

**SAAS**

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**Student Awards  
Agency for  
Scotland**

**Student Support  
Information Guide  
2012-2013**

**[www.saas.gov.uk](http://www.saas.gov.uk)**

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This booklet offers a general guidance only and is not binding, as each applicant must be assessed on their individual circumstances in accordance with the full information they provide in a completed application.

# Eligibility

To be eligible for support you must meet our residence conditions and be on a course we support.

Generally, to qualify for support you must be:

- ordinarily resident in the UK and Islands for 3 years immediately before the first day of the first academic year of the course
- settled in the UK as described in the Immigration Act 1971
- ordinarily resident in Scotland on the first day of the first academic year of the course
- studying full time in higher education

The first day of the first academic year of a course, known as the 'relevant date', is 1 August, for those who start a course in the autumn term.

If you don't meet the general residence conditions set out above, you may still be eligible for support. Visit our website for more information or contact us for advice.

## EU Students

You will be eligible to apply to us for payment of tuition fees if you meet the following:

- You are an EU national, or the family member of an EU national; and
- You have been ordinarily resident in a member state of the EU or elsewhere in the EEA and Switzerland for the three years immediately before the first day of the first academic year of your course; and
- You are undertaking a course of full time study in Scotland and plan to graduate in Scotland

If you are an EU national and you have lived in the UK and Islands (apart from temporary absences) for the three years before the first day of the first academic year of your course (1 August for a course starting in the autumn term), you may be eligible for a student loan, bursary and any supplementary grants that may apply.

Visit our website for more information or contact us for advice.

# Course information

The full time courses we give funding for are:

- Higher National Certificates (HNC)
- Higher National Diplomas (HND)
- Advanced Diplomas
- Degrees
- Nursing & Midwifery Diplomas and Degrees
- PGDE - this is a course you do after your degree that qualifies you to teach
- Some Postgraduate Diplomas

You are eligible to get your fees paid in each year of your degree as long as you progress. If you have to repeat a year or change course you may be liable to pay fees yourself.

You should always contact us about your support if you are thinking about changing course.

## Part-time Fee Grant

This scheme provides up to £500 a year towards the cost of tuition fees.

To qualify for this funding, you should have an individual income of £22,000 a year or less. You also need to be studying a part-time Higher Education course at a Scottish Institution. Your college, university or private training provider must be approved and validated before funding can be offered.

## Tuition fees

If you are studying in Scotland, and you meet our eligibility conditions, we will pay your fees each year. The standard rate we will pay this year is as follows:

HNC, HND or equivalent	<b>£1,285</b>
Degree or equivalent	<b>£1,820</b>

The payment of your fees does not happen automatically when you accept a place on a course. You must apply to us to have your fees paid in each year of your course. We will then pay your fees straight to your institution on your behalf.

If you are studying elsewhere in the UK, you will have to pay your own fees. The amount you will pay each year will be up to **£9,000**. You should contact the institution you are studying at to find out the amount of tuition fee they will charge you. If you meet our eligibility conditions, you can choose to take out a student loan to pay all or some of your fees. The amount of loan you can get does not depend on your and your household's income. You can apply for a loan to pay your fees at [www.saas.gov.uk](http://www.saas.gov.uk).

# Student loans for living costs

The amount of loan you can apply for depends partly on your and your household's income or both. However, there is a minimum loan available that is not income-assessed. The amount of loan also depends on the length of your course, the year of your course and where you live during term-time.

The table below shows the amount of loan we can pay for a course that lasts 30 weeks. It also shows the extra amount we will pay each week, if your course is over 30 weeks and 3 days.

	Students living in a hall of residence or in lodgings Extra weekly payment £83			Students living in their parents' home Extra weekly payment £54		
	Maximum loan	Income-assessed part	Non income-assessed part	Maximum loan	Income-assessed part	Non income-assessed part
Full year	£5,570	£4,630	£940	£4,585	£3,965	£620
Final year	£4,945	£4,135	£810	£4,105	£3,610	£495

The **full-year** loan covers 52 weeks from the first day of the academic year of your course. This is available in any year except the final year of your course. The **final-year** loan covers the length of the course and so will be less. This is available in the last year of your course or for an HNC or other one year course.

An additional loan of up to **£810** is available to all students whose household income is £22,789 or less a year.

# Repaying your student loan

You will not have to start repaying your loan until the April after you graduate or leave your course. The Student Loans Company (SLC) will expect you to pay 9% of your annual income over £15,795 a year. You will not have to pay your loan over a fixed period.

