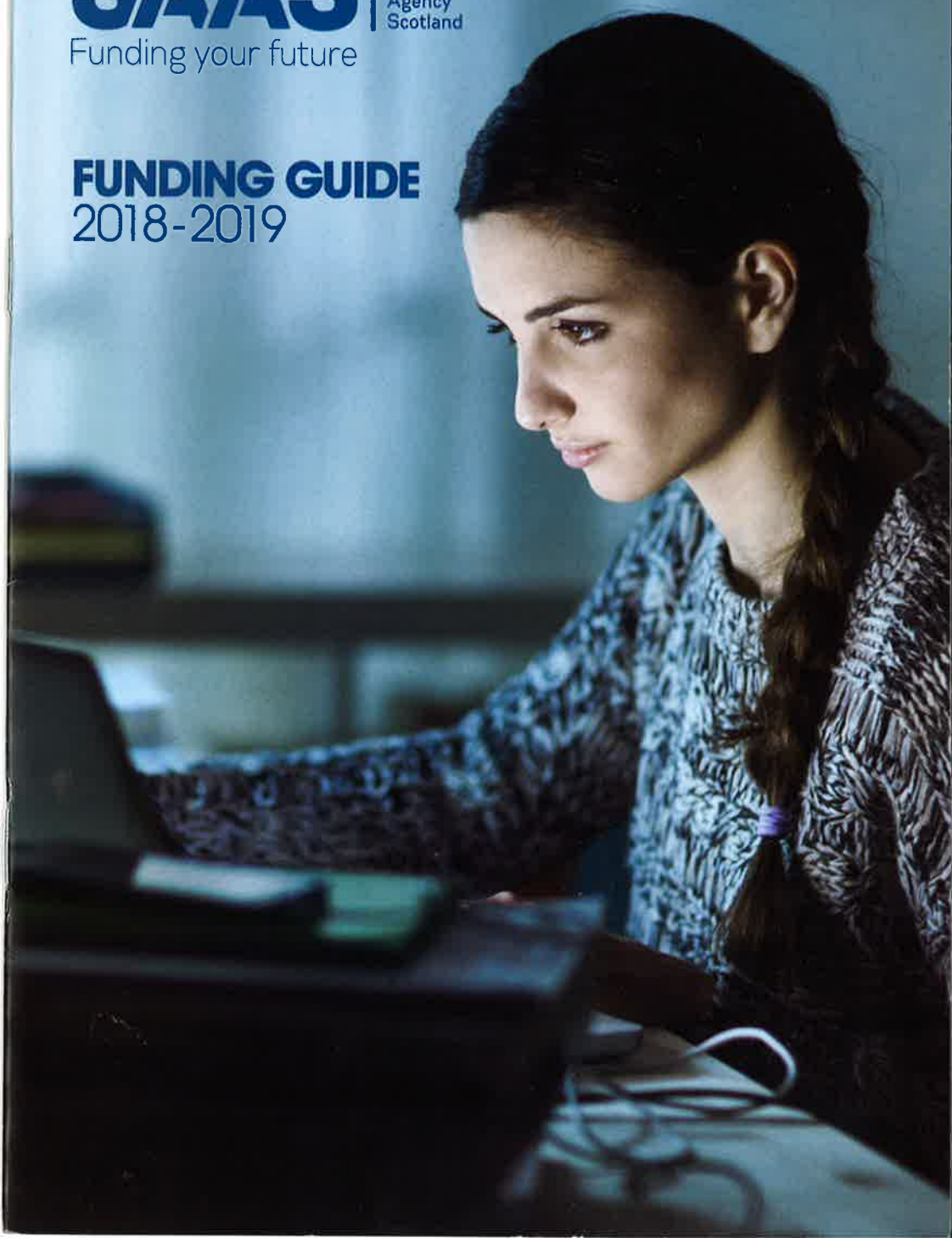


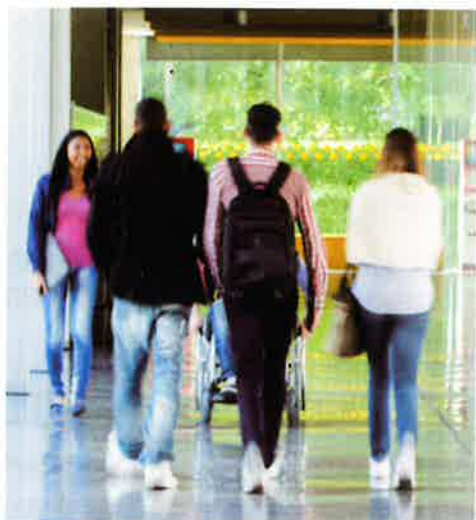
SAAS | Student
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Funding your future

FUNDING GUIDE
2018-2019



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SAAS are the national student funding body for eligible Scottish and EU students in Higher Education at college and university, providing information resources, support and funding.

