

## PART-TIME UNDERGRADUATE FEE WAIVER SCHEME 2016/17 APPLICATION FORM

All documentary evidence must be supplied before an application can be considered. Applications will then be considered on a "first come first served" basis. You are therefore advised to submit your application as soon as possible.

Successful applicants will have their tuition fees waived for the current year of study only. Fee Support applies to tuition fees only and not to any examination or assessment costs.

**Please note all correspondence will be sent via email to your University email account.  
This form is also available in Welsh. To request a copy, please use the contact details on page 3.**

**ALL APPLICANTS MUST COMPLETE ALL SECTIONS**

### SECTION A - PERSONAL DETAILS

Title		Surname		Forename(s)	
Date of Birth	DD/MM/YY	Age		Student ID.	
Postal address					
Postcode:		Telephone:			
Mobile:		E-mail:			

### SECTION B - HIGHEST QUALIFICATION

Please indicate your highest qualification to date:  
*Note, this is not the course you are currently studying.*

(For example: GCSE's, A Levels, BTEC National Diploma, or if you have no formal qualifications to date, please indicate this in the above box)

Is this your first experience of Higher Education? Yes  No

Have you undertaken any previous study at the University of South Wales  
*Note, this is not the course you are currently studying.* Yes  No

If you have answered 'Yes' to the previous question, please indicate the title of the course you studied previously:

### SECTION C - DETAILS OF THE COURSE YOU ARE CURRENTLY STUDYING

- COURSE TITLE:
- COURSE LOCATION:
- NUMBER OF CREDITS taken in academic year 2016/17:  Please confirm this with your tutor if you are unsure
- Is this a taster module(s)? Yes  No   
*Please note: non credit-bearing courses and postgraduate courses do not qualify for this scheme*
- Will you be studying at a partner college? Yes  No
- If yes, please indicate which college:

## **SECTION D - PERSONAL ELIGIBILITY**

In order to qualify for the Fee Waiver Scheme you must fulfil one of the following eligibility criteria.

Please indicate only ONE of the following that you are claiming and can provide proof of:

You are a registered Job Seeker and have been so for a continuous period of no less than 6 weeks prior to the date of application for fee waiver

Or, your Family\* are in receipt of one of the following benefits:

Or, you are in receipt of one of the following benefits:

Income Support

Income based jobseekers allowance

Housing Benefit

Pension credit

Council Tax Benefit

Working Tax Credit

Severe Disablement Allowance

Disability Living Allowance

Attendance Allowance

Incapacity Benefit

Carer's Allowance

Or

The sole income of your family\* is Department for Work and Pensions Benefits  
PLEASE GO TO NOTE 1 on Page 3

\*For the purposes of the Scheme applicants must fit into the definition of 'Family' which is outlined below. Please indicate which definition applies to your application.

mature single student (over 21)

Student is a lone parent with dependent children (no age restriction)

married or unmarried couple

a couple in a civil partnership with or without dependant children

If you are not the claimant please provide the name of the family member who is claiming one of the eligible benefits, and their relationship to you.

Name of Family Member:

Relationship to you:

## **DOCUMENTARY EVIDENCE – ALL APPLICANTS MUST PROVIDE EVIDENCE**

In order to qualify for the Fee Waiver Scheme you must either:

1. Supply documentary evidence of the benefit or tax credit you have indicated that you claim.

For example, a letter from the Benefits Agency, Local Council or Jobcentre Plus confirming that you are currently in receipt of the benefit. THIS LETTER MUST BE DATED WITHIN ONE MONTH OF YOUR APPLICATION. If it is not dated within one month, the outcome of your application will be delayed until such time as we have the required evidence.

**You must provide us with your most recent notification. If your circumstances change during this academic year, you must notify us.**

Alternatively you can supply a copy of the COVER AND FIRST PAGE of the family member's benefit book confirming the claimants name, address and type of benefit received,

OR

2. Ask the Jobcentre Plus/Benefits Agency/County Council to complete the declaration on the opposite page. (please note that they are under no obligation to comply with your request)

OR

3. If your sole income is a DWP benefit not listed above then you must supply the evidence listed in Note 1 on page 3.

## JOBCENTRE PLUS/BENEFITS AGENCY/COUNTY COUNCIL DECLARATION

I CERTIFY THAT

(claimant's name in full)

