

Learner Guide: Payment of Tuition Fees

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1 Introduction

While all courses provided by Fife College attract a Tuition Fee, if you are applying for a Full-time Further Education course, most Scottish and European Union Students will not have to pay tuition fees.

However, for a Further Education course (i.e. Access, NC, NQ, City & Guilds courses) you must apply to have your fees paid for you by completing a Student Funding Application Form. This form will be sent out to you once you have firmly accepted your unconditional offer.

The options available to you are dependent on the mode of attendance of the course (Full-time or Part-time) and the level of study, which is either:

- Further Education (FE) – includes Access, NQ,NC, City & Guilds Courses
- Higher Education (HE) – includes HNC/HND/Degree Courses

For Part-Time Further Education courses, fees are payable in advance unless you have applied for and have been granted funding by another source or have applied and been awarded part-time fee waiver.

For a Higher Education Course (i.e. HNC, HND, Degree Course), fees are payable in advance unless you have applied to the Student Awards Agency Scotland (SAAS) to have your fees fully or partly paid for you.

It is your responsibility to ensure that all required funding applications are completed fully and this will ensure that your fees will be paid where eligible.

Any fees that remain outstanding are your responsibility.

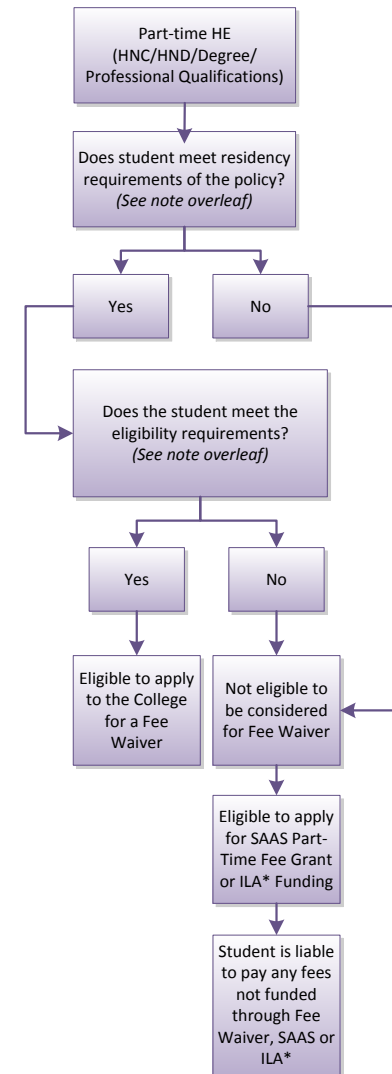
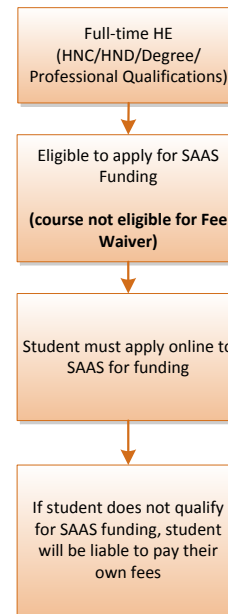
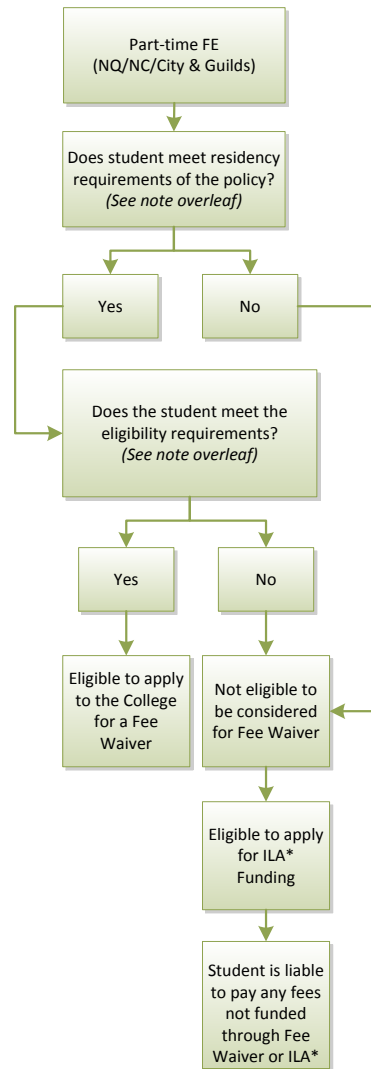
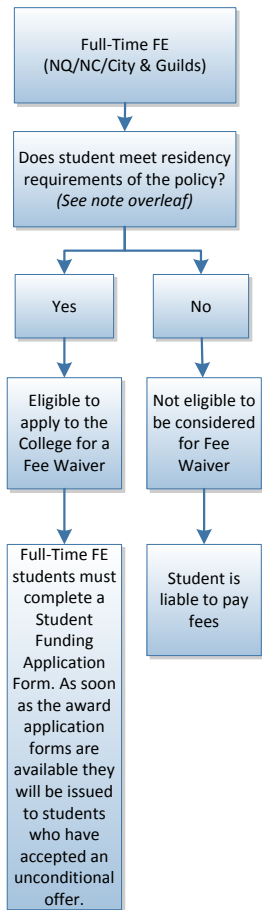
This document outlines the options available to you to support the payment of your tuition fees.