The SLC will work with Her Majesty's Revenue and Customs (HMRC) to collect repayments. Your employer will take your repayments from your salary and these will show on your pay statement each month. If you are self-employed, HMRC will collect repayments from you through the self-assessment system. If you want to pay your loan off quicker, you can make extra payments direct to the Student Loans Company.

Student loans are cheaper than other types of finance such as bank loans, overdrafts, credit cards and so on. For example, when you are earning £17,795 a year, the repayments of your loan will only be £15 a month.

Interest on the amount you owe will be linked to inflation, in line with the Retail Price Index (RPI). This means the amount you pay back will be about the same in real terms as the value of the amount you borrowed.

You can get more information about how you repay your loan from the SLC website [www.slc.co.uk](http://www.slc.co.uk) or in the booklet 'Student Loans: Guidance on Terms and Conditions'. You can find a copy on our website.



# Young Students' Bursary (YSB)

If you are a 'young' student studying in Scotland, for example, you are under 25, you may be able to apply for the 'Young Students' Bursary'.

If your household has a low income, we can pay a bursary instead of part of the loan so it reduces the amount of loan you need to take out. This is a bursary that you do not have to pay back.

If you have a dependant child and you are 24 or younger on the first day of the first academic year of the course, you may be able to apply for the 'Young Students' Bursary'.

We will pay the highest amount of **£2,640** if your household income is £19,310 or less a year. The bursary will go down to zero for a household income over £34,195 a year.

Below is an idea of how much bursary you will get based on your household's income.

Income £	Bursary £	Income £	Bursary £	Income £	Bursary £
19,310	2,640	25,000	1,631	31,000	567
20,000	2,518	26,000	1,453	32,000	389
21,000	2,340	27,000	1,276	33,000	212
22,000	2,163	28,000	1,099	34,195	50
23,000	1,986	29,000	921	35,000	0
24,000	1,808	30,000	744		

# Independent Student's Bursary (ISB)

If you are an 'independent' student studying in Scotland, you may be eligible for the 'Independent Students' Bursary'.

We do not expect parents to contribute to the loan or fees of independent students. You must meet one of a number of conditions to be classed as independent. In general, if you are over 25, are married, in a civil partnership or living with a partner or your parents are no longer alive, you meet the criteria.

If your household has a low income, we can pay a bursary instead of part of the loan so it reduces the amount of loan you need to take out. This is a bursary that you do not have to pay back.

We will pay the highest amount of **£1,000** if your household income is £19,310 or less a year or if you are single. The bursary will go down to zero for a household income over £34,195 a year.

Below is an idea of how much bursary you will get based on your household's income.

Income £	Bursary £	Income £	Bursary £	Income £	Bursary £
19,310	1,000	25,000	618	31,000	215
20,000	954	26,000	551	32,000	147
21,000	886	27,000	483	33,000	80
22,000	819	28,000	416	34,195	50
23,000	752	29,000	349	35,000	0
24,000	685	30,000	282		

# Students' Outside Scotland Bursary

Young and mature students studying elsewhere in the UK can apply to us for the 'Students' Outside Scotland Bursary'.

If your household has a low income, we can pay the bursary instead of part of the loan so it reduces the amount of loan you need to take out. This is a bursary that you do not have to pay back.

We will pay the highest amount of **£2,150** if your household income is £19,310 or less a year. The bursary will go down to zero for a household income over £34,195.

Below is an idea of how much bursary you will get based on your household's income.

Income £	Bursary £	Income £	Bursary £	Income £	Bursary £
19,000	2,150	25,000	1,328	31,000	461
20,000	2,050	26,000	1,184	32,000	317
21,000	1,906	27,000	1,039	33,000	173
22,000	1,761	28,000	895	34,195	50
23,000	1,617	29,000	750	35,000	0
24,000	1,473	30,000	606		

## The parents' contribution

We treat the parents' contribution as part of your support and we will reduce the amount we pay by the amount of the parents' contribution we assess.

Parents do not have to give us details of their income, but without income details, we cannot consider you for the maximum support available, which includes non-repayable bursaries and grants. If they do not give us their income, we can still assess your entitlement to tuition fees and the non-income assessed student loan only.

### Whose income we take into account

We work out the parents' contribution by using the following:

- If your parents live together, we will use both their income.
- If your parents are separated, divorced or no longer live together, we will use the income of the parent that you normally live with.
- If your parent lives with a partner or you have a step-parent, we will use their income as well as the parent you live with.

