SAAS Part-time Fee Grant (PTFG) Information for Access students 2018-19

1. Once you have been offered a place on Access you must contact Student Awards Agency for Scotland (SAAS) to make sure that you will be eligible for the SAAS PTFG at the time of application. **You should apply as soon as the PTFG form is available on their website.** Web: https://www.saas.gov.uk/part_time/index.htm E-mail: Parttimefeegrant@scotland.gsi.gov.uk Phone: 0300 300 3137.

2. The SAAS PTFG form is usually available on the SAAS website from April 2018. It is your responsibility to check the SAAS website at this time to download and print the form and to ensure that you meet the eligibility criteria.

3. You must bring your completed PTFG 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 the Access course by paying the full fee in the first instance online, then use PTFG funding retrospectively, the process will be as follows:
      • you should have your PTFG form stamped as outlined above.
      • You must then return the stamped 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.
      • When the University receives payment from SAAS it will arrange to *reimburse the amount awarded to you by 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 form stamped as outlined above, but you will not be enrolled on the Access course at this stage. It is therefore imperative that the following steps are undertaken as soon as possible.
      • You must return the stamped 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 enrol you on the Access course assuming there are still places available on your agreed subjects. Any additional fees must also be paid at this time. Please note: the second option will not be available after the 1st of September 2018. After this time we will only accept PTFG applications under the conditions outlined in 3a).

*Reimbursement of fees is not usually until Jan/Feb 2019 when SAAS makes fees available to the University. Students withdrawing from their classes prior to December 2018 will be liable for fees.

Please keep this section for information
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