



a' cruthachadh Colaiste na Gàidhealtachd an Iar
creating the West Highland College



FEE WAIVER POLICY 2010-2011

Mandatory Fee Waivers

The following students will be eligible to receive a fee waiver if they meet the Residency criteria and are able to provide documentary evidence to support their application, as required:

Full Time Courses

- Students undertaking a full-time Further Education course. (Each student is only eligible to receive one FTFE fee waiver per academic year.)

Part Time Courses

Students on an eligible part-time course where:

- The student or the student's family is in receipt of **Income Support** or **Working Tax Credit** or **Pension Credit** or **Housing Benefit** or **Income Based Job Seeker's Allowance** or **Income Related Employment and Support Allowance** or;
- The student is in receipt of **Disability Living Allowance**, or **Severe Disablement Allowance**, or **Attendance Allowance** or **Incapacity Benefit**, or **Contributory Employment and Support Allowance** or;
- The student is in receipt of **Carers' Allowance** or has an underlying entitlement to **Carers' Allowance** but gave up the allowance or;
- The taxable income of the student's family in the previous tax year 2009/10, is equivalent to, or lower than the thresholds below:
 - i Households with only one person: £8,282;
 - ii Households consisting of a couple without children: £12,395;
 - iii Households with dependent children: £18,977.

- Or where 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) see http://www.opsi.gov.uk/acts/acts2002/ukpga_20020041_en_3#pt2-pb2-l1g18
- The student is in the care of a local authority and is living in a foster home or children's home, regardless of the age of the student.
- All state school pupils attending College as part of their school-based curriculum.

Discretionary Fee Waivers

NOTE: Students can only be considered for a Discretionary fee waiver if they are ineligible under the Mandatory criteria. An individual's ineligibility for a Mandatory fee waiver must therefore be established before a Discretionary fee waiver is awarded.

- 1 Staff undertaking a course and joining an already viable class (please ask for more details).
- 2 Current full-time students undertaking additional study (as approved by the College Senior Management Team) in addition to their main programme of study. Students must first access ILA funding if available.
- 3 Part time students under the age of 18 (**vocational courses only**) where they do not satisfy national fee waiver policy and are unable to obtain ILA funding, unless attending the course at the behest of and expense of the employer.

Individual Learning Account (ILA) 200 funding can only be accepted if the student is not eligible for a fee waiver.

If you think that you are eligible for a fee waiver or wish to use your ILA, please speak to your local Learning Centre staff before enrolling on a course.

In all cases the qualification date for a fee waiver is the start date of the course or, in the case of open learning, the date of enrolment on the course.

In all cases it is the responsibility of the student to produce **original** evidence that proves receipt of any of the above benefits. See also notes below.

Commercial Courses

The fee waiver policy on commercial courses operates at the discretion of the Principal. These courses operate on a full cost recovery basis and fee waivers will only be allowed in exceptional circumstances.

Notes on all types of Fee Waiver:

- Full time students can only have the fee waived for the main course of study; additional units or modules will have fees applied.
- There is no upper age limit on students' eligibility for fee waiver grant.
- Students studying courses of more than one year in length will have their fee waiver eligibility checked at least once every twelve months.
- All students **must** provide evidence of entitlement, eg **original** of Benefit Agency documentation etc. That evidence must show **who** is getting the benefit, the **start date and finish date** of the entitlement OR clear evidence of receipt of benefit at the date of enrolment. Copies will be taken and retained for audit purposes.
- Fee waiver evidence must be provided within 3 weeks of the start of the course or in the case of open learning, within 3 weeks of enrolling on the course, otherwise the full fee for the course will be charged.

This policy will be reviewed on an annual basis in accordance with the Scottish Funding Council Fee Waiver Grant Policy:

http://www.sfc.ac.uk/web/FILES/Circulars_SFC202010/SFC_20_2010_Guidance_-_Fee_Waiver_Policy_2010-11_11_Jun_2010_%7B215618280%7D.pdf