

# West College Scotland

## Financial Information for Students



[www.westcollegescotland.ac.uk](http://www.westcollegescotland.ac.uk)



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# Apply for the appropriate funding for your course.

Please note that funding rules are subject to change by funding bodies and you are strongly advised to check the most up to date information on the relevant funding websites.

## Residency Criteria

### Do I qualify?


For some of the sources of funding you need to meet certain residency conditions. If you have not lived outside the UK (apart from being away temporarily or occasionally); you are likely to meet the residency conditions.

If you are a student in Higher Education you should visit the SAAS website, e-mail them at [saas.geu@scotland.gsi.gov.uk/contact.htm](mailto:saas.geu@scotland.gsi.gov.uk/contact.htm) or call on **0300 555 0505**.

In general, the residency conditions are as follows.

- 1. You must be ordinarily resident (see definition below) in the UK, the Channel Is-lands or the Isle of Man for the three years immediately before the first day of the first academic year of the course**
- 2. You must also be an 'ordinarily resident' (see below) in Scotland on the first day of the first academic year of the course.**

 **In Further Education, this will be the date your course starts.**

 **In Higher Education, you must be ordinarily resident on the following dates:**

- 1 August 2014 for courses that start between 1 August 2014 and 31 December 2014

- 1 January 2015 for courses that start between 1 January 2015 and 31 March 2015

- 3. If you are a not a UK or other EU national, you must also be settled in the UK as set out in the Immigration Act 1971 on the first day of the first academic year of the course. In Further Education, this is the date your course starts.**

There are circumstances where a student can be considered eligible for support although they do not automatically fulfil the ordinary residence requirements, for example, because they or their family have temporarily been studying or working abroad.

For a course of Further Education, Colleges are responsible for assessing whether a student fulfils the residence criteria set out in the current Education (Access Funds) Direction. Students should speak to Student Funding Departments to discuss residency and any student support they may be entitled to.

There are different sources of funding available to students so it's important to ensure that you apply as early as possible for the funding appropriate to your level of course and mode of study.

If you are a full-time UK/European student taking an HNC/ HND course, you can apply to the Student Awards Agency for Scotland (SAAS) for an award. If you are studying on a National Qualification programme, you can apply for a College Bursary/Education Maintenance Allow-ance (EMA). Staff in the Student Funding Office will assist you with your online application. In line with government guidelines we may be obliged to charge RUK (Rest of UK) students a higher level of tuition fee for Higher National Students.

International tuition fees apply to all applicants who are not European nationals.

The Scottish Government have published information on student funding which is available from

[/Topics/Education/UniversitiesColleges/16640/learnerfunding](#)

## Useful Contacts

### Student Awards Agency for Scotland (SAAS)

Gyleview House, 3 Redheughs Rigg, Edinburgh EH 12 9HH

Tel: 0845 556 6598

E-mail: [saas.geu@scotland.gsi.gov.uk](mailto:saas.geu@scotland.gsi.gov.uk)

Web: [www.saas.gov.uk](http://www.saas.gov.uk)

Facebook: [www.facebook.com/saasfb](http://www.facebook.com/saasfb)

Twitter: [www.twitter.com/saastweet](http://www.twitter.com/saastweet)

Disabled Student Allowance: [www.yourdsa.com](http://www.yourdsa.com)

To upload documents relevant to your SAAS application

[www.edocs.saas.gov.uk/SAASEDocs/eDocsLogin.jsp](http://www.edocs.saas.gov.uk/SAASEDocs/eDocsLogin.jsp)

### Student Loans Company

100 Bothwell Street, Glasgow G2 7JD

Tel: 0141-306 2000 Fax: 0141-306 2005

Web: [www.slc.co.uk](http://www.slc.co.uk)

SDS Individual Learning Account

SDS ILA

Tel: 0800 917 8000

E-mail: [ilalearners@sds.co.uk](mailto:ilalearners@sds.co.uk)

