

Learner Guide: Payment of Tuition Fees

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Contents

1	Introduction	1
2	Payment of Tuition Fees Flowchart	2
3	Full-Time Further Education (FE) Student	3
4	Full-Time Higher Education (HE) Student	3
4.1	Applying for SAAS Funding	3
5	Part-Time Student	3
5.1	Applying for a Fee Waiver	3
5.2	Applying for SAAS Part Time Fee Grant	6
6	International/Rest of UK Students	6
7	Students Liable for Full or Part of their Tuition Fees	6
7.1	Fife College Payment Plan Option	7
8	If your Employer is Paying your Fees	8
	Appendix 1: Employer Mandate Form	9

1 Introduction

All courses provided by Fife College attract a Tuition Fee, however if you are applying for a Full-time Further Education course, most Scottish students will not have to pay tuition fees in 2025/26. The College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) Fee Waiver Grant Policy when studying on an eligible course.

Once you have accepted your unconditional course offer you will be invited by email to complete a Student Funding Application Form to assess your eligibility for bursary funding.

The options available to you are dependent on the mode of attendance of the course (Full-time or Part-time) and the level of study, which is either:

- Further Education (FE) - includes Access, NQ, NC, City & Guilds Courses
- Higher Education (HE) - includes HNC/HND/Degree Courses

For Part-Time Further Education courses, fees are payable at the time of enrolment unless you have applied for and have been granted funding by another source or have applied and been awarded part-time fee waiver.

For a Higher Education Course (i.e., HNC, HND Courses), fees are payable at the time of enrolment unless you have applied to the Student Awards Agency Scotland (SAAS) to have your fees fully or partially funded.

It is your responsibility to ensure that all required funding applications are completed fully to ensure that your fees will be paid where eligible.

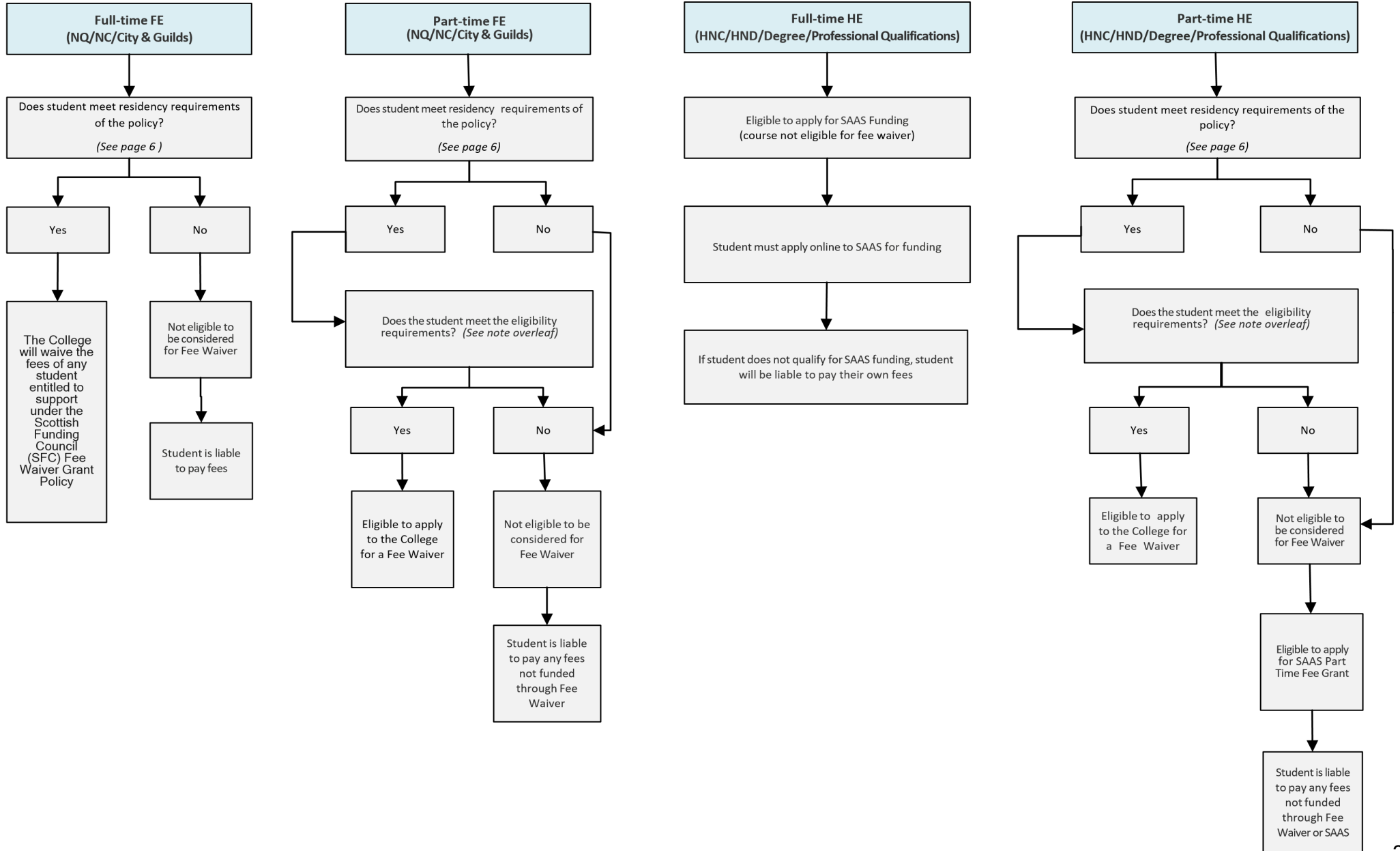
Any fees that remain outstanding are your responsibility.

