

Before you consider applying for a course, it's a good idea to work out how you are going to fund it. Making the right financial decision at the outset increases your chances of successfully achieving your goal. This leaflet outlines our courses fees, fee waiver information, refund policy and also gives some information on where to look for financial support for your studies.

## Course Fees

### Full Time Course (Scottish domiciled or EU students)

Degree Full time per year	£1,820
HNC/D Full time per year	£1,285
NC Full time per year	£1,008
SVQs level 7 and below (Full and part time)	£1,160
SVQs Level 8 and above (Full and part time)	£1,232

### Rest of UK domiciled:

Degree: Arts (BA, BLitt, MA)	£9,000
Degree: Sciences (BSc, BEng)	£9,000
HNC/D	£6,720
NC	£1,008
SVQ	£1,160
HN per single Unit	£448
FE NQ per single credit	£86
International – HE level only	Please see UHI website

### Part Time Course (Scottish domiciled or EU students)

Single Degree module (part-time)	£215
Highers/National 5 qualifications	£340
ECDL	£215
PDA's in Health & Social Care	£368
Assessor and Verifier awards (per award)	£410
Higher National (HE) and National Qualification (FE) Units:	
Half credit	£56
Single credit	£86
Double credit	£172

The above fees include all SQA registration fees and cover the costs of learning materials. Some courses may have additional costs such as text books, field trips or protective clothing and equipment (PPE). Centre staff will be able to advise on which courses these are, and more information can be found on the course pages at [www.argyll.uhi.ac.uk](http://www.argyll.uhi.ac.uk)

# Funding Options

## Further Education (FE) Students

You are entitled to a Fee Waiver if you are a Scottish domiciled or EU student following a full time FE course of study.

Part Time FE students may also be entitled to have their fees waived and you should check our Fee Waiver Policy (see our website) for full eligibility criteria. These include but are not limited to:

You or your family are in receipt of:

- Income support, or
- Working tax credit, or
- Pension Credit, or
- Housing Benefit, or
- Income-based Job Seekers Allowance or
- Income Related Employment and Support Allowance (ESA)
- Universal credit

You are in receipt of:

- 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), or
- Disability Living Allowance, or
- Severe Disablement Allowance, or
- Attendance Allowance, or
- Incapacity Benefit, or
- Contributory Employment and Support Allowance(ESA). (this also includes people whose contributory ESA has ended due to the timelimiting nature of this benefit, but who remain entitled to NI credits for incapacity), or
- Personal Independence Payment

Or your household income is less than:

- Households with only one person: £8,282
- Households consisting of a couple without children: £12,395
- Households with dependent children: £18,977

You must complete a fee waiver application form and provide the appropriate evidence before the start of your course. Please speak to our centre staff for guidance.

## Bursaries – Further Education full time courses

If you are 18 years of age or over on the official start day of your course, and will be studying a full-time further education course, you may be eligible for Bursary funding. The Bursary, including travel, is means tested and any award will depend on your household income.

The maximum weekly bursary payment for independent students (25 and over) is £104.65 or £82.81 for students living at home or parentally dependent. This is based on a household income of approximately £24,275. For higher incomes the bursary allowance will be reduced accordingly. Households with an income above £55,000 are unlikely to receive any bursary.

Students who are in receipt of Universal Credit and allowed to remain on this may get a bursary of £28 per week to supplement their benefits.

Students under 26 who are Care Experienced (been in residential care / kinship care / foster care) may be eligible for an enhanced weekly bursary of £202.50 per week.

Our bursary fund is finite and is allocated on a 'first come, first served' basis so it's important to make your application for bursary as soon as you've accepted our offer of a place.

If you are under 18 you may be eligible for EMA. EMA is paid at a rate of £30 per week dependent on your total household income. In households with one dependent child, the upper income threshold is £24,421 per year; and with more than one dependent child the limit is £26,884.

If you are eligible for EMA but need to live away from home to be able to access your course you may be able to claim up to an additional £41.60 per week to help with this.

## Higher Education (HE) Students

The Student Awards Agency for Scotland (SAAS) administers financial support for HE students following HNC, HND and Degree courses and can be contacted through the SAAS website at [www.saas.gov.uk](http://www.saas.gov.uk). You must apply to SAAS for payment of your tuition fees. If SAAS do not agree to pay your tuition fees then you will need to pay them yourself. It is your responsibility to arrange payment of your HE tuition fees.

You will be required to provide a copy of your SAAS award letter to us at the start of your course.