Website: [www.myworldofwork.co.uk/content/ila-scotland-funding-for-you](http://www.myworldofwork.co.uk/content/ila-scotland-funding-for-you)



# Student Funding Further Education (FE)

Funding Quick Guide for NC,NQ, Access and SVQ courses. This quick guide shows types of funding and who can apply

Student Age/Support	Type of course	Fees Paid	EMA	FE Bursary Fund	FE Discretionary Fund	FE Childcare
16-18	Full time	✓	✓	✓ ●	✓	✓
Under 25 & Parentally Supported ●●	Full time	✓		✓	✓	✓
	Part time	✓		✓	✓	✓
Over 25 or under 25 & self-supporting	Full time	✓ ●●●		✓	✓	✓
	Part time	✓ ●●●		✓	✓	✓

●●● Travel and course expenses only

●● A parentally supported student is one who is under 25 and lives with a parent(s)

● You may qualify for Fee Waiver

Further detailed information and guidance is available in our West College Scotland Guide to funding which is available on our website and from our Student Funding Teams from each of our campuses.

## Non Advanced

You can apply online for Funding using this link

When you receive an offer of a course place you will receive an activation email enabling you to make a student funding application online

## Types of Funding Available

All students attending a full-time non-advanced course must complete an online funding application to have their course fees covered. Failure to apply may result in the student being liable for the cost of the fee.

### Bursary/Education Maintenance Allowance (EMA)

Bursary and EMA support may be available for a course that leads to an approved vocational qualification up to, but not including, Higher National Certificate (for HNC funding please con-tact SAAS)

Generally, Bursaries (or EMAs for Under 18s) are awarded to support full-time attendance on a course. Students who satisfy the residence criteria for bursary support will not have to pay tuition fees.

In addition, students may qualify for maintenance allowance, study expenses or travelling expenses (only if you live more than two miles away from the Campus you are attending). Further expenses for those students with additional support needs are also available on request.

### Part - time bursaries

Certain categories of part -time students on non-advanced courses may apply for assistance with travel costs and course expenses only

Students must be in receipt of a Fee Waiver before they are eligible to apply for funds.

### Accommodation Costs

Assistance can be offered to students who meet the criteria for help from the Discretionary Fund to cover some of their accommodation costs. Full-time and part-time students may apply.

All household income is taken into consideration when assessing students' eligibility for this fund. Students with a household income above £26,000 will not be considered. (This is in line with the Universal Credit System).

## Childcare Funds

Childcare Funds are very limited and can either:-

- ◆ Provide a funded childcare place in a West College Scotland childcare provision\* for children under 5 years of age (pre-school), or
- ◆ Assist in funding external out-of-school care for children aged 5-12 years
- ◆ Assist in funding an external childcare place for children under 5. Full-time and part-time students may apply. This fund is means-tested for all applicants - an upper threshold of £45,000 household income is in place. Students must be in receipt of child benefit and child tax credits for the child. Appeals may be considered in extenuating circumstances. Childcare costs are not paid for holiday periods. For Clydebank Campus there is no College Childcare Provision on site. Childcare providers registered with the Care Commission are considered. **\*West College Scotland Childcare Provisions**
- ◆ **Children aged 3-5 years-** West College Scotland Greenock Campus Nursery
- ◆ **Children aged 0-3 years-** Pre 3 Centre Enterprise Childcare – Greenock Campus
- ◆ **Children aged 2-5-** West College Scotland Paisley Campus Nursery



# Bursary/EMA guidelines

These guidelines are for the completion of the Bursary and Education Maintenance allowance (EMA) on line Application Form and provide information that will help you understand the conditions attached to the award of a bursary or Educational Maintenance Allowance. If you require a large text version of these guidelines, please contact the Student Funding Office at your relevant campus.

The guidelines do not cover the full range of personal circumstances and, for those who wish a copy, the full policy documents on bursaries and EMA's are available from the Student Funding Office or from the Scottish Funding Council's website [www.sfc.ac.uk](http://www.sfc.ac.uk)

Both Bursaries and EMA's are assessed in accordance with National and College policies and rules.