# The parents' contribution

## What income and deductions we take into account

For those who pay tax while they earn (PAYE), we take the total gross income. For those who are self-employed and those who have income from property, we take the taxable profit. For those who are unemployed, we only take replacement living-cost benefits into account. We also take into account maintenance paid for a child who is a student. Full details of the income we take into account are on the application form.

The deductions we take into account are maintenance paid for a child who is a student.

We do not take into account maintenance payments received or paid for a child that is not a student.

## How much the contribution will be

If your parents' income is less than £24,275 a year, we will not expect them to make a contribution. For an income above £83,395 the contribution is £8,000. The table on the next page shows the parents' contribution for the level of incomes shown.

# The parents' contribution

Household Income £	Contribution £	Household Income £	Contribution £
24,275	45	54,000	3,477
25,000	126	56,000	3,785
26,000	237	58,000	4,093
28,000	459	60,000	4,400
30,000	681	62,000	4,708
32,000	903	64,000	5,016
34,000	1,126	66,000	5,324
36,000	1,348	68,000	5,631
38,000	1,570	70,000	5,939
40,000	1,792	72,000	6,247
42,000	2,014	74,000	6,554
44,000	2,237	76,000	6,862
46,000	2,459	78,000	7,170
48,000	2,681	80,000	7,477
50,000	2,903	82,000	7,785
52,000	3,170	83,395	8,000

## How we apply the contribution

We will apply the contribution to any income-assessed grants you are entitled to, followed by the student loan. Most school leavers will not be entitled to income-assessed grants as these are for students who have dependents. If you are entitled to a bursary, we do not reduce this by the parents' contribution.

# The parents' contribution

## More than one member of the family in further or higher education

We will make only one assessment of the parents' contribution for the family. We will reduce the parents' contribution by £195 for each of the brothers or sisters, and split the balance equally between the students receiving support. For example, if there are two members of the family in higher education and the parents' joint income is £56,000, the parents' contribution for each child will be **£1,795** ( $£3,785 - £195 = £3,590$  divided by 2)

## Dependent children

If there are other dependent children in the family, except those in further or higher education, we will reduce the parents' contribution by £195 for each child.

# The husband's, wife's, civil partner's or partner's contribution

We will work out your husband's, wife's, civil partner's or partner's contribution in the same way as we work out the parents' contribution.

We do not assess a contribution for incomes below £20,645 a year. For an income above £80,775 the contribution is £8,000. The table below shows the contribution for the level of incomes shown.

Household Income £	Contribution £	Household Income £	Contribution £
20,645	45	51,000	3,419
21,000	84	53,000	3,727
23,000	307	55,000	4,034
25,000	529	57,000	4,342
27,000	751	59,000	4,650
29,000	973	61,000	4,957
31,000	1,196	63,000	5,265
33,000	1,418	65,000	5,573
35,000	1,640	67,000	5,880
37,000	1,862	69,000	6,188
39,000	2,084	71,000	6,496
41,000	2,307	73,000	6,803
43,000	2,529	75,000	7,111
45,000	2,751	77,000	7,419
47,000	2,973	79,000	7,727
49,000	3,196	80,775	8,000



# Supplementary grants

Depending on your personal circumstances, you may be able to apply for supplementary grants, that you do not have to pay back, as detailed below.

## Dependants' Grant

You can claim this income-assessed grant for your husband, wife, civil partner or partner. You cannot claim this grant for another student. If your husband, wife, civil partner or partner has any income, this may affect your entitlement. We will pay up to **£2,640** to cover the full 52 weeks from the first day of the academic year of your course.

## Lone Parents' Grant

You can claim for this income-assessed grant if you are single, widowed, divorced, separated or your civil partnership has dissolved, and you are bringing up children on your own. The Lone Parents' Grant covers 52 weeks of the year from the first day of the academic year of your course. We will pay up to **£1,305** a year.

## Vacation Grant for Care Leavers

If you were previously in care, we can pay a grant of up to **£105** a week to help with accommodation costs in the long (summer) vacation.

# Supplementary grants

## Disabled Students Allowance (DSA)

If you have a disability or learning difficulty, the most common being dyslexia, you may be eligible to claim for certain extra expenses that arise because you are on a course. The amount of support we can give you does not depend on your or your household's income. We will pay the following:

- Up to **£1,725** a year for any qualifying costs during the academic year. This can be, for example, photocopying costs and ink cartridges.
- Up to **£20,520** a year for non-medical personal help. This can be, for example, a sign language interpreter, a note taker or a helper for people in wheelchairs.
- Up to **£5,160** for major items of specialist equipment. This can be, for example, personal computers, Braille printers and portable loops or radio aids. This is a total amount for the course, not for each year of the course.

