

# Learner Guide: Payment of Tuition Fees

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## 1 Introduction

While all courses provided by Fife College attracts a Tuition Fee, if you are applying for a Full-time Further Education course, most Scottish students will not have to pay tuition fees in 2024/25. The College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) Fee Waiver Grant Policy when studying on an eligible course.

Once you have accepted your unconditional course offer you will be invited by email to complete a Student Funding Application Form Online to assess your eligibility for bursary funding.

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 Courses), 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.

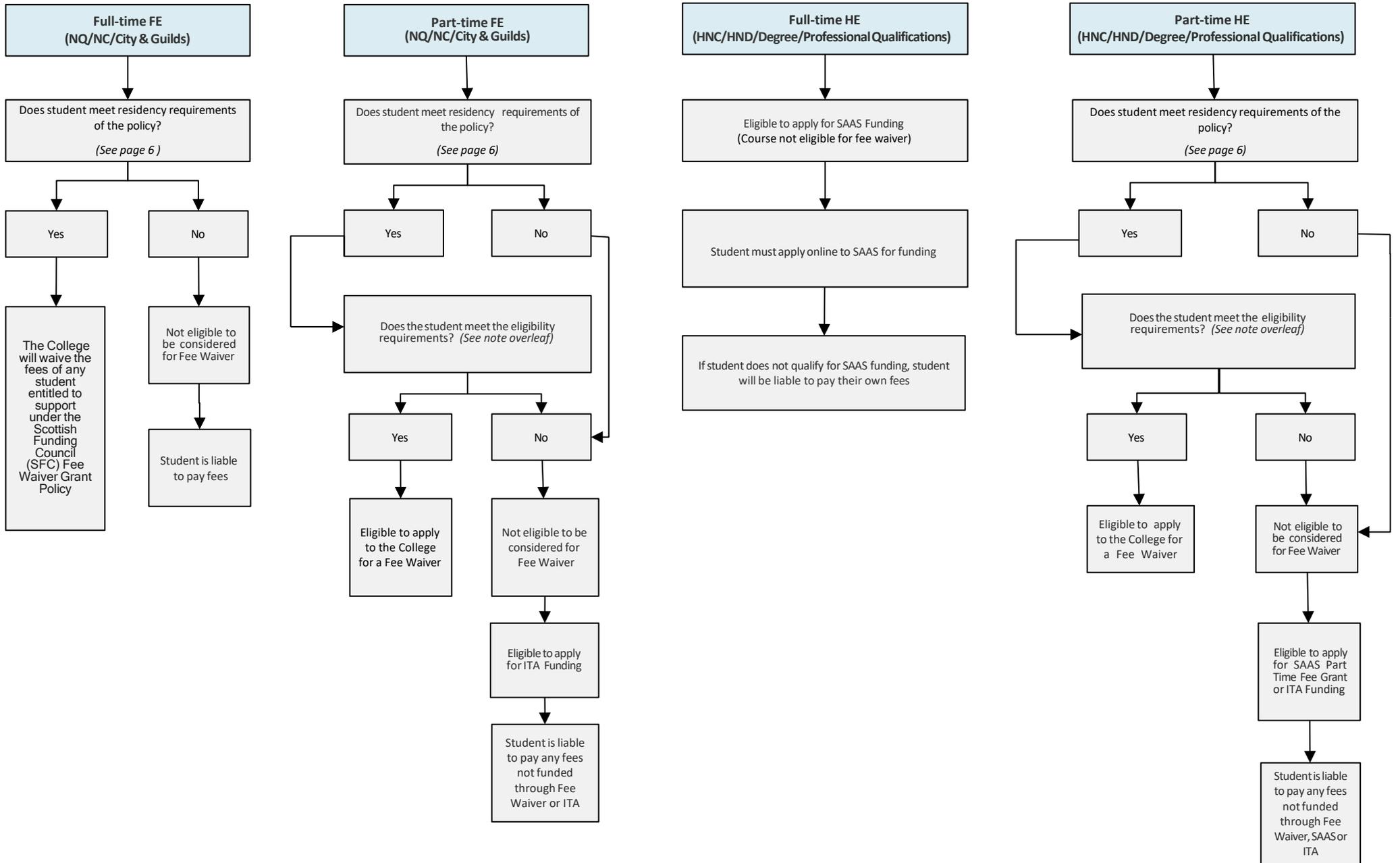
Any fees that remain outstanding are your responsibility.