## 1. What is a bursary/EMA?

A bursary is a discretionary award given by the college to help maintain a student beyond the statutory school leaving date. [www.sfc.ac.uk](http://www.sfc.ac.uk)

An Educational Maintenance Allowance (EMA) is a weekly allowance, payable to a young student during term-time, with additional bonuses payable for attendance and achievement.

Any information given on this webpage is based on the data available at the time of publication and is therefore subject to change.

## 2. Who can apply?

**Bursary:** In most cases, if you have been ordinarily resident in the UK for the three years prior to your date of application, and are resident in Scotland prior to the start of your course, you are likely to be eligible. There are a number of special cases in relation to residency requirements and we can give you further information and guidance if you think that this issue may affect you.

**EMA:** In order to qualify for an EMA from the August of any given year, applicants currently must be 16-19 years of age and normally have completed S4 prior to the commencement of the award.

## 3. Which courses are eligible for support?

**Bursary:** Full-time courses, which lead to an approved vocational qualification up to but not including Higher National Certificate level. Bursary support may also be awarded to cover travel expenses for attendance on a part-time course of study. Some short full-time and introductory programmes may also be approved for Bursary Support. A full list of programmes is available from the Student Funding Department at your relevant campus.

**EMA:** Normally, any full-time courses of study leading to a recognised qualification up to SVQ Level 3/SCQF Level 6

In both cases, support is offered where no alternative source of funding is available.

## 4. For how long will I receive support?

**Bursary:** Normally one year, although the College may authorise additional support for some courses, up to a maximum of three years.

**EMA:** Normally a maximum of three years. Students with a learning difficulty or disability may receive support for additional years.

## 5. What if I have studied before?

**Bursary:** Bursaries will not normally be available for those who have previously received financial support for a full time course beyond the age of 18 years. In special circumstances, the college may award a second award if there are fair and good reasons for doing so.

The college has access to a national database of information on previous student's awards that will be used to vet applications.

## 6. When should I apply?

**Bursary/EMA:** You should aim to submit your application at least four weeks before the start of your course. Failure to do so may result in your having to start your course without knowing whether you will receive an award/the level of funding you will receive.

Closing dates for both Bursary and EMA applications – no later than six weeks\* after the date tuition commenced on your course of study. You should note that this may not be the date that you started the course.

\*applications received after this date may not be accepted and cannot be backdated.

## 7. What kind of information will I be asked to provide?

You will need to provide the following types of information. A checklist is produced when you submit your application form to help ensure that you do not omit anything. Please note that if you do not supply the information and/or documents requested then your application cannot be processed and you may not have your funding in place for the start of your course.

- ◆ **Personal details: name, age, address, NI number, marital status**
- ◆ **Bank account details**
- ◆ **Your own income**
- ◆ **Your parents'/partners'/spouses' income**
- ◆ **Details of any DWP benefits**
- ◆ **Previous financial support for education**
- ◆ **Details of any dependents**
- ◆ **Details of your proposed travel arrangements**
- ◆ **Details on your planned course of study**

If you are awaiting supporting documents from another source e.g. DWP or Tax office, submit your application with a note indicating that the DWP certificate has been applied for. Once received, you should immediately hand this in to the Student Funding Office. Your award cannot be finalised until this has been received.

## 8. How will the information be processed?

All information will be treated confidentially. Once processed, the information will be stored on computer within the College Management Information System under the terms of the Data Protection Act (1998). The college contributes to and has access to a national database of student award information that may be used to verify your application details.

## 9. How will my application be assessed?

Applications will be assessed based on total income (own income or parental income or spouse's/partners income as appropriate) based on the previous tax year (i.e. The tax year ending on 05 April 2014). Please photocopy/upload your documents on your online application. We may also give due regard to other sources of funding available when assessing any award.