This booklet offers general guidance only and is not binding. We assess each person applying based on their circumstances in line with the information they provide in a filled-in application.

TUITION FEES

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

HNC, HND or equivalent	£1,285
Degree or equivalent	£1,820

We do not pay your fees automatically when you accept a place on a course. You must apply to us to have your fees paid straight to your college or university in each year of your course.

If you are studying **elsewhere in the UK**, you will be responsible for your own fees. The amount due each year will be up to £9,250. If you meet our eligibility conditions, you can choose to take out a tuition fee loan to pay your fees.

COURSE INFORMATION

The full-time courses we give funding for are:

- Higher National Certificate (HNC)
- Higher National Diploma (HND)
- Degree
- Nursing and Midwifery Degree
- PGDE – this is a course you do after your degree that qualifies you to teach.

We will normally fund you for the minimum number of years you need to complete your programme of study. We will allow you one extra year of funding to cover certain situations, such as a repeat year. You should always contact us about your funding if you are thinking about changing course, including progressing from an HN course to a degree.

Visit www.saas.gov.uk for more information on the above.

ELIGIBILITY

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

Generally, to qualify for funding you must be:

- ordinarily resident (see note 1 below)¹ in the UK, Channel Islands or Isle of Man for three 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; and
- studying full-time in Higher Education.

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

If you don't meet the general residence conditions above, you may still be eligible to apply to us for funding in certain circumstances.

The residence eligibility conditions can be complicated. If you are in any doubt about your residence status, you should contact us for advice or visit www.saas.gov.uk for more information.

¹ Ordinarily resident has been defined in the courts as 'habitual and normal residence in one place'. It basically means that you live in a country year after year by choice through a set period, apart from temporary or occasional absences such as holidays or business trips. Living here totally or mainly for the purpose of receiving full-time education does not count as being ordinarily resident.

YSB

Young Students' Bursary (YSB) and student loan for living costs

You can apply for a bursary and loan for your general living costs while you study. Most school leavers will be classed as 'young'.

To be a young student you must meet all of the following criteria:

- be under the age of 25 at the start of the academic year; or
- not have supported yourself financially outside of education for three years; or
- not be married, in a civil partnership or living with a partner; or
- have no dependent children.

Even if you haven't left school recently, you may still be eligible. We will use your gross household income (before tax) to work out how much you will get.

See www.saas.gov.uk for more information on being a young student.

If you are eligible for a bursary, you will not have to repay it. If you decide to apply for a student loan, you **will** have to repay it. See page 8 for more information on student loans.

You can choose how much loan you want to take. There is a loan available of up to £4,750 a year, no matter what your household income is.

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

Young students

Household income	Bursary	Loan	Total
£0 to £18,999	£1,875	£5,750	£7,625
£19,000 to £23,999	£1,125	£5,750	£6,875
£24,000 to £33,999	£500	£5,750	£6,250
£34,000 and above	£0	£4,750	£4,750

ISB

Independent Students' Bursary (ISB) and student loan for living costs

You can apply for a bursary and loan for your general living costs while you study. If before the start of your course you are an 'independent' student, you may be eligible for this bursary.

To be an Independent student you must meet one of the following criteria:

- be over the age of 25 at the start of the academic year; or
- have supported yourself financially outside of education for three years; or
- be married, in a civil partnership or living with a partner; or
- have any dependent children.

We will use gross household income (before tax) to work out how much you will get. See www.saas.gov.uk for more information on being an independent student.

If you are eligible for a bursary, you will not have to repay it. If you decide to apply for a student loan, you **will** have to repay it. If you are under the age of 60 on the first day of the first academic year of your course (normally 1 August), you will be able to apply for a student loan. However, if you change course and are aged 60 or over on the first day of the first academic year of your second course, you will **not** be entitled to a student loan for that course.

You can choose how much loan you want to take. There is a loan available of up to £4,750 a year, no matter what your household income is.

