documents to evidence Benefits Status)

I confirm that the applicant falls within at least one of the categories detailed in section 6.

Signature

Name

*please use block capitals*

Benefit Received

Start date of benefit

End date of benefit

Benefit Office/  
Local Authority Stamp and Date

\_\_\_ / \_\_\_ /20\_\_\_

## SECTION 3 Your Questions Answered

**Q** What if I am under 25 at the start of the course and do not live with my parent(s), will I qualify for the Fee waiver?

**A** Yes, the fee waiver applies regardless of where you live.

**Q** I didn't realise that I was eligible for a Part Time Fee Waiver Scheme and want to apply for a refund and claim the fee waiver now, can I do this?

**A** Yes if you submit the completed application form to the Registry Section before the first 25% of the course has been completed. This date will vary from course to course and you should put in a covering letter with the form requesting a refund because you did not know about the Part Time Fee Waiver scheme.

## SECTION 4 For Office Use

Received

Approved

## SECTION 5 DEFINITIONS FOR APPLICANTS UNDER 25 ON THE COURSE START DATE

If you are under the age of 25 on the start date of the course, for the purpose of the Fee Waiver criteria you are the **responsibility of an adult (usually your parents)** and will qualify for the Fee Waiver if the **adult** meets the criteria as detailed in section 6. If you are under 25 and one of the following applies to you, you will be treated as if you were 25 or over.

- you are married or in a civil partnership. This does not include situations where you were married or in a civil partnership but the marriage broke down prior to the start date of the course; or
- you have no parents living; or
- you are caring for a dependent child(ren); or
- you have supported yourself for periods totaling at least three years. This includes periods where you were:
  - (i) in employment and earning equal to or more than current income support levels; or
  - (ii) supported by a partner with earnings equal to or more than current income support levels; or
  - (iii) on a training programme operated by or on behalf of the Employment Service, Scottish Executive (or formerly the Scottish Office), Scottish Enterprise or Highlands and Islands Enterprise; or
  - (iv) In receipt of unemployment benefit/jobseeker's allowance and/or can provide confirmation that you were available or registered for employment or actively seeking employment; or
  - (v) in receipt of sickness benefit, invalidity pension, incapacity benefit, maternity allowance, severe disablement allowance, statutory sick pay or statutory maternity pay; or
  - (vi) in receipt of income support or New Deal payments; or
  - (vii) caring for a person (adult or child) dependent on you.

Married means:

- you or your parent is legally married or living with a partner in an established relationship at the start date of the course. (A partner is someone the student or parent has legally married or is living with in an established relationship at the start of the course).

Civil partnership means:

- you or your partner is in a civil partnership if they are in a relationship formed by two people of the same sex and they have registered their relationship by going through a registration procedure similar to that for civil marriage.

Start Date of the course means:

- the date the course starts rather than the date the student starts the course.

The onus is on you to prove that the relationship is an established one. This proof will require documentary evidence such as a marriage certificate, a recent Council Tax bill or an official letter that clearly states the couple's names and address.

## SECTION 6 FEE WAIVER GRANT CRITERIA

You are eligible to study a part time vocational course free if your circumstances are covered by any of the following criteria:

### You are in receipt of

- Disability Living Allowance
- Incapacity Benefit/Contributory Employment & Support Allowance(ESA)
- Carers Allowance\*
- Attendance Allowance
- Severe Disablement Allowance
- Sickness Benefit
- Industrial Injuries Benefit
- The care of the local authority and are living in a foster home or children's home, regardless of your age

### Supporting Documentation Required

Benefits Letter or complete Section 2

### You or your family are in receipt of:

- Income-based Jobseeker's Allowance
  - Income Support
  - Income Related Employment & Support Allowance(ESA)
  - Working Tax Credit
  - Council Tax Benefit
  - Housing Benefit
  - Widowed Mothers Allowance
  - Widows Pension
  - Pension Credit
- If the family's net income for the Tax Year 2009-2010 was below :
    - for households with only one person, £8,282
    - for households consisting of a couple with no children, £12,395
    - for households with dependent children, £18,977

Benefits Letter or complete Section 2

(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 (2009-2010) can be assessed

Tax Credit Award Notice and P60(s)

(Student Finance Staff to approve)

- You are an asylum seeker living in Scotland or are the spouse of, or child of an asylum seeker living in Scotland (as defined in the Immigration and Asylum Act 1999).

Immigration Documentation

(Student Finance Staff to approve)

### Additionally,

- You are under 18 not in employment but your parent/guardian is in receipt of benefit on your behalf.
- You are a School pupil attending College as part of your school programme. Written confirmation of this must be supplied by the school and presented with your application for the course. Individual school pupils must have the permission of the Head Teacher before enrolling on a college course.

Benefits Letter or complete Section 2

Letter from School giving permission and confirming subject not available

\* Carer's Allowance (or carers who have an 'underlying entitlement' but gave up the allowance to claim their pension).