Is currently in receipt of Income support/Housing Benefit/Council Tax Benefit/is a registered job seeker  
(Please circle appropriate Benefit) and has been so continuously since

(date)

Name of Certifying Officer:

(Block Capitals)

Job Title:

Signature:

Date:

Contact Tel No.:

OFFICIAL STAMP

NB THIS DECLARATION IS INVALID IF NOT STAMPED

### NOTE 1: Sole income of family\* is Department for Work and Pensions benefits

If you do not receive one of the benefits listed in section D, but the only income of your family\* is 'Department for Work and Pensions' benefits, then you may still be considered by this scheme. For example the sole income of your family may be retirement pension or disability benefits. **In these circumstances, you must prove that your sole income is DWP benefits.** You can do this by providing **ALL** of the following:

1. A personal statement of all income that you receive
2. Proof that you are in receipt of that income (eg. benefit/pension letter.)
3. Copies of your two most recent bank statements

### SECTION E - ADDITIONAL INFORMATION

Please use this section to elaborate on any of the information given in your application and/or to provide further information which you feel may be relevant.

### SECTION G - STUDENT DECLARATION

- I confirm that I have not previously obtained a first degree.
- I confirm that if this is my second Fee Waiver application for the 2016/17 academic year, that my financial circumstances have not changed.
- I confirm I am liable to pay the home rate of fee.
- I confirm that I have read and understood the eligibility criteria (if you do not understand any element of the eligibility criteria, please discuss above with the Income Section).
- The information I have provided is accurate at time of completion.
- I will inform the Finance Department immediately, should my financial or academic circumstances change **eg. you are in receipt of a Part-time Fee Grant from your Local Authority.**

### DATA PROTECTION STATEMENT

All personal details will be held in accordance with the Data Protection Act 1998. The information provided in this application form may be used by University of South Wales staff, the Finance Division, Academic Registry, Academic Schools; University of South Wales auditors; the Director of Student Services (or nominee); UHOVI project staff; representatives from HEFCW, Welsh Government, the Financial Contingency Fund Committee (where applicable); for making decisions, presenting cases and auditing purposes; a nominated member of staff at a partner college for the processing of applications. I understand that my explicit consent will be required if the information is requested from any other source or for any further purpose.

Signature:

Date:

\*PLEASE NOTE THAT ALL SECTIONS MUST BE COMPLETE BEFORE A FEE WAIVER CAN BE GRANTED

### WHERE TO SEND YOUR APPLICATION FORM

Please return your completed form to the following address:

Fee Waiver Scheme  
Revenue Unit  
University of South Wales  
Llantwit  
Treforest,  
CF37 1DL

**FOR OFFICE USE ONLY**

**GENERAL INFORMATION**

<input type="checkbox"/>	Enrolment Number	<input type="checkbox"/>	Postcode check
<input type="checkbox"/>	Module Choice List (Q+ Printout)	<input type="checkbox"/>	Highest Qualification

**OUTCOME OF APPLICATION - FEE WAIVER**

<input type="checkbox"/>	Approved	/ /	<input type="checkbox"/>	Pending	/ /	Signed	<input type="text"/>
<input type="checkbox"/>	Declined	/ /	<input type="checkbox"/>	Withdrawn	/ /		

Amount awarded £

**REASON FOR PENDING**

<input type="checkbox"/>	Evidence of benefits/ DWP documentation outstanding	<input type="checkbox"/>	Highest Qualification information
<input type="checkbox"/>	Signature required	<input type="checkbox"/>	Module Choice List (Q+ Printout)
<input type="checkbox"/>	Other (please detail)	<input type="text"/>	
		<input type="text"/>	

**REASON FOR APPROVAL**

**REASON FOR DECLINE**

<input type="checkbox"/>	Job Seeker's Allowance (for a continuous period of 6 weeks)	<input type="checkbox"/>	Ineligible
<input type="checkbox"/>	Discretion (if discretion, must be signed by MoS)	<input type="checkbox"/>	All required information/evidence not provided
<input type="checkbox"/>	Low Income / Sole income is DWP	<input type="checkbox"/>	Not met criteria
<input type="checkbox"/>	Other (please detail)	<input type="checkbox"/>	Missed deadline
	<input type="text"/>	<input type="checkbox"/>	Other (please detail)
			<input type="text"/>

Signed (Finance Staff):  Date: / /

Discretion Authorised by  Date: / /