HE Student Loan - You can also apply through the SAAS website for help with living costs by applying for a student loan or any SAAS bursaries that you may be eligible for. Student Loans are paid monthly by bank transfer and supplementary grants such as Young Student Bursary are payable in three instalments. HE students do not get any travel or course related costs paid – study books, kit etc. are expected to be paid for by the student using their student loan.

Remember that as an HE student you can also apply for discretionary funds and childcare funds via the Student Hub, but you must have applied for the full student loan that you are eligible for first.

## Part-time Higher Education students

To pay your tuition fees for part time HE study you can apply to SAAS for a Part Time Fee Grant. To be eligible you must have an income of less than £25,000 per year and be studying between 30 – 119 SCQF credits. You can get further information and download the application form at [www.saas.gov.uk/part\\_time/](http://www.saas.gov.uk/part_time/)

## Payment Options

It is the responsibility of the student to pay the course fee at the point of enrolment or to provide evidence that an alternative arrangement has been put in place (e.g. SAAS award letter). All tuition fees for the academic year are due in full at the point of enrolment each year, unless students are eligible to pay by instalments and have arranged this in advance.

Where fees for a programme of study (within an academic year or within a semester) exceed £250, payment may be made by instalments, providing that:

- A first payment of at least £100 is made prior to commencement of study
- The balance is paid by up to a maximum of five equal payments on the 1st of each following month.
- Full payment is made before the end of the academic year or within the semester (for those studying for less than a full academic year).

Where applicable, ITA payments can be accepted as an initial instalment.

Self-funding students can make payments using cash (no coin), cheque, or major credit and debit cards, in any of our learning centres. If you would like to make a BACs Payment please ensure you reference your surname and either your student ID number or your date of birth and use the following account details:

Account Number	00130524
Sort Code	80-13-46
IBAN number	GB88 BOFS 8013 4600 1305 24

## Refunds

Only students whose fees are not paid by SAAS, or via a loan from any other UK student funding body, are eligible for refunds.

A refund of tuition fees is available, on request, for self-funding students withdrawing part-way through their course, subject to the refund schedule, summarised below and outlined in the Course Fees Policy and once the withdrawal process has been completed.

Our Course Fees Policy is available at [www.argyllcollege.ac.uk/students/student-policies](http://www.argyllcollege.ac.uk/students/student-policies)

### FE Full Time

There is no course fee due if you withdraw in the first 2 weeks of your course.

If you withdraw after 2 weeks and before 25% of the duration of your course has elapsed (or 1st November if your course starts in August/September) you will be charged an administration charge of £100.

If you complete at least 25% of your course (or 1st November if your course starts in August/September) you will not be charged and will be due a full refund of any fees you have paid.

### HE – Full-time and part-time

If you withdraw within the first 8 weeks of your course (or 1st November if your course starts in August/September) you will be due 100% refund of your fees less an administration charge of £100. For withdrawals occurring after 8 weeks and before the 12th week of your course, (or between 1st November and 1st February if your course starts in August/September) you will receive 50% refund of your course fees less an administration charge of £100.

If you withdraw after 12 weeks (or after 1st February if your course starts in August/September) we will not refund your course fees.

SAAS funded students will still be liable to pay any administration charges as outlined above.

### For All RUK Students, and all other courses, including Evening and Leisure classes:

If you attend 25% or less of the course, you will incur a fee of 25% of the total cost. Thereafter, no refund will be due on the total cost of the course.

# Refund Policy

## FE – Full-time and structured part-time

Date of commencement	Termination of study date	Refund available
Courses commencing in August/September	Within 2 weeks of commencement	No Fee Due
	After 2 weeks and before 01 November	100% refund on full year's fees (or pro-rata equivalent) less administrative charge of £100
	After 01 November	100% Refund
Course commencing at other dates	Within 2 weeks of commencement	No Fee Due
	After 2 weeks of commencement and up to 25% of the duration of the course	100% refund on full year's fees (or pro-rata equivalent) less administrative charge of £100
	After 25% of the duration of the course	100% Refund

## HE – Full-time and part-time

Date of commencement	Termination of study date	Refund available
Courses commencing in August/September	Before 01 November	100% refund on full year's fees (or pro-rata equivalent) less administrative charge of £100
	Between 01 November and 01 February	50% refund on full year's fees (or pro-rata equivalent) less administrative charge of £100
	After 01 February	No refunds available
Course commencing at other dates	Within eight (8) weeks of the date of commencement of the course (excluding non-teaching weeks)	100% refund on full year's fees (or pro-rata equivalent) less administrative charge of £100
	Between eight (8) and twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	50% refund on full year's fees (or pro-rata equivalent) less administrative charge of £100
	After twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	No refunds available