2 Payment of Tuition Fees Flowchart

The chart below should be used along with the detail in this Learner Guide to provide students with guidance on the options available to support the payment of their tuition fees.

FIFE COLLEGE

Learner Guide: Payment of Tuition Fees Flow Chart



*ILA changing to ITA funding see section 5.2

3 Full-Time Further Education (FE) Student

Most full-time FE students will qualify for a fee waiver subject to the Residency Requirements detailed in section 5.1 below.

Full-time FE students must complete a Student Funding Application as soon as the award application forms are available. This will confirm your residency and if eligible ensure your tuition fees are paid via a Fee Waiver.

If you need more information or are unsure whether you qualify for the fee waiver, please contact Student Information on 0344 248 0115 or email applications@fife.ac.uk.

4 Full-Time Higher Education (HE) Student

Full time Higher Education courses are not eligible for a fee waiver. The main source of fees funding for Full-time HE is provided by Students Awards Agency Scotland (SAAS).

Fees for Full-time HE are payable in advance however an application can be made to SAAS to pay your tuition fees.

4.1 Applying for SAAS Funding

Students must apply online to SAAS for funding, for further information and to apply please visit www.saas.gov.uk to ensure tuition fees are paid to the college by SAAS.

If SAAS confirmation of funding is not received by the College students are liable to pay the fees.

5 Part-Time Student

Fees for part-time courses are payable in advance, unless you have applied for and have been granted funding by another source.

5.1 Applying for a Fee Waiver

Students enrolling on a part-time FE or HE course can apply to the College for a fee waiver to cover the course fee.

The maximum amount of Fee waiver a student can claim for equates to the equivalent of one full-time fee waiver.

Students taking two or more part-time courses will be eligible for a maximum of one full-time fee waiver. The maximum amounts claimable for each student will be:

- The FE fee (£1,008 in 2018-19) for students taking FE courses.
- The FE fee (£1,008 in 2018-19) for students taking a mix of FE and part-time HE courses.
- The HE fee (£1,285 in 2018-19) for students taking part-time HE courses (fee waivers should not be claimed for full-time HE courses, as these are funded through SAAS in the form of a Part-time Fee Grant).

Students will be unable to apply for a fee waiver if being supported by an ITA Individual Training Account (details in section 5.2).

To qualify for fee waiver students must meet the Residency and Eligibility requirements detailed below.

Residency Requirements:

A student must meet one of the following:

1. Ordinarily resident in Scotland (subject to the other residency criteria below).
2. The student is a person, or the spouse or child of a person, who is an asylum seeker living in Scotland on either a full-time English for Speakers of Other Languages (ESOL) or a part time non-advanced or advanced course.
3. The student is a child of an asylum seeker or a young asylum seeker person on a full-time non advanced course (excludes ESOL), the student's asylum application (their own or their family's application) must have been made prior to the end of 2006, and the student:
 - I. Is resident in Scotland on 1 August, 1 January, 1 April or 1 July closest to the beginning of the first term of the course.
 - II. Has been resident in Scotland for a minimum period of three years.
 - III. Was under 18 years old on the date when the application for asylum was made (the application must have been made prior to 1 December 2006).
 - IV. Is under 25 years old on 1 August, 1 January, 1 April or 1 July closest to the beginning of the first term of the course.
4. The student is a non-asylum seeker living in Scotland on a part-time ESOL course and the student's main purpose for being in Scotland is not to receive education (note that these students are still subject to the other eligibility requirements below).

Eligibility Requirements:

If you satisfy the residency requirements above, you must also meet one of the following criteria:

The STUDENT OR STUDENTS FAMILY i.e. parent/guardian are in receipt of one of the following types of benefit – please note the evidence provided must show the same address as the student

- Income Support
- Housing Benefit
- Income-based Jobseeker's Allowance
- Universal Credit
- Working Tax Credit
- Pension Credit
- Income Related ESA

I. Or the student is in receipt of:

- Disability Living Allowance
- Incapacity Benefit
- Attendance Allowance
- Personal Independence Payment
- Severe Disablement Allowance
- Carers' Allowance
- Contributory ESA

II. Or the student is:

- Looked after and in the care of a local authority or is living in a foster home or children's home, in kinship care or in the care of the local authority in their own home, regardless of the age of that student.

III. Or the taxable income of the student's family in the previous financial tax year (2016-17) is equivalent to or lower than the following thresholds:

- Single person: £8,282 per annum
- Couple (no children): £12,395 per annum
- Couple (dependent children): £18,977 per annum

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.

IV. Or the student is:

A person, or the spouse or child of a person who is an asylum seeker living in Scotland (as defined in section 18 of the Nationality, Immigration and Asylum Act 2002).

Where students are eligible and qualify for a fee waiver, documentary evidence must be provided by the student at enrolment.

Please note failure to provide fee waiver evidence will mean that you won't be able to enrol.