## 10. What will the Bursary/EMA award consist of?

**Bursary:** According to the needs of the individual, the bursary may include sums to cover the costs of:

- ◆ **Maintenance:- living expenses for tuition weeks during the college academic year**
- ◆ **Study expenses for necessary materials and/or clothing and equipment (note that these may be provided in kind by the college)**
- ◆ **Assist with travelling expenses (over 2 miles)**

**EMA:** The Education Maintenance Allowance is only payable during term time and is not payable during college holiday periods within or out with the academic year. Students being supported by an EMA may be given an award for travel and/or course expenses from the bursary fund.

## 11. How much will I receive?

**Bursary:** There are three categories of bursary depending on your age. A parental/partner contribution is assessed on all bursaries except where an applicant qualifies for independent status as a self-supporting student and in this case it is the student's own income which will be assessed using Scale 3 (see below)

A student who is under 18 but beyond the compulsory school leaving date on the start of their course. Please note that most 16/17 year-old students will be eligible to apply for an EMA instead.

A parentally-supported student over 18 under 25 on the start date of their course.

A self-supporting student 25 or over on the start date of their course or who is under 25 but satisfies the criteria for "independent status".

West College Scotland's basic rate for each category of bursary is shown below. These rates will be adjusted to take account of any financial contribution that you, your parents or partner could reasonably be expected to make towards your expenses. Assessment of this contribution is made

Against the gross aggregated income of parents, partner or the applicant, as appropriate.

## West College Scotland Bursary Basic Weekly Rates

	At home	Away from home	Self-supporting students
<b>Under 18</b>	N/A	£36.98	N/A
<b>Parentally Supported</b>	£73.61	£93.03	N/A
<b>Self-Supporting</b>	N/A	N/A	£93.03





### Scale 1: Students Under 18

Contributions will be payable where parental income is above £20,351 based on an initial payment of £45 and a payment of £1 for every £9 above £20,351. For Example:

Income	Contribution
Less than £20,351	£0
£20,351	£45
£21,521	£175
£24,401	£495
£26,471	£725

### Scale 2: Parentally supported students

Contributions will be payable where parental income is above £24,275 based on an initial payment of £45 and a payment of £1 for every £9 above £24,275. Where it will change to £1 for every £6.50. For example:

Income	Contribution
Less than £24,275	£0
£24,275	£45
£31,745	£875
£41,735	£1,985
£48,664	£2,866
£52,000	£3,169

### Scale 3: Self-supporting students

Contributions will be payable where spouse/partner income is above £20,643 on an initial payment of £45 and a payment of £1 for every £9 above £20,643. Up to a threshold of £50,977 where it will change to £1 for every £6.50. For example:

Income	Contribution
Less than £20,643	£0
£20,643	£45
£27,933	£855
£35,538	£1,700
£50,568	£3,370
£52,000	£3,573

**EMA:** The full EMA allowance is £30 per week. The actual amount of the individual award is dependent on household income. EMA is normally awarded where household income does not exceed £20,351 (or £22,403 for families with more than one child in full-time education). The £10 and £20 per week payment will not be available to new entrants.

Any information on EMA's is based on the data available at the time of publication and is therefore subject to change.

## 12. How will I be paid

All payments are made directly into your bank account through the Bank Automated Credit Transfer System (BACS).

**Bursary:** On a two-weekly basis (usually on a Friday) two weeks in advance/in arrears

**EMA:** On a two-weekly basis in arrears (usually on a Friday)

You will be issued with payments schedules for Bursary and EMA as appropriate.




## 13. Can I appeal?

Bursaries and EMA's are assessed in accordance with National and College policies and rules. There is an appeals procedure and further information on this is available from the Student Funding Office at the Campus you are studying.

All appeals should be made in writing to the Student Funding Manager and must be accompanied by supporting evidence.

## 14. What are my responsibilities?

When you accept an offer of funding (bursary or EMA), You will enter into an agreement with the college. The award will detail these conditions and your responsibilities relevant to these respective funds. If you fail to meet these requirements, the college may withdraw the award and cancel any future payments and require a refund of any sums already paid.