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

## 2 Payment of Tuition Fees Flowchart

The chart shown below should be used along with the detail of 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



### **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.

The College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) Fee Waiver Grant Policy when studying on an eligible course. Once you have accepted your unconditional course offer you will be invited by email to complete a Student Funding Application Form to assess your eligibility for bursary funding. Students should complete a Student Funding Application online as soon as the award application forms are available and no later than **30<sup>th</sup> November 2024**.

If you need more information or are unsure whether you qualify for the fee waiver, please contact the Admissions Team on 0344 248 0115 or email [admissions@fife.ac.uk](mailto:admissions@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](http://www.saas.gov.uk) to ensure tuition fees are paid to the college by SAAS. Applications for funding should be submitted to SAAS no later than **30<sup>th</sup> November 2024** to allow the College to confirm whether you are eligible for funding.

If confirmation of SAAS 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 2024-25) for students taking FE courses.
- The FE fee (£1,008 in 2024-25) for students taking a mix of FE and part-time HE courses.

- The HE fee (£1,285 in 2024-25) for students taking part-time HE courses (fee waivers should not be claimed for full-time HE courses, as these are funded through SAAS).

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 criteria:

1. The person falls within the definition of eligibility in Schedule 1 of The Education (Access Funds) (Scotland) Determination 2021. The current residency regulations are on the SFC website.
2. The student is ordinarily resident in Orkney or Shetland on the date of the commencement of the course of study and has been ordinarily resident in the British Islands throughout the previous three years and is settled in the UK within the meaning of the Immigration Act 1971 on the relevant date.
3. 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) course or a part-time non-advanced or advanced course.
4. The student is a child of an asylum seeker or a young asylum-seeking 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.
5. 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 the European Union (EU) 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
- Working Tax Credit
- Pensions Credit
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Housing Benefit
- Universal Credit

### **I. Or the student is in receipt of:**

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

### **II. Or the student is:**

- Care experienced. This is defined as looked after and in the care of a 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.

### **III. Or the taxable income of the student's family in the previous financial tax year (2023-24) is equivalent to or lower than the following thresholds:**

- Households with single person: £8,282 per annum
- Households consisting of couple with no children: £12,395 per annum
- Households with 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 7 Asylum Ad: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 will be unable to attend or access college materials.

If you need more information or are unsure whether you qualify for the fee waiver, please contact the Student Information Services Team on 0344 248 0115 or email [Registry-Enrolments@fife.ac.uk](mailto:Registry-Enrolments@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:

- Aged 16 or over,
- Not in education or involved in any other SDS funded programme
- Unemployed and looking to get back into work
- Employed, earning £22,000 or less per year and looking to progress in or change your job
- 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 ensure you have applied for funding prior to 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](http://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 Course Rates	
FT/HE	£6,000
FT/FE	£6,500
Degree Programme	£7,000
PT/HE	£440 Per Credit
PT/FE	£340 Per Credit

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 attend and access College materials.

### 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, standing order or online payment.

Payment that you will be required to make:

- 50% at enrolment.
- 25% 30 calendar days after enrolment.
- 25% 60 calendar days after enrolment.

### **Course Fee is Greater than £500**

- 25% at enrolment
- 15% monthly over 5 consecutive months  
(Balance payable over a maximum of 5 monthly instalments)

A payment plan is accepted at the discretion of the Finance Department. Please note the following eligibility criteria before requesting a payment plan:

- For an Instalment plan to be accepted by Finance this must be set up via Standing Order through your bank.
- You will not be eligible to set up a payment plan if you have defaulted in previous years.
- You will not be eligible to set up a payment plan if you had any prior instances of unpaid debt with the College or the College debt collection agency.

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 on the College website.**

## **8 If your Employer is Paying your Fees**

You must provide either a Purchase Order or a signed **College employer mandate form**, (attached as Appendix 1 to this document below), confirming their acceptance of liability for your tuition fees. One of these should be submitted to Finance by email at this address [finance@fife.ac.uk](mailto:finance@fife.ac.uk) as soon as possible.

The 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 will be unable to attend or access college materials.

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



Appendix 1: Employer Mandate Form

Fife College
Finance Department
Halbeath Campus
Pittsburgh Road
Dunfermline
Fife
KY11 8DY
E-mail: finance@fife.ac.uk

EMPLOYER MANDATE - SESSION 2024/25

FIRM/ORGANISATION: .....

ADDRESS: .....
.....

We accept course fee charges in respect of .....

(Insert student's name or attach list if applicable)

Course Title: .....

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

Finance E-mail Address: .....

Purchase Order No: .....

Telephone No: .....

Authorised by: .....

Designation: .....

Date: .....

Please return the completed form by e-mail to finance@fife.ac.uk