

## Who should fill in this form?

You should fill in this form if you are studying part-time for an HNC, HND, degree course, SVQ3, SVQ4, Professional Development Award (PDA) or a Continuing Professional Development course (CPD) at SCQF level 7-10 (including PGDEs but excluding all other postgraduate qualifications) and completing between 30 and 119 SCQF credits per academic year. You can also use this form if you are undertaking up to 120 credits each year for eligible university courses which are not campus based.

## Instructions for filling in the form

Please fill in this form in BLACK INK. Please do not mark any other areas on the form.

You must apply every year for support. You should only make one application each academic year and please include all the modules of your course you wish to study between **1 August 2019 and 31 July 2020**.

To help you fill in this form, please read the step-by-step instructions in the separate 'Notes to help you with your Part-Time Fee Grant application'.

**IMPORTANT:** You must apply to us as early as possible to make sure that we pay your Part-Time Fee Grant to your course provider on time. **Your application for support must be with SAAS no later than six calendar months after your course starts. If we receive your application later than six calendar months after your course starts we will reject your application.**

If you have any questions, please call our helpline on **0300 300 3137**.

**You will receive a letter of award within 28 days of us receiving your application form. If you have not heard from us after 28 days, please contact us.**

## Data Protection

SAAS will use the information you have given us in this form for the purpose of processing this claim. Further information on how we collect, hold and process your information can be found at the end of this form in the SAAS basic privacy statement. The full SAAS privacy statement can be found at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). We have a duty to appropriately manage public funds and we will use the information provided on this form for the prevention, detection, investigation and reporting of crime, including Fraud. We will share this information with other bodies for these purposes.

## Section A Your personal details

A.1 Have you ever applied for an award from SAAS for a part-time course? Yes  No  Cross (x) one box only

A.2 If you answered 'Yes' to question A.1, please give your SAAS PTFG reference number

SAAS Part Time Fee Grant reference number

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A.3 Please answer Yes or No for each of the following;

Yes No

A) Are you employed as a Modern Apprentice

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

B) Have you applied for full-time SAAS funding in session 2019-2020

C) Do you receive, directly or indirectly, support from CITB, EF, SECTT (please see notes).

A.4 Will you receive any third party help to pay for your course fees for this (For example, your employer) Yes  No  If yes please enter the amount

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**Section A Your personal details (continued)**

**Name**

A.5 Title Mr  Mrs  Ms  Miss  Other (please specify)

A.6 First name

A.7 Last name

A.8 Date of birth  /  /

A.9 Are you Male  Female

A.10 Marital status Single  Married  Divorced  Separated  Widowed  Partner  Civil Partnership

A.11 Date you got married or moved in with your partner  /  /

**Full postal address of your home**

A.12 Postcode (UK only)

A.13 House number or name

A.14 Rest of address including the street, town and country

A.15 Phone number

A.16 E-mail address

**Section B Your residence eligibility**

You need to fill in this section if you are applying to us for the first time or you are applying to us after a break in study of one year or more. Please see page 4 of the notes for more information.

**Personal details**

B.1 Country of birth UK  Other (give details)

B.2 Nationality British  Other (give details)

B.3 Country you normally live in Scotland  England  N. Ireland  Wales  Other  Cross (x) one box only

If 'Other' please tell us which country you normally live in

Section B Your residence eligibility continues on page 3

**Section B Your residence eligibility (continued)**

**Relevant date** The start date of the period you chose in question B4 is your relevant date. Later questions will refer to it.

B.4 Please say which period your course begins in

1 Aug – 31 Dec 2019	<input checked="" type="checkbox"/>	1 Jan – 31 Mar 2020	<input checked="" type="checkbox"/>	1 Apr– 31 Jun 2020	<input checked="" type="checkbox"/>	1 Jul 31 Jul 2020	<input checked="" type="checkbox"/>
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**Ordinary residence**

“Ordinary residence” means ‘habitual and normal residence in one place’. This means that you live in a country year after year by choice throughout a set period, apart from temporary or occasional absences such as holidays or business trips.

B.5 Have you been ordinarily resident in the UK continuously for three years immediately before your relevant date given in B.4? Yes  No  If ‘Yes’, go to B.7  
If ‘No’, got to B6

B.6 Have you been ordinarily resident in the UK and/or EEA area continuously for three years immediately before your relevant date given in B.4? Yes  No  If ‘Yes’, go to B.7  
If ‘No’ got to B.8

B.7 Have you been or will you be, ordinarily resident in Scotland on your relevant date given in B.4? Yes  No

B.8 Will you be or were you living in Scotland for at least 12 months immediately before your relevant date given in B.4? (Do not include temporary absences such as holidays or business trips) Yes  No

If you answered ‘No’ to question B.8, please complete the Residence Eligibility Enquiry form which you can download from our website.

B.9 If you are or were, under 25 on your relevant date given in B.4, what is your parents address on that date?