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

Independent students

Household income	Bursary	Loan	Total
£0 to £18,999	£875	£6,750	£7,625
£19,000 to £23,999	£0	£6,750	£6,750
£24,000 to £33,999	£0	£6,250	£6,250
£34,000 and above	£0	£4,750	£4,750

HOUSEHOLD INCOME



If your household income is £34,000 or more, you will not need to fill in the income section of the application.

The income we will take into account:

- if your parents live together, we will use both their incomes
- if your parents are separated, divorced or no longer live together, we will use the income of the parent 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
- if you are married or live with a partner, we will use their income
- we do not take any earned income you have into account. However, if you have any unearned income, such as income from property, we will take this into account as part of the household income
- we may ask for evidence of household income this could include P60s, March 2017 payslips, Tax Credit Award Notice and Statement of Benefits.



What income we take into account

In most cases, we ask to see household income for a complete tax year before the start of your course. For students studying in 2018-2019 this will be tax year ending April 2017.

For those who pay tax while they earn (PAYE), we take the total gross income. For those who are self-employed or have income from property, we take the taxable profit. For those who are unemployed, we only take replacement living-cost benefits, for example, Jobseeker's Allowance. Full details of the income we take into account are on the application.

REPAYING YOUR STUDENT LOAN

You do not have to take out a student loan. However, the student loan makes up the majority of most students' funding.

Student loans are often cheaper than other types of finance such as bank loans, overdrafts, credit cards and so on. For example, previous students who are earning £20,000 a year are repaying around £13 a month.

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 any income you earn over £18,330 a year. This threshold normally increases every year with inflation. You will not have to pay back your loan over a fixed period.

The SLC will work with Her Majesty's Revenue & 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 SLC.

Interest on the amount you owe will be linked to inflation, in line with the Retail Price Index (RPI) or the Bank of England interest rate (whatever is lower). 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 student loan, and the current interest rate, from the SLC website at www.studentloanrepayment.co.uk

OTHER TYPES OF FUNDING

Care Experienced students

If you are under 26 at the start of your course, are undertaking an eligible undergraduate course and have been in the care of a Local Authority, you will be eligible to apply for a bursary of **£7,625**. This bursary replaces the former income-assessed living cost loan and bursary package. If you apply for and meet the criteria to receive the Care Experienced Bursary, you will not be eligible to apply for a student loan.

Nursing and Midwifery (NMSB) courses

Nursing and Midwifery students studying in Scotland, who meet our residency conditions are eligible for the Nursing and Midwifery Student Bursary of **£6,578 per year**, plus additional non income assessed bursaries and allowances.



If you are on clinical placements away from your university, you can claim for help with extra travel and accommodation costs.

Additionally you can apply to your university to access their Nursing and Midwifery Discretionary Fund.



Allied Health Professions (AHP)

If you are studying one of the Allied Health Professions in Scotland, you can apply for the normal undergraduate funding package. If you have to go on a practical placement away from your university you can claim for help with extra travel and accommodation costs.

These courses include Speech and language therapy, Occupational therapy, Physiotherapy, Radiography, Podiatry, Orthoptics, Dietetics, Prosthetics and Orthotics.

Please visit www.saas.gov.uk for the full list of courses.

Study abroad

As long as your year abroad does not add to the overall length of your course, we will continue to fund you. The amount of funding will depend on whether it is compulsory, voluntary or part of an exchange programme.

Visit www.saas.gov.uk for more information on all of the above.

LIVING-COSTS GRANTS

Depending on your personal circumstances, you may be able to apply for other living-costs grants that you do not have to pay back if you are in full time attendance.

Dependants' Grant

You can claim this income-assessed grant for your husband, wife, civil partner, partner or other adult dependant you act as a carer for. You cannot claim this grant for another student. If your husband, wife, civil partner, partner or other adult dependant you act as a carer for has any income, this may affect your entitlement. We will pay up to **£2,640** a year.

Lone Parents' Grant

You can claim 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. We will pay up to **£1,305** a year.

Care Experienced Accommodation Grant

If you were previously in care and are under 26 at the start of your course, we can pay a grant of up to **£105** a week to help with accommodation costs in the long (summer) vacation.

Disabled Students' Allowance (DSA)

If you have a disability or learning difficulty, you may be eligible to claim for certain extra expenses that arise because you are on a course. The amount of funding we can give you does not depend on your or your household income.



EU STUDENTS

You will be eligible to apply to us to pay your tuition fees if you meet all of the following conditions:

- you are an EU national, or the family member of an EU national, on the relevant date
- you have been ordinarily resident in a member state of the EU or elsewhere in the EEA and Switzerland for three years immediately before the first day of the first academic year of your course
- you are taking a full-time course in Scotland and plan to graduate in Scotland.

