



South
Lanarkshire
College

East Kilbride

PART-TIME FEE WAIVER POLICY 2024-25

For Students

Version Number: July 2024

Table of Contents

Introduction.....	3
How to apply.....	3
Exclusions.....	3
Maximum Fee Waiver.....	3
Part-time students	4
Other Conditions	5

Introduction

1. This document describes the categories of students for which South Lanarkshire College may apply a part-time fee waiver.

How to apply

2. **Where the course is eligible for fee waiver**, students wishing to apply to have their fees waived, **must indicate their fee waiver status on their application at the time of online enrolment**, and **provide satisfactory proof of eligibility**.

Exclusions

3. Please note that fee waivers or discounted fees **cannot** be used for resits and other additional costs relating to the course (e.g. exam fees, external fees etc.)

Maximum Fee Waiver

4. The SFC Fee Waiver Policy states that a student can only claim the equivalent of one full-time fee waiver per academic year.

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

- The FE fee (£1,008 in AY 2024-25) for students taking FE courses.
- The FE fee (£1,008 in AY 2024-25) for students taking a mix of FE and part-time HE courses.
- The HE fee (£1,285 in AY 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 [Student Awards Agency Scotland \(SAAS\)](#).**

If in any doubt, please contact a member of the Finance team.

Part-time students – Fee Waiver Criteria

5. The following information shall form the Part-time student Fee Waiver Policy for AY 24-25. Part-time students should satisfy the criteria below. The benefits and tax credits referred to relate to the UK benefit and tax credit system only:
 - i. The student or the student's family are in receipt of:
 - Income Support.
 - Working Tax Credit.
 - Pensions Credit.
 - Income-based Job Seekers Allowance.
 - Income-related Employment and Support Allowance.
 - Housing Benefit.
 - Universal Credit.
 - ii. Or the student is in receipt of:
 - Carer's Allowance - This includes carers who have an 'underlying entitlement' to the Carer's Allowance but gave up the allowance to, for example, claim their pension.
 - Carer's Allowance Supplement.
 - Young Carer's Grant.
 - Carer's Support Payment.
 - Disability Living Allowance.
 - Attendance Allowance.
 - Incapacity Benefit.
 - Personal Independence Payment.
 - Adult Disability Payment.
 - Contributory Employment and Support Allowance (this also includes people whose contributory ESA has ended due to the time-limited nature of this benefit, but who remain entitled to NI credits for incapacity).
 - iii. The taxable income of the student's family in the previous financial tax year is equivalent to or lower than the threshold below:
 - a. Households with only one person: £8,282.
 - b. Households consisting of a couple without children: £12,395.
 - c. Households with dependent children: £18,977.
 - d. 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](#).
 - v. Or the student is Care-Experienced. This is defined as looked after and in the care of the 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 or in informal kinship care with Local Authority involvement.

Other Conditions

6. The burden of proof is on the student to satisfy South Lanarkshire College with evidence of the eligibility of their status.

The following official documents will be accepted as valid proof of fee waiver evidence. This evidence must show the address of the student, the type of benefit and be relevant to the category of fee waiver for which you are claiming.

Letter from:

- Department for Work & Pensions
- Job Centre Plus
- HM Revenue & Customs
- P60 2023/24
- SAAS Award letter
- Local Authority Letter
- Home Office Documentation

Please note that the benefits and tax credits referred to relate to the UK benefit and tax credit system only.

Fee Waiver claims for academic year 2024/5 must be applied for at the time of on-line enrolment. Evidence of benefits must be provided. Claims submitted after may not be accepted and students will be invoiced for any fees due.

7. There is no upper or lower age limit on a student's eligibility for a fee waiver.



South
Lanarkshire
College

East Kilbride