

Part-time Fee Grant Application (PTFG) 2023-2024

Who should complete this form?

To receive PTFG, you need to:

- meet our [residence conditions](#)
- earn less than £25,000 gross (before tax and National Insurance) income, including bonuses and overtime
- have left full-time compulsory education, such as high school

Courses

To qualify for funding, you must be:

- studying an eligible higher education (HE) course
- continuing Professional Development with an eligible training provider in Scotland at levels 7-10 of the Scottish Credit and Qualifications Framework (SCQF)
- doing a minimum 30-119 SCQF credits in each year of your course. You may be eligible if you're taking up to 120 credits each year for university courses which are not campus-based

Examples of qualifications include:

- a degree
- HNC
- HND
- Professional Graduate Diploma in Education
- some Professional Development Awards
- SVQ3
- SVQ4

We also provide support for courses at Postgraduate Diploma and Masters level.

You must apply for PTFG every year of your course and provide all the information requested. Any missing information may delay your application.

If completing this form by hand, use black ink and BLOCK CAPITAL LETTERS and tick the boxes that apply.

Section 1 – Your part-time learner details

If you have previously applied for part-time funding, enter your **10-digit SAAS reference number**, shown on your award.

Answer Yes or No to the following questions.

Are you employed as a Modern Apprentice?

Yes No

Have you applied for full-time SAAS funding for this academic year?

Yes No

Do you receive financial support from Construction Industry Training Board (CITB), Employability Fund (EF) or Scottish Electrical Charitable Training Trust (SECTT)?

Yes No

Will you receive any third-party help to pay for your course fees? For example, your employer.

Yes No

If you answered **Yes**, enter the amount below.

Section 2 – You personal details

Title Mr Mrs Ms Miss Other

First names

Last name

Name at birth, if
different from above

Date of birth

Gender Male Female

Marital status Single Married Divorced Separated

Widowed Partnership Civil Partnership

If applicable, what was
the date you got
married or moved in
with your partner?

Full address including
street, town and
postcode

Phone number

Email address (you
must enter this if you
have one)

Section 3 – Your residence

You only need to complete this section if you are applying to us for the first time or after a study break.

What country were you born in?

What is your nationality?

What country do you permanently live in?

When does your course start? Choose a period below, we will refer to this as the **relevant date** in other questions.

1 Aug - 31 Dec

1 Jan - 31 Mar

1 Apr - 31 Jun

1 Jul - 31 Jul

Have you lived in the UK continuously for 3 years immediately before your relevant date? Also known as ordinarily resident. Yes No

If you answered **No**, tell us which country or countries you have been living in.

Will you be ordinarily resident in Scotland on your relevant date? Yes No

Will you be living in Scotland for 1 year before your relevant date? Yes No

If you answered No, complete the [Residence Form](#) and send it to us with this application.

Section 4 – Your course and college/university details (you **must complete this section)**

What college, university or training provider are you studying at?

What course are you studying?

What is the qualification level of the course?
Such as HNC, degree etc.

When does your course start or resume?

How many years does your course take to complete?

What year are you applying for. For example, 1, 2, 3 and so on.

How many credits are you doing?

Section 5 – How much do you earn?

To be eligible for PTFG, your income must be £25,000 or below, including bonuses and overtime.

You will need to provide evidence of any earnings. For more information, visit our [household income](#) guide.

The information we need is for the tax year ending **5 April 2023**.

If an option is not applicable, leave it blank.

Employment (PAYE) - Gross annual income, before tax and National Insurance are taken off.

Self-employment - The **net profit** from your self-employed income and any property income between 6 April 2022 and 5 April 2023.

Pensions - The income from private, employer's or retirement pensions.

Benefits - The income from replacement living cost benefits, including state pension or tax credits.

Section 6 – Student declaration and agreement

Sign and date this section.

This award is made under the Student Support (Scotland) Regulations 2022.

- all the information I have entered and submitted on this form is complete and accurate, to the best of my knowledge and belief
- I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions
- I will inform SAAS immediately if my circumstances change in any way (including the receipt of funding from another public body) that might affect any amount which I have received, may receive or had paid on my behalf
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me
- I will inform SAAS immediately if I do not enrol, or I withdraw from my course of study.
- I understand that the information I have provided will be used for the prevention, detection, investigation and reporting of crime and I understand SAAS will share this information with other bodies for these purposes

Sign (or type name if submitting electronically) Date

Please supply all the required information. Anything missing will delay your application.

Check all the information is correct and save the form to your device.

Upload your completed form to your [SAAS Account](#) using the Document Uploader.

Data Protection

We take our responsibilities for the way we store, secure and use your personal information seriously, and always seek to respect your privacy and to meet our legal obligations. These obligations include the General Data Protection Regulation, the Data Protection Act 2018, and other regulations and legislation relating to privacy and communications.

The information provided on this form will only be shared when it is necessary to do so to enable us to effectively provide and administer financial support under the Part-time Fee Grant (PTFG).

For details on how we use your information and who we may share your information with, visit our privacy policy at [Student Privacy Statement \(saas.gov.uk\)](https://www.saas.gov.uk/Student-Privacy-Statement)

Our Privacy Policy explains:

- the purposes for which we use personal data and the legal basis for that use
- the categories of data we collect and how we acquire it, especially in those cases where it may come from another party
- our approach to sharing data and gives information about the organisations with whom we share data and why we do so
- your various rights and how to exercise them

If you require further information about how your information is processed, contact the SAAS Data Protection team at [SAAS Data Protection Mailbox@gov.scot](mailto:SAAS_Data_Protection_Mailbox@gov.scot).

Fraud Statement - Prevention, Detection, Investigation and Reporting of Crime

SAAS is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. We will also share this information with other bodies responsible for auditing or administering public funds for these purposes. SAAS participates in the National Fraud Initiative (NFI) data matching exercise. For further information, visit <https://www.saas.gov.uk/about-saas/fraud-prevention>.

Fraud Prevention Agency Fair Processing Notice

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused further funding from SAAS and certain services, finance or employment from other organisations.

You can also obtain a copy of the full fair processing notice by emailing SAASCFT@gov.scot. This will include further details on your data protection rights and how your information will be used by us and these fraud prevention agencies.

If you require a paper copy of the full privacy or fraud statements, contact us on 0300 555 0505.