

Part-Time Undergraduate Fee Waiver Scheme – who can apply?

These guidance notes are important. Please read them **before** completing your fee waiver application.

ELIGIBILITY CRITERIA

The Part-Time Undergraduate Fee Waiver Scheme is open to any student, or prospective student, **who does not already have a First or Foundation Degree** and meets the criteria listed below. In order to be eligible for this scheme you must satisfy criteria under two headings:

1. Course criteria

You must:

- (a) be studying part-time.
- (b) be registered with the University, either as a new entrant or as a continuing student, on a programme with the aim of obtaining a recognised undergraduate higher education qualification such as the Art and Design Certificate, Certificate of Higher Education or the Diploma of Higher Education.
- (c) be studying on a course, module or unit which corresponds to ten credit values or more **up to a maximum of 60 credits in total in any given Academic Year**.
- (d) complete the given assignment tasks.

2. Personal criteria

In addition to meeting the course criteria, you must be **Welsh domiciled** (i.e. living in Wales) and are able to meet ONE of the personal criteria listed below:

- (a) You or a member of your family are in receipt of:
 - Income Support
 - Income Based Jobseeker's Allowance
 - Housing Benefit
 - Pension Credit
 - Council Tax Benefit
 - Working Tax Credit
- (b) You are in receipt of:
 - Severe Disablement Allowance
 - Disability Living Allowance
 - Attendance Allowance
 - Incapacity Benefit
 - Carer's Allowance
- (c) Be a registered job seeker, and have been so for a continuous period of no less than six weeks prior to the date of this application.
- (d) The only income you or your family receive is Department for Work and Pensions benefits.

EVIDENCE

We will need to see official documentary evidence of your eligibility for this scheme before the fee can be waived. It is very important that you **complete ALL sections of the Fee Waiver application form and include the evidence** as we will be unable to make a decision without it. This evidence may take the form of, for example, a current letter from the Department for Work & Pensions, HM Revenue & Customs, Local Council, or Jobcentre confirming entitlement.

CHANGES IN CIRCUMSTANCES

If your circumstances change during a period of study in such a way that you cease to be eligible for the fee waiver, you **must** let us know as soon as possible. In that case, a reduced fee will then be payable in proportion to the remainder of your course.

GENERAL POINTS TO BEAR IN MIND

- In order to qualify for a fee waiver you will need to be assessed for eligibility on an annual basis. If you are awarded a fee waiver it will apply for the whole Academic Year (1st August to 31st July) unless your circumstances change during the course of the year (see note above). At the end of the Academic Year your fee waiver will terminate and you will be required to apply again in the following year should you wish continue with your studies and have your fees waived. Please bear in mind that the qualifying criteria for the fee waiver may change from year to year.
- **If you are awarded a fee waiver and have enrolled for a course, you must inform the School of Education and Lifelong Learning, before the start of the course, if you subsequently decide not to take up your place on the course. Should you fail to do this you will be liable for the fee in full.**
- There are no age restrictions relating to this scheme.
- Only tuition fees are eligible for fee waiver. Any additional costs, such as assessment or examination fees, are not eligible under this scheme.
- Eligible students can claim up to a maximum of 360 credits from the fund during their studies, which may be spread across several academic years.
- The maximum number of credits which you can study for under the fee waiver scheme in any given Academic Year is 60 credits. If you wish to study for more than 60 credits then you no longer qualify for a fee waiver and you will be required to pay the fees for all the courses you wish to take.
- **Failure to submit course work for assessment will forfeit your right to fee waiver status and you will be required to pay the course fee.**
- All part-time home students are eligible to apply for assistance from the University's Hardship Fund. For further information about the Hardship Fund please contact the Student Finance Adviser based at the Student Welcome Centre: tel 01970 621761 or see www.aber.ac.uk/en/student-finance/money-management/

WHAT TO DO NEXT

Complete the enclosed Fee Waiver Application Form and return it to me at the above address, along with the evidence of your entitlement. It is very important that you **complete all sections of the form and include the evidence** as we will be unable to make a decision without it. You will hear from us as soon as a decision has been made as to your entitlement.

If you are unsure as to whether or not you are entitled to have your fee(s) waived, please contact either Marc Richards or Janet Nicholls on 01970 621598 to discuss your situation. All enquiries will be treated in complete confidence.