If you need more information or are unsure whether you qualify for the fee waiver, please contact Student Information on 0344 248 0115 or email info@fife.ac.uk.

5.2 Applying for a Skills Development Scotland (SDS) Individual Training Account (ITA)

If you are enrolling on a part-time course and you are not eligible for a fee waiver, you can apply to for an SDS Individual Training Account (ITA).

You could receive up to £200 towards a single course or training episode per year. ITA funding could be right for you if you are:

- 16 or over, not in education or involved in any other SDS funded programme
- Unemployed and looking to get back into work

- Employed in a low-income job and looking to progress in your career
- Resident in Scotland

Courses that cost more than £200

Individual Training Account will pay up to £200 towards the cost of your Individual Training Account approved training course. You will be eligible to pay any outstanding balance direct to the College prior to or on the start date of your course.

You can search for an Individual Training Account course on My World of Work:

<https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita>

You can apply online for funding, making the application process quick and simple.

You must meet the Student Qualifying Criteria set out in the Individual Training Account Regulations.

If you are eligible for an ITA you must provide Fife College with your evidence prior to or on the start date of your course.

5.3 Applying for SAAS Part Time Fee Grant

If you are enrolling on a Part-time HE course and not eligible for fee waiver you can apply for a SAAS Part-time Fee Grant. To be eligible you must:

- Have an individual income of £25,000 a year or less
- Be studying an eligible course of Higher Education or Continuing Professional Development at levels 7-10 of the Scottish Credit and Qualifications Framework (SCQF)
- Be doing between 30-119 (120 credits for university courses which are not campus based) SCQF credits in each year of your course.

For further information and to apply please visit www.saas.gov.uk

Any balance of fees must be paid by the student at enrolment.

Students eligible to apply must apply within 2 weeks of enrolment.

6 International/Rest of UK Students

If you are an International/Rest of UK student, you must pay for your course in full before you can be enrolled. Please note fee rates below:

International Full Time Rates	
FT/HE	£6,000
FT/FE	£5,500

In the event that your application does not comply with the Home Office licence arrangements, the College reserves the right to withdraw your offer. In this situation or if you decide to withdraw your application for any reason, the College will charge

an administrative fee of 10% of your total fee and a refund will be arranged for the balance of your deposit.

7 Students Liable for Full or Part of their Tuition Fees

If you are not eligible for any funding to support the payment of your tuition fees or if you are liable for part of your tuition fees, payment is due from you at enrolment in advance of commencing your course.

Non-payment of Fees will mean you will be unable to enrol.

7.1 Fife College Payment Plan Option

To support the payment of fees the College offers the following Payment Plan options:

Course Fee is £200 or less or courses with less than 60 days duration

The full fee must be paid on enrolment if the fee is £200 or less or the course duration is less than 60 calendar days.

As a concession for higher value courses over £200 the College will accept an arrangement where the fee can be paid by instalments as follows:-

Course Fee between £201 - £500

Maximum of 3 instalments via cash, debit/credit card or standing order.

Payment that you will be required to make:

- 50% at enrolment – via cash, cheque, debit/credit card.
- 25% 30 calendar days after enrolment – via standing order.
- 25% 60 calendar days after enrolment – via standing order.

Course Fee is Greater than £500

- Minimum £250 at enrolment – via cash, cheque, debit/credit card.
- Balance payable over a maximum of 5 monthly instalments depending on when the course finishes.

Full payment for all courses must be made prior to the end date of the course. Please note that ITAs **cannot** be used as a deposit.

If you are paying by instalments, then the amount payable on enrolment is the personal contribution after deducting funding from other sources e.g. ITA/part-time fee grant.

Where a student withdraws prior to the end of their course they remain liable for the full fee and they should refer to the College Refund Policy.

How to Pay:

- You can pay by cash, cheque, debit/credit card.
- In person: at reception on our Halbeath, Rosyth, St Brycedale, Stenton, or Leven Campus:
- Phone: Finance during opening hours on 0344 248 0115 to pay by debit or

credit card.

8 If your Employer is Paying your Fees

You must bring to the enrolment an official letter on **company headed letterhead/stationery** or a signed **college employer mandate form** (attached as Appendix 1 to this document below), confirming their acceptance of liability for your tuition fees.

The letter/employer mandate must clearly state whom and where the fee invoice is to be addressed to and where applicable contain a **Purchase Order number**. Failure to provide this information will mean that you won't be able to enrol.

Please note: If an employer refuses to pay the fees due, you will be held personally liable for any fees outstanding.

Information correct at time of publication
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**The Finance Office
Fife College
Halbeath Campus
Pittsburgh Road
Dunfermline
Fife KY11 8DY**

EMPLOYER MANDATE – SESSION 2018/2019

FIRM/ORGANISATION:

ADDRESS:

1. We accept charges for course fees in respect of
(Insert student's name or attach list if necessary) ()

2. We are not responsible for fees incurred by College Students employed within
our Organisation. ()

Invoice address:
.....
.....

Purchase Order No:

Telephone no:

Authorised by:

Designation:

Date: