



# Application for part-time fee grant 2011 - 2012

PT1

## Who should fill in this form?

You should fill in this form if you are studying part-time for an HNC, HND, degree course, Professional development Award (PDA), a Continuing Professional Development course (CPD) or a taught postgraduate course at SCQF level 7-11 and complete at least 40 SCQF credits per year.

## Instructions for filling in the form

Please complete this form in **BLACK INK**. Please do not mark any other areas on the form.

To help you fill in this form please read the step-by-step instructions in the separate "Notes to help you with your Part Time Fee Application (PT2)".

If you have any questions simply call our helpline on **0300 300 3137**

### Data Protection Statement

**Data Protection Act 1988 and fraud prevention– This Agency has a duty to protect the public funds it administers, and to this end will use and share that information with other organisations for the purposes of ensuring you remain eligible for support. We will also use the information you have provided on this form for the prevention and detection of fraud and will also share this information with other bodies responsible for auditing or administering public funds for these purposes. We may request information from other organisations for the purpose of ensuring that you remain eligible for support and that the level of support awarded is correct. You should read the full SAAS privacy statement and note on fraud on our website.**

## Section A Your personal details

A.1 Have you ever applied for an award from ILA Scotland? Yes  No  Cross (x) one box only

A.2 If you answered 'Yes' to question A.1, please give your ILA Scotland reference number 

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A.3 Are you receiving support for learning from any other government funding schemes e.g. ILA 200 or full time funding award from SAAS? Yes  No  Cross (x) one box only

A.4 If you answered yes to question A3 above please tell us the name of the scheme and organisation that you are receiving funding from.

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**Section A Your personal details (continued)**

**Name**

A.5 Title Mr  Mrs  Ms  Miss  If Other (please specify)

A.6 First name

A.7 Last name

A.8 Date of birth  /  /

A.9 Are you? Male  Female  Cross (x) one box only

A.10 Marital status Single  Married  Divorced  Separated  Widowed  Partner

A.11 Date you got married or moved in with your partner  /  /

**Full postal address of your home**

A.12 Postcode (UK only)

A.13 House number or name

A.14 Rest of address including the street, town and country

A.15 Phone number

A.16 E-mail address

**You should now fill in section B**





**Section F Declaration and undertaking (all students must sign this)****Student Declaration**

This award is made under the Students' Allowances (Scotland) Regulations 2007 (as amended).

- As far as I know, the details I have given on this form are complete and accurate.
- I agree to give you any further information you may ask for.
- I agree to tell you immediately if I do not matriculate, or withdraw from my course of study.
- I will tell you immediately if my circumstances change in any way that might affect any amount I have received, or had paid on my behalf.
- I understand that if I give you false information, or do not give you complete information, you may prosecute me and withdraw the support.
- I agree to repay any amount I have received, or that has been paid on my behalf, which is more than the award due to me.
- I have read and understand the privacy statement at the start of this application on Fraud and the Data Protection Act 1998. I consent to the use of information I have provided and to the collection of other information, as set out in the privacy statement. I understand you will use this information to confirm that I am and continue to remain eligible for an award and that the amount of the award is correct.

F.1

Your signature

You must sign here
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Date

D	D	/	M	M	/	Y	Y	Y	Y
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**We may prosecute you if you give false information****You should now fill in section G****Section G Checklist****Filing in the form**

Please use the check list below to help you make sure you have filled in all the sections that apply to you. Give us all the details we ask for.

**Has the form been signed?**

- Have you signed the declaration on page 5?
- Has your course provider completed the endorsement on page 4?

**Sending us documents**

Do NOT send us original documents, send us CLEAR PHOTOCOPIES as we destroy all documents after 30 days.

Put a cross (x) in the boxes to tell us what documents you are sending with this application. You must not attach the documents using pins or staples. Please send a clear photocopy of the following.

- |     |  |                          |
|-----|--|--------------------------|
| G.1 | Evidence of income or nil income (see Notes to help you with your part time fee application (PT2) for more information). | <input type="checkbox"/> |
| G.2 | Evidence of any one of your benefits/Tax Credits listed in section D   | <input type="checkbox"/> |
| G.3 | Total number of documents enclosed   | <input type="checkbox"/> |

**Need help**

If you have any questions about this application, please contact us before sending it to us. Please call our helpline on 0300 300 3137 or email us at [Parttimefeegrant@scotland.gsi.gov.uk](mailto:Parttimefeegrant@scotland.gsi.gov.uk)

**Sending your form to us**

Please send your filled-in application form and any documents to:

**The Student Awards Agency for Scotland**  
Gyleview House  
3 Redheughs Rigg  
Edinburgh  
EH12 9YT.

**Please make sure you use the correct postage.** If you do not, there is likely to be a delay with processing your application. We will not accept a faxed copy of your application form.