

Finance Use Only	
Learner Ref	_____
Processed	_____

Correct at time of print - may be subject to change

PART TIME FEE WAIVER APPLICATION 2022/23

Forename			
Surname		Date of Birth	
Address			
Post Code			
Email		Telephone	
Nationality			
Course Title			

Please tick the appropriate box below, sign the declaration overleaf and return to the Finance Office within **10 days** of the commencement of your course. You must provide evidence that qualify under one of the categories listed below, alternatively you may arrange for the benefits agency to complete Appendix 1 attached.

Part-time course fees will be waived if:

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

OR

YOU are in receipt of:	Self	Staff
Incapacity Benefit; or		
Disability Living Allowance; or		
Personal Independence Payment; or		
Carer's Allowance; including carers who have underlying entitlement to Carers Allowance but gave up the allowance, for example, to claim their pension); or		
Attendance Allowance; or		
Contributory Employment and Support Allowance (ESA); or		
Personal Independence Payment		

OR

YOU meet one of the following criteria:	Self	Staff
You are under 26 and 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		
You are a School Pupil and your college course forms part of your school based curriculum		

The taxable income of your family in either the current or the 2021/2022 tax year is, or is expected to be equivalent to or less than the income thresholds below. Please provide evidence:	Family	Staff Verified
* Households with only one person:	£8,282	
* Households consisting of a couple without children:	£12,395	
* Households with dependent children:	£18,977	

OR

You are an asylum seeker, or spouse or child of a person who is an asylum seeker living in Scotland.			
Aspen Card Holders	Yes	No	Staff
Do you currently hold an Aspen Card?			
Do you hold a Home Office Biometric Residence Card?			
Are you able to withdraw cash with this card?			
If no*, do you have an on-going appeal with the home office?			

* If yes, evidence will be required eg home office letter or solicitor's letter.

Signature verified against Aspen Card

Date:

If no, and your asylum application has been rejected then you will not be entitled to any tuition fee or living cost support and the college will charge you an international fee.

Principal's discretion:

You may appeal to the Principal by written submission to have your fees waived if you feel that your circumstances do not allow you to afford to pay and you are not covered by any of the categories stated above. An application for Principal's Discretion can be requested by email - finance@glasgowkelvin.ac.uk.

DECLARATION

I confirm that:

- * I have been ordinarily resident in the UK or another European Economic Area (EEA) for at least 3 years prior to the start of this course (and have not been so resident wholly or mainly for the purpose of full-time education);
- * I am an asylum seeker, or spouse or child of a person who is an asylum seeker living in Scotland.
- * I am a non-asylum seeker, living in Scotland, on a part-time ESOL course whose main purpose for being in the EU is not to receive education.

I understand that a Fee Waiver will not be granted until the completed form is returned to the College.

Signature of Applicant:

Date:

IMPORTANT

- * All information supplied will be treated confidentially.
- * The college is registered under the 1998 Data Protection Act; under 'The Act' the information in this form will be stored on a computer system by the college.
- * The college is under a duty to protect the public funds it administers and to this end may use the information provided

[For further information on the way Glasgow Kelvin College processes your information, please visit:](https://www.glasgowkelvin.ac.uk/policies-procedures/)

<https://www.glasgowkelvin.ac.uk/policies-procedures/> and click on Privacy Notices

Board of Management of Glasgow Kelvin College is a Scottish Charity

Registration no. SC021207