SAAS Part-time Fee Grant (PTFG) Information

1. You must contact SAAS yourself to make sure that you will be eligible for the SAAS PTFG.
   E-mail: Parttimefeegrant@scotland.gsi.gov.uk Phone: 0300 300 3137.

2. The SAAS PTFG application form is usually available on the SAAS website https://www.saas.gov.uk/forms_and_guides/index.htm from early April. It is your responsibility to check the website to ensure that you meet the eligibility criteria and to download and print the application form.

3. You must bring your completed PTFG application form (please note this must be the entire form) to the Short Courses Office on the fourth floor of the St Andrew’s Building, North Wing room N402, where it will be stamped by a member of staff. At this stage, you will have two options.

   a) You can guarantee your place on a course/s by paying the full fee in the first instance, and using PTFG funding retrospectively, the process will be as follows:
      • You should have your PTFG application form stamped as outlined above.
      • You must then return the stamped application form to SAAS with proof of your income.
      • Once you receive confirmation of PTFG funding (SAAS award letter) you must send/bring this to the Short Courses office.
      • Refunds for those enrolled on a short course/s will be processed shortly after we receive your SAAS letter. However, please note that for those enrolled on Access refunds will be made in early January following receipt of payment from SAAS.

   b) If you are unable to pay the full fee and wish to use PTFG funding the process will be as follows:
      • You should have your PTFG application form stamped as outlined above, but you will not be enrolled on any courses at this stage. It is therefore imperative that the following steps are undertaken as soon as possible.
      • You must return the stamped application form to SAAS with proof of your income (it can then take SAAS 4 weeks to process)
      • As soon as you receive confirmation of PTFG funding (SAAS award letter) you must send/bring this to the Short Courses office.
      • The Short Courses office will then enrol you on the courses/s of your choice assuming there are still places available. Please note that any additional fees must also be paid at this time.

C) Withdrawal
Please note that should you withdraw from your course before December, when the University has received payment of your Part time fee grant award, you will be liable for your full course fee.

Please keep this section for information
Short Courses, St Andrew’s Building, 11 Eldon Street, Glasgow
G3 6NH. Tel: +44 (0)141 330 1835. Email: shortcourses@glasgow.ac.uk