-  **All funding is subject to satisfactory conduct, progress and attendance at college.**
-  **You are expected to have 100% attendance at college**
-  **You will receive full Conditions of Award with your award assessment**

## 15. What if I am currently in receipt of benefits?

Students are not normally entitled to receive benefits and full bursary maintenance allowance. Students, their partners and especially lone parent and disabled students who have a right to claim benefit and who are NOT required to register as being available for work while on a full-time college course, may submit an application for bursary support to assist with the cost of necessary books, equipment and travel. This payment will not adversely affect the long-term benefit rights of applicants and their partners.

## 16. Childcare

If you require paying for registered childcare for the times when you are attending college, you may receive assistance towards these costs. When you apply for your Bursary, there is a question on the online application form. When you answer yes it will ask you for additional information (including information regarding your Childcare Provider). There is a maximum amount that will be available to any one student for registered childcare.

There is no entitlement to childcare assistance where an alternative source of funding exists. These alternatives may include childcare payments via the Inland Revenue's tax Credit Scheme, Childcare Partnership Funding for 3-5 year olds and, in the case of lone-parents, childcare assistance via the New Deal for Lone-parents Scheme.

Childcare Funds are not payable for College Holiday Periods.

## 17. Definitions

Start date of course: The date the course started which may not necessarily be the date the student started on the course.

Parent: partner or legal guardian

Self-supporting status: Students aged 25 or over at the start date of the course. This is the date the course starts rather than the date the student starts on the course.

A student who has not reached the age of 25 may also be defined as self-supporting if one or more of the following applies on the start date of the course:

They are married (this does not include situations where the student was married but that marriage broke down prior to the start date of the course) OR

They have no parents living

OR

They are caring for a child dependant on them

OR

They have supported themselves for periods aggregating no less than 3 years. This includes period when the individual was either:

In employment and earning equal to or more than current income support levels

OR

Supported by a partner with earnings equal to or more than current income support levels

OR

On a training programme operated by or on behalf of the Employment Service, Scottish Government (formerly the Scottish Office) Scottish enterprise or Highlands and Islands Enterprise

OR

In receipt of unemployment benefit/ jobseekers allowance and/or can provide confirmation that they were available or registered for employment actively seeking employment

OR

In receipt of sickness benefit, invalidity pension, incapacity benefit, maternity allowance, severe disablement allowance, statutory sick pay or statutory maternity pay

OR

In receipt of income support or New Deal payments

OR

Caring for a person (adult or child) dependent on them. The college will look for evidence that the student has been the primary carer for an adult.

The onus is on the student to provide documentary evidence to prove they have self-supporting status. If there is not sufficient evidence to prove this, then the college should consider that student under one of the other categories of support.

**Married/Partner:** - The student or parent is legally married or living with a partner in an established relationship at the start date of the course. A college is advised that the onus is on the student to prove they are in an established relationship if that student wishes to be considered as a self-supporting student on that basis. This proof will require documentary evidence such as a marriage certificate, a current Council Tax Bill or an official letter that clearly states the couple's names and address.

# Student Funding Higher Education (HE)

This quick guide shows at a glance what Higher Education (HE) Funding is available and who can apply.

Funding for HNC/D level courses is subject to certain qualifying criteria as defined by the Student Awards Agency for Scotland (SAAS). This includes residency requirements, parental/spouse income and any previous funding received.