If you are applying to us for the first time, you will need to send us a copy of your passport.

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 other living-costs grants that may apply.

If you do not meet the conditions above, you may still be eligible to apply to us for funding in certain circumstances.

The residence eligibility conditions can be complicated. If you are in any doubt about your residence status, you should visit www.saas.gov.uk for more information.



OTHER 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, these 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 college or university is responsible for deciding who they make payments to and for how much.

Discretionary Childcare Fund

Every college or university in Scotland has a Discretionary 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 tuition fees paid.

If you are studying elsewhere in the UK, you should contact your college or university to find out what help may be available.

University bursaries and scholarships

Most universities have their own bursaries and scholarships. Access to these can depend on your own academic and financial circumstances. You should visit your university website for more details and advice on how and when to apply.

HOW AND WHEN TO APPLY

From April, you can apply for your tuition fees, loan, bursary and grants. 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 through your online account.

The only way to apply for your funding is to visit our website and apply online at www.saas.gov.uk to set up your SAAS Account. Remember, if your household income is £34,000 or above, we will not ask you to fill in the income section of the application.

To make sure your funding is in place at the start of your course, you should send us a **correctly filled-in** application by **30 June**. Please remember to send us everything we ask for. If we have to contact you to ask for more information, your application will be delayed.

If you apply after 30 June, we cannot guarantee that your funding will be in place for the start of your course.

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 college or university and course details
- details of your household income if this is less than £34,000 along with your parents' or spouse/partner's National Insurance number(s).

It is important that you keep your username and password safe. You will need these again to use your SAAS Account.

EVIDENCE WE MAY NEED

The 30 June date only applies to applications which have been **filled-in correctly**. You may need to send documents to support your application. The quickest way to do this is online, through the document uploader service in your SAAS account.

The documents we may need will depend on your particular circumstances. We will tell you what to send when you are making your application to us.

If your household income is above £34,000 a year, we will not ask you to send us any income documents.



HELPFUL HINTS FOR STUDENTS, PARENTS AND CARERS

- check what funding package you will be eligible for in advance and plan a budget to help make your money last
- if you are a new student you will need to register and set up a SAAS Account
- if you are a continuing student you will continue to use your existing SAAS Account, if you have forgotten your password please contact us
- keep your password safe
- apply as early as you can, applications open mid-April and you should submit your application via the SAAS website
- apply before 30 June to receive your money in time
- apply before every year of your studies
- you can check your SAAS award notices online in your SAAS Account
- upload your evidence online via the SAAS document uploader
- you will receive a loan repayment schedule from the Student Loans Company (SLC) not SAAS
- your college or university need to confirm your attendance before you will receive your loan payment
- you can apply with your first choices in April and change later in your SAAS Account if necessary.

Q & A FOR STUDENTS, PARENTS AND CARERS

- 1. Is there interest on student loans?** Interest is linked to inflation, please refer to www.slc.co.uk if you are unsure.
- 2. When does the student loan start to accrue interest?** Interest is applied from the first instalment until final payment.
- 3. Does a student have to take out all of their loan?** No, students can take out any amount of their entitlement, up to the maximum on offer based on their household income situation.
- 4. Will the student loan impact the students credit score?** No, student loans do not show on credit score searches.
- 5. What happens if a student moves abroad?** If a student moves abroad they will deal directly with the Student Loans Company, there is an overseas assessment they will carry out to determine how much they pay each month.
- 6. Can the loan be paid back quicker?** Additional payments can be made by credit or debit card at any time. Students must contact the Student Loans Company directly to arrange this.
- 7. How much are halls of residence?** The first year of accommodation in halls is always the most expensive, please check directly with the institution as rates and accommodation types will vary across the country.

PROCESSING YOUR APPLICATION



You should send us a correctly filled-in application on or before **30 June 2018** to have your funding in place at the start of your course. You can track the progress of your application using your online SAAS Account. We will work out your funding and issue you with an award notice that will tell you how much you will get and when.

If you apply for a student loan, the Student Loans Company will send you a separate payment schedule. Your first loan payment will be released to your bank account when your college or university has confirmed you are in attendance.

Your money is normally paid in monthly instalments and the first instalment will be a double payment.

KEEPING IN TOUCH

Visit your SAAS Account
regularly for up to date information

Visit our website at
www.saas.gov.uk



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