

Fees and Fee Waiver Policy 2017/8

Effective from 1 August 2017

Fees will be charged on the following basis:

Course Type	Fee
Degree Full time per year (120 credits)	£ 1,820
Degree module Part time	£ 215
HNC/D Full time (15 credits)	£ 1,285
NC Full time	£ 1,008
SVQ Full time/Part time	£ 1,008
Highers/National 5 qualifications	£ 325
 PDA level 7 (Advanced Craft): Carpentry & Joinery	 £ 860
 ECDL	 £ 215
ECDL Essentials	£ 105
Assessor and Verifier awards (per award)	£ 410
RYA Essential Navigation	£ 150
RYA Day Skipper	£ 295
RYA Coastal Skipper	£ 295
Ulpan (per block)	£ 150
 PDA: Addiction Counselling	 £ 270
PDA: Administration of Medication	£ 270
PDA: Promoting Excellence in Dementia Skills Practice	£ 312
PDA: Mental Health Peer Support	£ 270
 Higher National (HE) and National Qualification (FE) Units:	
half credit	£ 56
single credit	£ 86
double credit	£ 172
 Non certificated courses:	
40 hours	£ 86
30 hours	£ 70
20 hours	£ 50
10 hours	£ 30

The above charges include all SQA registration fees, fees for course materials etc. Costs shown apply throughout Argyll & the Islands, ie no additional charges apply for courses run in remote areas and islands.

Students may qualify for a fee waiver. Some courses are delivered by a variety of delivery modes – information is available from your local college campus.

Costs for courses other than those above will be individually priced. A small number of courses will be more expensive due to their higher costs and some will be cheaper where, for example, another organisation is contributing to the costs. Please ask for details.

A number of non-certificated courses previously offered by the college are no longer funded by the Scottish Funding Council. The college will continue to strive to offer a broad range of provision to meet the needs of the local communities within which it operates.

Argyll College welcomes payment of fees by debit and major credit cards. Cash and cheques can also be used if students do not have credit or debit cards.

Students incurring fees of more than £200 can pay in instalments. There will be an initial payment of 40% of the course fee, due at the time of enrolment, with further instalments of 20% of the course fee, due on the 15th of the month in the 3 months following enrolment.

Fee Waiver Policy

The following will be eligible for a fee waiver in line with the Scottish Funding Council **national fee waiver grant policy**:

- Further Education (FE) students for whom credits can be claimed following full-time non-advanced programmes.
- FE students for whom credits can be claimed with learning difficulties and disabilities on courses classified in price group 5.
- School pupils undertaking college activities that form part of their school-based curriculum
- Students for whom credits can be claimed who are studying a part-time FE course who satisfy one of the following criteria:

The student or student's 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) or
- ◆ Universal credit

Or where the student is 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 time-limiting nature of this benefit, but who remain entitled to NI credits for incapacity), or
 - ◆ Personal Independence Payment
- Or where the taxable income of the student's family in the previous financial tax year (2016-17) 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.

The burden of proof is on the student to satisfy the college with evidence of their family's income.

- Or the student is looked after and in the care of the local authority or is living in a foster home, 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.
- Or where 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.
- Or the student is a child of an asylum seeker or a young asylum seeker on a full time non advanced course (excluding ESOL) and meets the following criteria: The student's asylum application (their own or their family's application) must be made prior to the end of 2006 and the student:
 - 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
 - Has been resident in Scotland for a minimum period of three years
 - Was under 18 years old on the date when the application for asylum was made
 - 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

In all cases the qualification date for a fee waiver is the start date of the course or, in the case of open learning, the date of enrolment on the course.

In all cases **it is the responsibility of the student** to produce **original** evidence that proves receipt of any of the above benefits. See also notes below.

Part time HE courses

Students enrolled on part time HE courses may be eligible for part time fee grant support (PTFG) administered by SAAS. For more information view the SAAS website at **www.saas.gov.uk** or speak to your local centre manager.

Notes on all types of fee waiver:

- Full time students can only have the fee waived for the main course of study; additional units or modules will have fees applied.
- There is no upper or lower age limit on students' eligibility for fee waiver grant.
- During study any changes in a student's status which may affect their eligibility for a fee waiver should be notified immediately to the local Argyll College Centre Manager.
- Students studying courses of more than one year in length will have their fee waiver eligibility checked at least once every twelve months.

All students **must** provide evidence of entitlement, eg **original** of Benefit Agency documentation etc. That evidence must show **who** is getting the benefit, the **start date and finish date** of the entitlement OR clear evidence of receipt of benefit at the date of enrolment.

Fee waiver evidence must be provided within 3 weeks of the start of the course or in the case of open learning, within 3 weeks of enrolling on the course, **otherwise the full fee for the course will be charged.**

For courses run in Argyll College centres, the student can bring original documents and we will copy them. For courses run outwith our centres, it is the student's responsibility to bring the original **and a copy** as most locations have no copying facility. The copies will be kept by Argyll College for audit purposes.

This policy will be reviewed on an annual basis.

If you think that you are eligible for a fee waiver please speak to the Argyll College Centre Manager before enrolling on a course.