Further information is available on the SAAS website at [www.saas.gov.uk](http://www.saas.gov.uk)

Type of course	Fees Paid	Student Loan Full Time	FE Bursary Fund	Loan parent grant/lone parent childcare grant	Independent Student Bursary	Part-time Fee Grant	Young Students Bursary	HE Discretionary Fund (DF) Childcare Fund (CF)
Student Part-time	✓	✓				✓		DF
Student under 25 – parentally supported Fulltime	✓	✓					✓	DF
Student over 25 (or under 25 self-supporting) Full time	✓	✓	✓	✓	✓ (over 25 only)			DF
Student Loan Parent-above compulsory school leaving age Full time	✓ ●●●	✓					✓ (age16-24)	DF CF
Married/co-habiting/civil partnership under 25 with children Full-time	✓ ●●●	✓			✓		✓	DF CF
Married/co-habiting/civil partnership over 25 with children Full-time	✓ ●●●	✓			✓			DF CF

- Applicable if no previous fee support received. If you have previously received tuition fee support from SAAS you may need to pay fees for further courses
- Fees will only be paid if eligible for a fee waiver
- A parentally supported student is one who is under 25 and lives with parent(s) /parent and partner

## Advanced Courses

Students on full-time Higher National courses should apply through the Student Awards Agency for Scotland (SAAS) for both fees and a student loan for living costs. You should apply as soon as you have received an unconditional or conditional offer of a place on a course.

Those on part-time Higher National Courses may apply to SAAS for the part-time grant or for an ILA Scotland account, depending on the number of credits being undertaken (see section on part-time study).

Tel [0845 111 1711](tel:08451111711)

Web [www.saas.gov.uk](http://www.saas.gov.uk)

Email [saas.geu@scotland.gsi.gov.uk](mailto:saas.geu@scotland.gsi.gov.uk)

On their website, SAAS publish information for students studying Higher National, Degree and Postgraduate courses as well as information on support for Mature Students, Lone Parents, Part-time or Distance Learning students. If you cannot apply online, you will require contacting SAAS to request a paper application. If you do not have access to the internet, please ask Student Services who will arrange for internet access for you through the College Learning Centre. Their video clip gives useful information on a range of topics, including how to apply.

[www.youtube.com/user/fundingawareness](http://www.youtube.com/user/fundingawareness)

To upload scanned documents relevant to your application:

[www.edocs.saas.gov.uk/SAASEDocs/go.jsp](http://www.edocs.saas.gov.uk/SAASEDocs/go.jsp)

### Course Tuition fees

SAAS pays the tuition fee direct to the college for all eligible students. You should note that if you do not apply to SAAS or if they deem you ineligible for support – which may be on the grounds of residence or previous study – you are liable for the payment of fees and will be invoiced in full by the college. You should bring your SAAS award notice to the college for scanning.

### Maintenance

The main support for living costs will be through a Student Loan which will be partly means-tested. Some students

will be entitled to extra help with living costs through non-repayable supplementary grants e.g..

- ◆ **Disabled Student Allowance**
- ◆ **Young Student Bursary**
- ◆ **Lone Parent Grant**
- ◆ **Dependants Grant**

### Disabled Student Allowance

For more information on funding, ask to speak to a member of Student Services or visit the funding for learners website [www.scotland.gov.uk/fundingforlearners](http://www.scotland.gov.uk/fundingforlearners)

UCAS provide information on students funding for Higher Education students and also produce a guide for parents on their website:

[www.ucas.com/students/studentfinance](http://www.ucas.com/students/studentfinance)

[www.ucas.com/parents](http://www.ucas.com/parents)

When you receive an offer of a course place you will receive an activation email enabling you to make a student funding application online.

### Accommodation Costs

Assistance can be offered to students who meet the criteria for help from the Discretionary Fund to cover some of their accommodation costs. Full-time and part-time students) may apply.

All household income is taken into consideration when assessing students' eligibility for this fund. Students with a household income above £26,000 will not be considered. (This is in line with the Universal Credit System).



# Childcare Funds

Childcare Funds are very limited and can either:-

- ▶ **Provide a funded childcare place in a West College Scotland childcare provision\* for children under 5 years of age (pre-school), or**
- ▶ **Assist in funding external out-of-school care for children aged 5-12 years**
- ▶ **Assist in funding an external childcare place for children under 5. Full-time and part-time students may apply. This fund is means-tested for all applicants - an upper threshold of £45,000 household income is in place. Students must be in receipt of child benefit and child tax credits for the child. Appeals may be considered in extenuating circumstances. Childcare costs are not paid for holiday periods.**

For Clydebank Campus there is no College Childcare Provision on site. Childcare providers registered with the Care Commission are considered.