This document outlines the options available to you to support the payment of your tuition fees.

2 Payment of Tuition Fees Flowchart

The chart shown below should be used alongside the detail of this Learner Guide to provide students with guidance on the options available to support the payment of their tuition fees.

FIFE COLLEGE Learner Guide: Payment of Tuition Fees Flow Chart



3 Full-Time Further Education (FE) Student

Most Full time FE students will qualify for a fee waiver subject to the Residency Requirements detailed in section 5.1 below.

The College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) Fee Waiver Grant Policy when studying on an eligible course. Once you have accepted your unconditional course offer you will be invited by email to complete a Student Funding Application Form to assess your eligibility for bursary funding. Students should complete a Student Funding Application online as soon as the award application forms are available.

If you need more information or are unsure whether you qualify for the fee waiver due to the residency requirements, please contact the Admissions Team via email at admissions@fife.ac.uk.

4 Full-Time Higher Education (HE) Student

Full time Higher Education courses are not eligible for a fee waiver. The main source of funding for Full-time HE courses is provided by the Students Awards Agency Scotland (SAAS).

Fees for a Full-time HE course are payable at the time of enrolment however an application can be made to SAAS to pay your tuition fees.

4.1 Applying for SAAS Funding

Students must apply direct to SAAS for funding, for further information and to submit an application please visit www.saas.gov.uk to ensure tuition fees are paid to the college by SAAS. Applications open in **March** and should be submitted to SAAS as soon as possible to confirm whether you are eligible for funding. If you're SAAS funding is not confirmed prior to the **30th November 2025** you will become liable for the course fee and will be issued an invoice for the course fee.

If confirmation of SAAS funding is not received by the College or if an award is rejected, students are liable to pay the fees.

5 Part-Time Student

Fees for part-time courses are payable at the time of enrolment, unless you have applied for and have been granted funding by another source.

5.1 Applying for a Fee Waiver

Students enrolling on a part-time FE or HE course can apply to the College for a fee waiver to cover the course fee.

The maximum amount of fee waiver a student can claim equates to the equivalent of one full-time fee waiver.

Students taking two or more part-time courses will be eligible for a maximum of one full-time fee waiver. The maximum amounts claimable for each student will be:

- The FE fee (£1,008 in 2025-26) for students taking FE

courses. The FE fee (£1,008 in 2025-26) for students taking a mix of FE and part-time HE courses.

