

Part-Time courses (including Evening, Open Learning & Outreach)

Completing this form

You are not required to complete this form if you are taking a Full-time course.

You must complete this form if you wish to claim exemption from paying tuition fees for your Part-time course. However, please note that if you are receiving fee funding for your Full-time course in this academic year, you will be receiving the maximum funding (£1008) from the Scottish Funding Council (SFC) and are therefore **not** entitled to fee waiver on any additional Part-time courses.

If you require any information or help in completing the form, please contact our Student Advice and Guidance Team at the college on 0131 297 8500 or email courseapps@edinburghcollege.ac.uk

This application form should be completed and submitted by the time you register for your course.

Please note:

The burden of proof is on the student to satisfy the college with evidence of their eligibility status and if evidence is not supplied or it is insufficient (e.g. out of date) it will result in the student being invoiced for their course.

If you have any queries when completing this form please refer to `Guidance on Fee Waiver` on the College website.

Please print clearly in CAPITAL LETTERS using black ink.

1. Personal Details

Title

Full Name

Student Identification Number (if known)

Date of birth (day, month, year)

Current Address

City

Postcode

Home Phone Number (including dialling code)

Mobile Phone Number

Email Address

2. Residency Details

All applicants must complete this section. You must meet one of these criteria to be eligible for exemption from fees. If you are an asylum seeker, you will be exempt from payment of fees under certain circumstances. **All other part-time students must meet one of the criteria in the 'other eligibility requirements' in Section 4.**

Please select the appropriate option:

Ordinarily resident in Scotland

If you are a person, or the spouse or child of a person, who is an asylum seeker living in Scotland on a part-time non-advanced or advanced course - **Please include evidence to support your status**

If you are a non-asylum seeker living in Scotland on a part-time ESOL course and your main purpose for being in Scotland is not to receive education - **Please include evidence to support your status**

Ukraine Scheme -- Please include evidence to support your status

3. Course Details

Please provide the code and name of each of your courses

Code of first Course

Name of First Course

Code of Second Course (leave blank if not applicable)

Name of Second Course (leave blank if not applicable)

4. Other eligibility requirements

Please tick the appropriate box and provide up to date evidence (Dated within 3 months of the start date of the course) to support your claim (from the benefits offices at the Department of Work and Pensions).

If evidence is not supplied it will result in you being invoiced for your course.

You or your family are in receipt of:

Income Support (You must provide a copy of current letter from the Benefits office)

Working Tax Credit (You must provide a copy of your Current Year Inland Revenue Award Letter for Tax Year 21-22)

Pension Credit (You must provide a copy of current letter from the Benefits office)

Income-Based Job Seekers Allowance (You must provide a copy of current letter from the Benefits office)

Income Related Employment And Support Allowance (Esa) (You must provide a copy of current letter from the Benefits office)

Housing Benefit (You must provide a copy of current letter from the Council)

Universal Credit (You must provide evidence from the Benefits office of your ongoing claim)

You (the student) are in receipt of:

Carer's Allowance, Carer's Allowance Supplement or the Young Carer's Grant (You must provide a copy of current letter from the Benefits office)

Disability Living Allowance (You must provide a copy of current letter from the Benefits office)

Attendance Allowance (You must provide a copy of current letter from the Benefits office)

Incapacity Benefit (You must provide a copy of current letter from the Benefits office)

Personal Independence Payment (PIP) (You must provide a copy of current letter from the Benefits office)

Or, you are

Under 26 and care experienced. This is defined as looked after and in the care of local authority and can include situations where the student is living in a foster home, children's home, residential home, in kinship care or in the care of the local authority in their own home. (you must provide evidence to support this)

Or

The taxable income of your family in the previous financial tax year is equivalent to or lower than the thresholds below: (You must provide evidence of your family's total gross income e.g. P60)

Thresholds: please indicate if you are claiming under:

Households with only one person (£8,282)

Households consisting of a couple without children (£12,395)

Households with dependent children (£18,977)

5. Declaration and signature

If up to date evidence of eligibility is not supplied or is insufficient (e.g. out of date) it will result in you being invoiced for your course.

I have applied for exemption from the payment of my tuition fees. I confirm that the information given above is correct and that I have attached the up to date appropriate evidence to support my claim.

Your Signature

Date

Please return your completed application form to courseapps@edinburghcollege.ac.uk

End of Application Form

Content after this point is for office use only.

Office Use only

Evidence Provided

Date

Verified (signature)