## **\*West College Scotland Childcare**

Provisions

- ▶ **Children aged 3-5 years- West College Scotland Greenock Campus Nursery**
- ▶ **Children aged 0-3 years- Pre 3 Centre Enterprise Childcare - Greenock Campus**
- ▶ **Children aged 2-5- West College Scotland Paisley Campus Nursery**

## **SAAS Part-time Fee Grant (Part-time HE Study)**

If you are over 16 and living in Scotland with an annual income of less than £25,000, you may be eligible to apply for support towards the fees for part-time college and university courses.

The level of fees payable will be pro-rata, based on the number of credits studied. SAAS will scale this based on the maximum fee levels for full-time students (120 credits). If this is more than the maximum fee SAAS will only pay the lesser amount.

Support is only available for one course per academic year and

you must apply no later than 3 months after the course start date. Your application needs to be endorsed by the college.

To be eligible to claim the PTFG, you must be:

- ▶ **Over 16 years of age**
- ▶ **Ordinarily resident in Scotland**
- ▶ **Registered as a "part-time" student**
- ▶ **Studying between 30-119 credits per year\***
- ▶ **Undertaking a Higher Education course at SCQF levels 7-10. This includes Higher National Certificate (HNC), Higher National Diploma (HND) or undergraduate degree courses and some Professional Development Awards**

## **Note:**

\*if you are studying fewer than 30 SCQF credits per year above SCQF level 7, you may be eligible for support through the SDS ILA account (see above). You cannot apply for both.

Contact the Student Awards Agency for Scotland (SAAS) for more information and to apply.

Web [www.saas.gov.uk](http://www.saas.gov.uk)

Please note: If your application for ILA funding is successful, you will be unable to apply for a Student Awards Agency for Scotland (SAAS) Part-Time Fee Grant for the duration of your ILA learner year.

# SDS Individual Learning Account (Part-time FE/HE study)

If you are 16 or over and living in Scotland, you may be eligible for an ILA Scotland account to help pay for your part-time course fees. The money is not a loan so you don't have to pay any of it back.

Learners must have their SDS Individual Learning Account set up and approved before enrolling on a course of study in order to use your ILA to pay part of the course fees.

Scottish residents who meet the following eligibility criteria will be eligible to open an ILA account:

- ◆ **Over 16 years of age**
- ◆ **Ordinarily resident in Scotland**
- ◆ **Have an annual income of £22,000 or less or are in receipt of a qualifying benefit**
- ◆ **Not currently participating on any National Training Programme (Employability Fund, Modern Apprenticeship, Get ready for work, Training for work)**
- ◆ **Not currently participating on the Community Jobs Scotland programme**
- ◆ **Not currently undertaking any form of full-time or part-time secondary, further or higher education.**
- ◆ **Not already qualified to UK degree level or above (or overseas equivalent)**

## Asylum Seekers

- ◆ **If you have any restrictions on taking up employment or seeking benefits in the UK, then you may not be eligible to make an application. If you are not sure, please supply a photocopy of your most recent Home Office documentation (or stamp on your passport), confirming your status to remain in the UK, along with your application.**

## Forces Personnel

◆ **Under the temporary non-resident arrangements, forces personnel are treated as being resident at the establishment where they are based. If they are ordinarily resident\* in Scotland but are serving overseas, they would be eligible.**

◆ **\*Ordinarily resident means that you live in Scotland year after year by choice, apart from temporary or occasional absences such as holidays or business trips. Living here totally or mainly for the purpose of receiving full-time education may not count as being ordinarily resident. If you are not a UK national, you must be settled in Scotland (as set out in the Immigration Act 1971) immediately before the date on which you made your application.**

Further Information is available from:

SDS ILA

Tel [0800 917 8000](tel:08009178000)

Email [ilalearners@sds.co.uk](mailto:ilalearners@sds.co.uk)

Website

[www.myworldofwork.co.uk/content/ila-scotland-funding-for-you](http://www.myworldofwork.co.uk/content/ila-scotland-funding-for-you)

## Using your SDS Individual Learning Account

You will go through this process each time you use funds from your SDS ILA to pay for your course at West College Scotland.

**1. When you enrol, you must enter your SDS ILA number on the college enrolment form. You will be directed to the Finance Department to submit your confirmation of account letter from ILA**

**2. SDS will then send you:**

- ◆ A letter confirming the course details
- ◆ A statement showing how much of your account will be used to pay for the course
- ◆ An SDS ILA booking token, which has an expiry date, attached to the bottom of the letter

**3. Sign and pass the token to the college immediately. If you have enrolled for distance learning, send the token to the college once you receive your learning materials.**

**4. Pay the college any balance that you owe if your SDS ILA funding does not cover the full cost of your course**

### Important

Please remember, it is YOUR responsibility to:

- ◆ Have registered with SDS before you enrol
- ◆ Ensure that you have received a booking token from SDS
- ◆ Sign the SDS ILA token immediately when you receive it
- ◆ Give the SDS ILA token to the college Finance Department before it expires

If you do not do this, your place on the course will be withdrawn unless you immediately pay the full cost of the course.

## Part-time tuition fee waiver Policy 2014/15

Students may apply to have class fees waived subject to the conditions set out below.

**1. Where the student and/or PARTNER are in receipt of:**

- ◆ Income support
- ◆ Working Tax Credit (not Child Tax Credit)
- ◆ Pension credit
- ◆ Income based job seekers allowance
- ◆ Income related employed and support allowance (ESA)
- ◆ Housing benefit

**2. Where a dependent student's family are in receipt of:**

- ◆ Income support
- ◆ Working Tax Credit (Not child Tax Credit)
- ◆ Pension credit
- ◆ Income based Job Seekers Allowance
- ◆ Income related employed and support allowance (ESA)
- ◆ Housing benefit



**3. Where the student is in receipt of:**

- ▶ **Carer's allowance**
- ▶ **Disability Living Allowance**
- ▶ **Severe Disablement Allowance**
- ▶ **Attendance allowance**
- ▶ **Incapacity Benefit**
- ▶ **Contributory Employment and Support Allowance (ESA)**

**4. Where the taxable income of the students family in the previous financial tax year (2012-2013) is equal to, or lower than the threshold of:**

**£8,282** – Households with only one person

**£12,395** – households consisting of a couple with children

**£18,977** – Households with dependent children

**5. Where the student is:**

- ▶ **An asylum seeker living in Scotland**
- ▶ **The spouse of an asylum seeker living in Scotland**
- ▶ **The child of an asylum seeker living in Scotland**

**6. Where the student is in the care of a local authority and is living in a foster home or children's home, regardless of the students' age.**

You will be required to fill out and sign a Part-time Fee waiver application form and produce evidence at the time of enrolment to substantiate your claim. This evidence will be checked by a member of college staff and the type of evidence produced noted on the waiver application.

**Types of acceptable documentary evidence**

The following official documents will be accepted as valid proof of Fee Waiver evidence. This evidence must show your address, the type of benefit and be relevant to the category of fee waiver for which you are claiming.

- ▶ **Letter from department of work and pensions**
- ▶ **Letter from Job Centre Plus**
- ▶ **Letter from HM revenues and Customs**
- ▶ **P60 2013/2014**
- ▶ **AAS Award Letter**
- ▶ **Local Authority letter**
- ▶ **Home office documentation**

**NB**

Fee waiver application or discounted fees cannot be used in conjunction with Individual Learning Account Scotland Funding.

**Clydebank Campus**

College Square, Queens' Quay  
Clydebank, G81 1BF

**Greenock Campus**

Finnart Street  
Greenock, PA16 8HF

**Paisley Campus**

Renfrew Road  
Paisley, PA3 4DR

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