- The HE fee (£1,285 in 2025-26) for students taking part-time HE courses (fee waivers should not be claimed for full-time HE courses, as these are funded through SAAS).

To qualify for a fee waiver students must meet the Residency and Eligibility requirements detailed below.

Residency Requirements:

A student must meet one of the following criteria:

1. That person falls with the definition of eligibility in Schedule 1 of The Education (Access Funds) (Scotland) Determination 2022. The current FE Residency Guide is on the SFC website. However, it should be noted that this guidance is likely to be updated before the start of AY 2025-26. OR
2. The student is ordinarily resident in Orkney or Shetland on the date of commencement of the course of study and has been ordinarily resident in the British Islands throughout the previous three years and is settled in the UK within the meaning of the Immigration Act 1971 on the relevant date. OR
3. The student is a young asylum seeker, or the child of an asylum seeker, who is studying a full-time or part-time Further Education course, and is living in Scotland on the relevant date. To be classed as a young asylum seeker, or the child of an asylum seeker, an application for asylum should be submitted to the Home Office before they are 18 years old. OR.
4. The student is a person (or the spouse) who is an asylum seeker living in Scotland on either a part-time or full-time English for Speakers of Other Languages (ESOL) course; studying a part-time non-advanced; or studying a part-time advanced course. OR:
 - i. 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.
 - ii. Has been resident in Scotland for a minimum period of three years.
 - iii. Was under 18 years old on the date when the application for asylum was made (the application must have been made prior to 1 December 2006).
 - iv. 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.
5. The student is a non-asylum seeker living in Scotland on a part-time ESOL course and the student's main purpose for being in the European Union (EU) is not to receive education (note that these students are still subject to the other eligibility requirements below).

Eligibility Requirements:

If you satisfy the residency requirements above, you must also meet one of the following criteria:

The STUDENT OR STUDENTS' FAMILY i.e., parent/guardian are in receipt of one of the following types of benefit - please note the evidence provided must show the same address as the student.

i. The student or the student's family are in receipt of:

- Income Support
- Working Tax Credit
- Pensions Credit
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Housing Benefit
- Universal Credit

ii. Or the student is in receipt of:

- | | |
|--------------------------------|---|
| • Carer's Allowance | • Incapacity Benefit |
| • Carer's Allowance Supplement | • Personal Independence Payment |
| • Young Carer's Grant | • Adult Disability Payment |
| • Carer's Support Payment | • Contributory Employment and Support Allowance |
| • Attendance Allowance | |

iii. Or the student is:

- Or the student is Care-Experienced. This is defined as looked after and in the care of the Local Authority and can include situations where the student is living in a foster home, children's home, residential home, in kinship care or in the care of the Local Authority in their own home or in informal kinship care with Local Authority involvement. This includes Scottish-domiciled students who have experienced care outside of the UK.

iv. Or the taxable income of the student's family in the previous financial tax year (2024-25) is equivalent to or lower than the following thresholds:

- Single person: £10,400
- Couple without children: £18,000
- Single person with dependent children: £21,600
- Couple with dependent children: £29,100
- 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.

IV. Or the student is:

Or the student is a person (or the spouse or child of a person) who is an asylum seeker living in Scotland as defined in section 18 of the Nationality, Immigration and Asylum Act 2002.

Where students are eligible and qualify for a fee waiver, documentary evidence must be provided by the student at the time of enrolment.

Please note failure to provide fee waiver evidence will mean that you will be unable to attend or access college materials.

If you need further information or you are unsure whether you qualify for the fee waiver, please contact the Student Information Services Team on 0344 248 0115 or email registry-enrolments@fife.ac.uk.

5.2 Applying for SAAS Part Time Fee Grant

If you are enrolling on a part-time HE course and are not eligible for a fee waiver you can apply for a SAAS Part-time Fee Grant. To be eligible you must:

- Have an individual income of £25,000 a year or less
- Be studying an eligible course of Higher Education or Continuing Professional Development at levels 7-10 of the Scottish Credit and Qualifications Framework (SCQF)
- Be doing between 30-119 (120 credits for university courses which are not campus based) SCQF credits in each year of your course.