B.10 If you are or were under 25 on your relevant date given in B.4, have either of your parents been living outside the UK at any time during the three years before this? Yes  No

B.11 If you answered ‘Yes’ to question B.10, in which country or countries outside the UK have your parents been living for the three years before your relevant date given in B.4?

**Do I need to send in documents about my residence**

If you are a UK national, born within the UK, you do not need to send evidence of your residence. However, if you have answered “No” to question B.8, you should complete the Residence Eligibility Enquiry form which you can download from our website.

If you are an EU (non UK) national, you must send us a copy of the photo page of your passport or your EEA national identity card.

If you are a UK national born outside of the UK, please send us a copy of your UK passport.

If you are not a UK national or a national of another EU member state, you must send us a copy of any documents you have from the Home Office that confirms your status in the UK. For example, your UK Residence Permit (UKRP), your entry clearance visa, your Application Registration Card (ARC), or your Home Office letter.

**You should now fill in section C**

Section C Institution and course details

Please see page 5 of the notes for more information.

Training provider details

C.1 Full name of the college, university or training provider you will be studying at in session 2019-2020

Grid for entering training provider name

Course details

C.2 Full qualification level and title of your course (you must enter this)

Grid for entering course details

C.3 Which year of this course are you going into?

1st [X] 2nd [X] 3rd [X] 4th [X] 5th [X] 6th [X] 7th [X] 8th [X]

C.4 When will you finish your course?

M M / Y Y Y Y

C.5 How many years in total does your course take to complete?

[ ]

EU students (not UK nationals) studying in Scotland

C.6 Do you plan to graduate in Scotland from the course you are studying?

Yes [X] No [X]

You should now fill in section D

Section D Your Income

How much do you earn?

You must give us evidence of any income (including nil income) or benefits that you receive.

D.1 Please give us details of your gross annual income, including any replacement living-cost benefits/tax credits that you receive. Please see the notes for more information.

Employment - Gross PAYE (income from employment) (please see page 5 of the notes for more information)

£ [ ][ ][ ][ ][ ][ ][ ] . [ ][ ]

Self-employment - Net profit from self-employed income and any property income (please see page 6 of the notes for more information)

£ [ ][ ][ ][ ][ ][ ][ ] , [ ][ ]

Pensions - Income from private, employer's, retirement pensions (please see page 6 of the notes for more information)

£ [ ][ ][ ][ ][ ][ ][ ] , [ ][ ]

Benefits - Replacement living cost benefits, including state pension (please see page 7 of the notes for more information)

£ [ ][ ][ ][ ][ ][ ][ ] , [ ][ ]

Please give us the relevant evidence for the income you have. (please see page 6 of our notes for more information)

D.2 If you have none of the above income, cross (x) in this box.

[ X ]

If you cross this box, you will need to fill in the 'confirmation of nil income' form. You can download and print this form from the 'Forms and guides' section of our website. Please include this with your application.

Your training provider should now fill in section E

**Do NOT send us your application without this page enclosed.**

**Section E Training provider details**

Your training provider must fill in this section prior to sending to SAAS. **Please see page 8 of the notes for more information.**

Please note that it is the training provider's responsibility to make sure that the person within the institution who is endorsing the application form is authorised to do so.

E.1 I confirm that the student detailed overleaf is working toward \*  SCQF credits this session, leading to an eligible qualification at SCQF level 7-10 and is not receiving support under the fee-waiver scheme. **This must be between 30 and 119 SCQF credits per academic year (120 credits for eligible university courses that are not campus based).**

\* Please enter the number of SCQF credits in this box

E.2 The date the current course year starts or started on  /  /

E.3 Total course fee charged to the student for 2019-2020 £

E.4 Course provider's signature (Please also print your name)  Signature  Name (please print)

E.5 Date  /  /

Course provider's stamp

**The applicant should now fill in section F**

**Section F Declaration and undertaking (all students must sign this)**

This award is made under the Students' Allowances (Scotland) Regulations 2007 (as amended).

- All the information I have entered and submitted on this form is complete and accurate, to the best of my knowledge and belief
- I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.
- I will inform SAAS immediately if my circumstances change in any way (including the receipt of funding from another public body) that might affect any amount which I have received, may receive or had paid on my behalf.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I will inform SAAS immediately if I do not enrol, or I withdraw from my course of study.
- I understand that the information I have provided will be used for the prevention, detection, investigation and reporting of crime and I understand SAAS will share this information with other bodies for these purposes.

F.1

Your signature

You must sign here
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Date

D	D	/	M	M	/	Y	Y	Y	Y
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You must provide an original signature for us to register your application – we cannot accept a photocopy of this page.

**We may prosecute you if you give false information**

**You should now fill in section G**

### Filing in the form

Please use the checklist below to help make sure you have filled in all the sections that apply to you. Give us all the details we ask for.

Have you answered all of the questions?