If you are not able to use public transport, there is no limit to the amount of help we can give you with your travel costs. For example, we can pay for a taxi to take you to college or university every day.

# Student support packages available

## Parents' income

The table below shows how we work out your support package depending on the level of your parents' income (see page 12). The examples are based on you studying a 30 week course at a Scottish institution and living away from home while you study.

Income £	Household contribution £	Young Students' Bursary £	Loan £	Additional Loan £	Total £
18,000	0	2,640	2,930	810	6,380
20,000	0	2,518	3,052	503	6,073
23,000	0	1,986	3,584	0	5,570
26,000	237	1,453	3,880	0	5,570
29,000	570	921	4,079	0	5,570
32,000	903	389	4,278	0	5,570
35,000	1,237	0	4,333	0	5,570
38,000	1,570	0	4,000	0	5,570
41,000	1,903	0	3,667	0	5,570
44,000	2,237	0	3,333	0	5,570
47,000	2,570	0	3,000	0	5,570
50,000	2,903	0	2,667	0	5,570
53,000	3,324	0	2,246	0	5,570
56,000	3,785	0	1,785	0	5,570
58,000	4,093	0	1,477	0	5,570
60,000	4,400	0	1,170	0	5,570
62,000	4,708	0	940	0	5,570

# Student support packages available

## Spouse or partners' income

The table below shows how we work out your support package depending on the level of your spouse or partner's income. The examples are based on you studying a 30 week course at a Scottish institution.

Income £	Household contribution £	ISB £	Loan £	Additional Loan £	Total £
18,000	0	1,000	4,570	810	6,380
20,000	0	954	4,616	503	6,073
23,000	307	752	4,511	0	5,570
26,000	640	551	4,379	0	5,570
29,000	973	349	4,248	0	5,570
32,000	1,307	147	4,116	0	5,570
35,000	1,640	0	3,930	0	5,570
38,000	1,973	0	3,597	0	5,570
41,000	2,307	0	3,263	0	5,570
44,000	2,640	0	2,930	0	5,570
47,000	2,973	0	2,597	0	5,570
50,000	3,307	0	2,263	0	5,570
53,000	3,727	0	1,843	0	5,570
56,000	4,188	0	1,382	0	5,570
59,000	4,650	0	940	0	5,570

# Student support packages available

## Outside Scotland

The table below shows how we work out your support package depending on the level of your parents' income (see page 12). The examples are based on you studying a 30 week course at a UK institution outside Scotland and living away from home while you study.

Income £	Household contribution £	Outside Scotland Bursary £	Loan £	Additional Loan £	Total £
18,000	0	2,150	3,420	810	6,380
20,000	0	2,050	3,520	503	5,905
23,000	0	1,617	3,953	0	5,570
26,000	237	1,184	4,149	0	5,570
29,000	570	750	4,250	0	5,570
32,000	903	317	4,350	0	5,570
35,000	1,237	0	4,333	0	5,570
38,000	1,570	0	4,000	0	5,570
41,000	1,903	0	3,667	0	5,570
44,000	2,237	0	3,333	0	5,570
47,000	2,570	0	3,000	0	5,570
50,000	2,903	0	2,667	0	5,570
53,000	3,324	0	2,246	0	5,570
56,000	3,785	0	1,785	0	5,570
58,000	4,093	0	1,477	0	5,570
60,000	4,400	0	1,170	0	5,570
62,000	4,708	0	940	0	5,570

# Allied Health Profession or Nursing & Midwifery course

The funding is different if you are studying Nursing, Midwifery or a course leading to a qualification that gives professional registration in one of the Allied Health Professions. These include speech and language therapy, occupational therapy, physiotherapy, radiography, podiatry (chiroprody), orthoptics, dietetics, prosthetics and orthotics.

## Allied Health Profession

This is the support available to eligible students who study an AHP course.

Rate for full year £	Health Dept Bursary £	Loan £	Total £
Parent's home	1,865	1,790	3,655
Elsewhere	2,455	2,330	4,785
London	3,020	2,880	5,900

## Nursing and Midwifery

Nursing and Midwifery students are eligible for a non-income assessed personal allowance plus additional income-assessed allowances where appropriate

Please check our website for further information about the funding available.