For further information and to apply please visit www.saas.gov.uk

Any balance of fees are due at the time of enrolment. Students who are eligible must apply within 2 weeks of enrolment.

6 International/Rest of UK Students

If you are an International/Rest of UK student, you must pay for your course in full prior to enrolment. Please note fee rates below:

International Course Rates	
FT/HE	£6,825
FT/FE	£6,300
Degree Programme	£7,350
PT/HE	£462 Per Credit
PT/FE	£357 Per Credit

In the event that your application does not comply with the Home Office licence arrangements, the College reserves the right to withdraw your offer. In this situation or if you decide to withdraw your application for any reason, the College will charge an administration fee of 10% of your total fee and a refund will be arranged for the balance of your tuition fees.

7 Students Liable for their Tuition Fees

If you are not eligible for any funding to support the payment of your tuition fees or if you are liable for part of your tuition fees, payment is due from you

at the time of enrolment.

Non-payment of Fees will result in an exclusion against your record, restricting access to College materials and you will be unable to attend class.

7.1 Fife College Payment Plan Options

Course Fee is £200 or less

The full fee must be paid at the time of enrolment if the fee is £200 or less or the course duration is less than 60 calendar days.

Fees are due at the time of enrolment and payment can be made in full. As a concession for courses over the value of £200 the College will accept an arrangement where the fee can be paid by instalments as follows: -

Payments that you will be required to make:

Course Fee between £201 - £500

- 25% at enrolment.
- Balance payable evenly 3 consecutive months

Course Fee is Greater than £501 - £799

- 25% at enrolment
- Balance payable evenly 4 consecutive months

Course Fee is Greater than £800

- 30% at enrolment
- Balance payable evenly 5 consecutive months

A payment plan is accepted at the discretion of the Finance Department. Please note the following eligibility criteria prior to making a request for a payment plan:

- For a payment plan to be accepted by Finance this must be set up via Standing Order through your bank.
- You will not be eligible to set up a payment plan if you have defaulted in previous years.
- You will not be eligible to set up a payment plan if you had any prior instances of unpaid debt with the College or the College debt collection agency.

The course fee must be paid in full at least one month prior to the course end date. If a payment plan is requested at a later date during the course a payment plan might be refused or the number of instalments offered will be reduced.

If you are paying by Instalments, then the amount payable at the time of enrolment is the personal contribution after deducting funding from other sources e.g., part-time fee grant.

Where a student withdraws prior to the end of their course they remain liable for the full fee and they should refer to the College Refund Policy on the College website.

8 If your Employer is Paying your Fees

You must provide evidence of your employer's acceptance to cover your tuition fees. Please provide either a Purchase Order or a signed College employer mandate form, (attached as Appendix 1 to this document below), to confirm their acceptance of liability for your tuition fees. Your evidence should be submitted to Finance via email to the following address finance@fife.ac.uk at the time of enrolment.

The employer mandate must clearly state the name and full details required to allow us to invoice your employer. Failure to provide this information will result in restricted access to College materials and you will be unable to attend class.

If an employer refuses to pay the fees due, the student will become personally liable for any fee outstanding. If a mandate or Purchase Order is not provided within one month of the course start date then the fees will be invoiced direct to the student.



Appendix 1: Employer Mandate Form

Fife College
Finance Department
Halbeath Campus
Pittsburgh Road
Dunfermline
Fife
KY11 8DY
E-mail: finance@fife.ac.uk

EMPLOYER MANDATE - SESSION 2025/26

FIRM/ORGANISATION:

ADDRESS:

.....

We accept course fee charges in respect of

(Insert student's name or attach list if applicable)

Course Title:

Invoice address:

.....

Finance e-mail Address:

Purchase Order No:

Telephone No:

Authorised by:

Designation:

Date:

Please return the completed form by e-mail to finance@fife.ac.uk