Has your course provider (training provider) filled in Section E on page 5? (This must be completed prior to send to SAAS)

Have you signed and dated the application declaration on page 6?

**Do not send us your application without pages 5 and 6 completed and enclosed – we will be unable to register your application completely without them.**

**Do not send a photocopy of the completed application form as we require the original document.**

### Supporting documents

**Do NOT send us original documents, send us CLEAR PHOTOCOPIES as we destroy all documents after 30 days.**

**Evidence of income** (for example, your 3 most recent payslips) - see page 5 of the notes for more information

**Evidence of income from benefits/pensions/tax credits** - see pages 6 and 7 of the notes for more information

**Evidence of your residence (where applicable)** – see page 4 of the notes for more information

**Please do not send original documents as we destroy all documents after 30 days.**

Total number of documents enclosed

### Need help

If you have any questions about this application, please contact us before sending it to us. Please call our helpline on 0300 300 3137 or email us at SAAS\_PTFG@gov.scot.

### Sending your form to us

**Your application for support must be with us no later than six calendar months after your course starts.** If we receive your application later than six calendar months after your course starts, we will reject your application.

Please send your filled-in application form and any documents to:

Student Awards Agency Scotland  
Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3UT

**Please make sure you use the correct postage.** If you do not, there is likely to be a delay with processing your application. We will not accept faxed, scanned, photocopied or email copies of your application form.

### What happens next

You will receive a letter of award within 28 days of us receiving your application form and supporting documentation. **If you have not heard from us within 28 days of submitting your application, please contact us.**

**Section H Basic Privacy Statement**

Below is a brief summary of the SAAS privacy statement and cookie policy. Our full privacy statement can be found at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). It explains more about why we need to collect your personal information and what it will be used for.

**Why we collection your Information**

We need to collect, hold and process information about you to meet our business purposes which include:

- Provide financial support to learners in Scotland, including assessment and payment of bursaries and grants
- Process assessment of student loans
- Appropriately managing public funds, including crime prevention, detection investigation, and reporting. Additionally, for the recovery of overpayments.
- Contributing to research and policy developments that support learners and the provision of learning support
- Statistical analysis
- Share Information with Universities and Colleges and other public bodies that allow SAAS to ensure the best outcomes for learners in Scotland.
- Share information for the purpose of crime prevention, detection, investigation and reporting with Police Scotland, HMRC, NFI , Fraud Prevention Agencies and other organisations.

SAAS is the Controller for your personal information acting on behalf of Scottish Ministers. We collect, hold and process personal information because:

- the processing is necessary for the performance of a task carried out in the public interest; or
- in the exercise of official authority vested in SAAS

This is outlined in legislation that governs student support in Scotland. This is a valid condition of processing as outlined under Article 6 of the General Data Protection Regulations.

**What Information we collect**

We collect information in a variety of ways including paper and online forms, email, telephone, face to face, social media and audio recordings.

Personal information we process can include: name, date of birth, address, relationship status, email address, phone numbers, bank details, national insurance number, residency eligibility information, education, employment, course information, and income details.

Sensitive personal information we process can include: medical information for assessing Disability Support.

**What happens to your Information?**

When applying for student funding you supply us with personal information in support of your application. This personal information may be used in a number of ways:

- Assessing eligibility and entitlement to funding
- Prevention, detection, investigation and reporting of crime, including fraud
- Audit purposes
- Statistical analysis and research
- Improving service levels
- Maintaining and developing systems, processes and policies
- Recovery of Overpayments

SAAS will use your personal information to assess your application, which may be done automatically by SAAS systems or by individuals who work for SAAS. As well as assessing your application, SAAS will use your personal information to ensure payment of funding for which you are eligible.

If you fail to provide all the information required to assess an application for support you may not get the funding you are entitled to; if you knowingly provide incorrect information you could be investigated and reported for fraud.

**Fraud Statement**Prevention, Detection, Investigation and Reporting of CrimeNFI Level 1

SAAS is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. We will also share this information with other bodies responsible for auditing or administering public funds for these purposes.



2019-2020

## Application for Part-Time Fee Grant



For further information, see [http://www.saas.gov.uk/fraud\\_prevention/national\\_fraud\\_initiative.htm](http://www.saas.gov.uk/fraud_prevention/national_fraud_initiative.htm) or contact the SAAS National Fraud Initiative Key Contact at SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email [SAASCFT@gov.scot](mailto:SAASCFT@gov.scot).

### Fraud Prevention Agency Fair Processing Notice

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity.

If fraud is detected, you could be refused further funding from SAAS and certain services, finance or employment from other organisations.

Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the full SAAS Privacy Statement that can be accessed at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). You can also obtain a copy of the full fair processing notice by writing to us at: SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email [SAASCFT@gov.scot](mailto:SAASCFT@gov.scot). This will include further details on your data protection rights and how your information will be used by us and these fraud prevention agencies.

**If you require a paper copy of the full Privacy or Fraud Statements please contact us on 0300 555 0505.**