

This policy sets out the College's policy with regard to the waiving of tuition fees. The policy incorporates part of the National Fee Waiver policy, which was updated in May 2018 by the Scottish Funding Council and should be read in conjunction with the SFC's policy.

• **COLLEGE AUTOMATIC FEE WAIVERS**

The North Highland College will automatically waive fees for eligible students on the following Further Education Course eg NC & SVQ L1-3 courses

- Full Time Further Education Student eg NC & SVQ L1-3 courses. (eligible students are Scottish & EU students, ineligible students are English, Welsh & Northern Ireland and students attending at the behest of their employer, please refer to Note 1 & SFC Policy paragraph 5.)
- Further Education Students for whom credits can be claimed with learning difficulties or disabilities on courses classified in price group 5.
- State school pupils undertaking college activities that form part of their school-based curriculum.
- Part Time students studying NC Horse Care and NPA Horse Care Level 4 & 6.

• **FURTHER EDUCATION PART TIME FEE WAIVERS**

Documentary evidence must be produced to obtain part time fee waivers.

Students for whom credits can be claimed, who satisfy the criteria in the Student Activity Data Guidance and who are studying a part time FE programme and satisfy one of the following criteria. Part-time is deemed to be less than 16 hours per week of classroom based learning or 21 hours per week in total made up of 16 hours or less of classroom based learning, and extra hours using structured learning packages supported by teaching staff. :

- The student is under the age of 16 and their family is in receipt of a benefit listed in this policy.
- 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 available at: <http://www.legislation.gov.uk/ukpga/2002/41/contents>
- 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 that student.
- The student is looked after and in the care of a local authority or is living in a foster home or children's home, in kinship care or in the care of the local authority in their own home, regardless of the age of that student.

- The student or student's family are in receipt of -
 - Income Support
 - Working Tax Credit
 - Pension Credit
 - Income-based Job Seekers Allowance
 - Housing Benefit
 - Income Related Employment and Support Allowance (ESA)
 - Universal Credit

Or where the student is in receipt of -

- Severe Disablement Allowance
- Disability Living Allowance
- Incapacity Benefit
- Carer's Allowance (or carers who have an underlying entitlement to Carer's Allowance but gave up the allowance to, for example, claim their pension)
- Attendance Allowance
- Contributory Employment & Support Allowance (ESA) (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)
- Personal Independence Payment

- Or where the taxable income of the student's family for 2017/18 is equivalent to or lower than the threshold below:-
 - households with only one person: £8,282
 - households consisting of a couple without children: £12,395
 - households with dependent children: £18,977
 - 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.

- ❖ In order for the student to apply for a part time fee waiver students must complete a College Fee Waiver Claim form and attach a copy of their supporting benefit evidence and return to Finance to approve.

The burden of proof is on the student to satisfy the college with evidence of their eligibility status. If the circumstances of the student change during the course so that the student becomes eligible for a part-time fee waiver when they were not previously, the college at their discretion may award a fee waiver. The change must occur and be reported to the college by the student before the 'required date' which for 2018-19 is the date on which 25% of the course's duration in days has elapsed. (See Credit Guidance AY 2018-19 for more information)

- **COMMERCIAL & CARE WORK-BASED COURSES**

Non Vocational Classes, Commercial & Care Work-Based courses operate on a full cost recovery basis. Therefore a fee waiver will only be allowed in exceptional circumstances at the discretion of the Executive Team. These courses include but not limited to First Aid, Food Hygiene, SVQ Level 2-4 Care Courses, , Introduction to Welding etc.

- The Executive Team have the right to waive fees for specific courses at their discretion. A Fee exemption form should be completed and returned to the Finance Department to action.

Note: *This policy only applies if students meet the eligibility as per the Fee Waiver Grant Policy 2018-19 issued by SFC please refer to this for further details.*

Note 1:-

Further Education Students on Full-Time Courses from EU Countries are eligible for a full time fee waiver. Students from England, Northern Ireland or Wales who apply for the course using their home address and are coming to Scotland ONLY for the purpose of Education and are not “ordinarily resident” as per SFC policy guidance MUST pay Fees.

EU Countries listed overleaf.

EU Countries as at April 2018. Students from the following countries are eligible for a Fee Waiver for Full Time Further Education Courses :-

- Austria
- Croatia
- Denmark
- France
- Hungary
- Latvia
- Malta
- Portugal
- Slovenia
- Belgium
- Cyprus
- Estonia
- Germany
- Ireland – Southern
- Lithuania
- Netherlands
- Romania
- Spain
- Bulgaria
- Czech Republic
- Finland
- Greece
- Italy
- Luxembourg
- Poland
- Slovakia
- Sweden
- United Kingdom – Scottish Resident Students Only

Last Review	June 2018
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Responsibility	Finance Manager