# How and when to apply

You can apply for your fees, loan, bursary and grants from April. You should apply as soon as you know the course you want to do. Do not wait for exam results. If you don't get on the course you want, you can easily change or cancel your application by giving us a call.

The only way to apply for your support is to visit our website and apply online at **[www.saas.gov.uk](http://www.saas.gov.uk)**.

To ensure your funding is in place at the start of your course you should submit a **correctly completed** application by **30 June 2012**. Please remember to send us everything we ask for. If we have to write to you to request more information, your application *will* be delayed.

## What you need to apply online

A current email address

Your SAAS reference number if you've applied before

Your National Insurance number

Your bank sort code and account number

Your institution and course details

Your passport details if you hold a valid UK passport

It is important that you keep your username and password safe. You will need these again to use our online services.

## Evidence we may need

The 30 June guarantee date only applies to **correctly completed applications**. You may need to send documentation to support your application so please check the table below for examples of evidence we need.

	Evidence we need
<b>Household Income</b>  Are you applying for a bursary and/or a maximum loan?	If you did not provide income details in the application, please get your partner/parents to complete an AB36 form. You can download this from our website  You must send us proof of earnings such as P60s, etc.
<b>Proof of seperation/divorce</b>  Are you or your parents seperated/divorced	Send us a solicitor's letter or divorce decree.
<b>Lone Parent Grant</b> (Required every year)	Send proof you are a lone parent. For example, tax credit letter, council tax bill.  You will also need to send one school age dependents full birth certificate, not an abbreviated copy.
<b>Independent Student</b>  Are you applying to be assessed on your partners' income instead of your parents?	We will require evidence that you are living with your partner before the start of the academic year (1 August)  You can send us a joint mortgage/tenancy agreement or job centre plus documents.



# Processing your application form

We aim to have your funding in place at the start of your course for all correctly completed applications received before **30 June 2012**. You can track the progress of your application using our online services. We will assess your entitlement and send you an award notice that will tell you how much you will get and when. If you have applied for a loan, we will send your loan information to the Student Loans Company. They will set up your loan account and send you a payment schedule.

We and the SLC normally pay your support in monthly instalments and the first instalment will be a double payment.

## Keeping in touch

You can keep up-to-date with information by visiting our website @ [www.saas.gov.uk](http://www.saas.gov.uk)

You can also follow us on Facebook and Twitter @



[facebook.com/saasfb](https://facebook.com/saasfb)



[twitter.com/saastweet](https://twitter.com/saastweet)

We have launched our very own YouTube channel. Here you will find videos that will help you understand the funding available and guide you through the application process.



[youtube.com/fundingawareness](https://youtube.com/fundingawareness)

All of the above links can be accessed through the homepage on our website.

# Other sources of financial help

## Discretionary fund

Every college or university has a fund that you can apply to if you are not able to enter higher education for financial reasons or have financial difficulties while you study. In Scotland this is called the discretionary fund. If you are studying elsewhere in the UK, this may be known as access to learning funds. To be eligible to apply for help, you must take out the maximum student loan available to you. The student support services team at your institution is responsible for deciding who they make payments to and for how much.

## Childcare fund

Every college or university has a childcare fund that you can apply to for help towards the cost of registered or formal childcare. To be eligible to apply for help, you must take out the maximum student loan available to you and be eligible to have your fees paid by your funding body.

## University or college bursaries

If you study at an institution in the UK, except Scotland, the institution you study at may offer you a bursary if you and your household have a low income. The minimum bursary is £329 a year but may be more depending on your circumstances. For more details, contact your institution.

# What can I use my money for?

The financial support offered to students in higher education is intended to help with general living costs including: accommodation, books, clothes, entertainment and leisure, equipment, food, travel and utility bills. In some circumstances, additional financial support may be available to help you with childcare and disability related costs.

Costs will vary depending on:

- Where you plan to study
- Whether you live at home or move to halls of residence / rented accommodation
- Whether you have daily travel costs
- The length of your course
- Whether you need a television licence or have to pay for the internet

Above are just some of the factors you will have to consider when you are planning how much money you will need. You should check with the colleges or universities to see how much the average living costs are for students on their courses. Remember that the living-costs support that we give you will not cover all of your expenses, however, your college or university may have additional bursaries and scholarships that you can apply for. They will also be able to help you find a part-time job.

Your notes

**Student Awards Agency for Scotland  
Gyleview House  
3 Redheughs Rigg  
Edinburgh EH12 9HH  
Tel: 0300 555 0505**

**[www.saas.gov.uk](http://www.saas.gov.uk)**