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NO

YES

Is the course eligible for Fee Waiver, i.e. is it on the Curriculum Delivery Plan?

If a student comes in with an enrolment form it must be fully completed including Course Name/Start Date/Cost etc. and signed by the Lecturer if necessary

Please complete a Fee Waiver Application Form and bring it to the Finance Office once you have completed your Online Enrolment.

The member of staff processing the form will check eligibility per the Fee Waiver Guidance Policy issued by the Funding Council, which is summarised on the Fee Waiver Application Form 2016/17 and if you are eligible will advise you right away if your application has been successful.

You must provide documentary evidence of entitlement to Fee Waiver at the point of enrolment – **we do not accept incomplete application forms**. Acceptable evidence is in the form of a current letter from the Department of Working Pensions in respect of benefits received, JSA, ESA etc. or a letter from the Local Authority in respect of Housing Benefit or a letter from Inland Revenue detailing the Working Tax Credit Award. These letters must be current and in effect as at the first date of the course the student wishes to enrol on.

Students wishing to use Fee Waiver must be a named recipient or included in the benefit claim of a parent/guardian/spouse/partner to be entitled to Fee Waiver under category (1) of the Entitlement to Fee Waiver (see Fee Waiver Application Form).

The burden of proof of entitlement is entirely upon the student. If you cannot provide all of the information required to grant Fee Waiver, we cannot accept the application and you will be asked to come back with the relevant information to enrol at a later time or make payment in the normal method.

If the course is not part of the Curriculum Delivery Plan it is Commercial and there are **NO FEE WAIVERS** on Commercial Courses.

The next best value for money option regarding funding is ILA which must already be in place to use it towards the course if it is ILA eligible (see ILA guidance) or if applicable Part Time Funding Grant.

If there is no ILA in place, then the student will be self- financing and will be expected to make payment per the normal arrangements.

Fee Waiver Guidance for Student

