



University of
St Andrews

Applying for a Part-time Fee Grant through SAAS

Guidance for new students

If your personal earned or pension income is under £25,000 and you are taking at least 30 credits in the academic year 2023-24, then you can apply for the Student Awards Agency for Scotland (SAAS) part-time fee grant.

If you wish to apply for a Part-Time Fee Grant, you can do so by creating an account with SAAS and applying to them directly.

Please note that the closing date for part-time fee grant applications from learners studying part-time between 1 August 2023 and 31 March 2024 is 31 March 2024.

If this is the first time you have applied:

1. Create an account using [SAAS Account Registration](#).
2. Once you've registered, you'll receive an email with a link to activate your account. The link will take you to a page confirming that your account is active with a link to the login page.
3. You'll get the option to apply for funding.
4. As well as applying for your funding, you can:
 - check how your application is doing
 - view your award notice
 - review or update the details we hold for you by using the services within your online account

If you've applied for funding before:

If you applied for part-time funding before using a paper/PDF application form, you must create a SAAS Account. Follow the steps for 'If it's the first time you've applied for funding'.

1. Login to your SAAS Account.
2. You will then get the option to apply for funding.

As well as applying for your funding, you can check how your application is doing view your award notice and review or update your details by using the services within your online account.

You must use your PTFG Reference Number (Learner ID) when registering an online account and then associate your PTFG Reference Number before you start your application. If you do not, you may create a duplicate record which will lead to a delay in your application being processed. If you are unsure of the PTFG Reference Number, contact SAAS.

If you have not applied for funding since 2016-17 or earlier

1. Create an account using [SAAS Account Registration](#).
2. Enter your SAAS reference number when asked. If you can't remember this, [contact SAAS](#).
3. Once you've registered, you'll receive an email with a link to activate your account. The link will take you to a page confirming that your account is active with a link to the login page.
4. You'll then get the option to apply for funding.
5. As well as applying for your funding, you can:
 - check how your application is doing
 - view your award notice
 - review or update the details we hold for you by using the services within your online account.

Completing the Form

When filling in your SAAS form, you will be asked to provide information about your course. This guidance should help you fill in this information accurately.

1. **Personal Details** – first, you will be asked to fill in personal details, including date-of-birth, address and National Insurance Number
2. **Course Information** – In this section, you will be asked to provide details of your course. Please see below for guidance on how to fill in this section accurately.

What course type are you studying?

Part Time Fee Grant ▼

[Need help with 'course type'?](#)

College, University or Provider

University of St Andrews ▼

Course

Other ▼

Other

MA Combined Studies

Qualification Level

DEGREE ▼

How many SCQF credits are you working towards this session?

40

- **Course type** – “Part Time Fee Grant”
- **Provider** – University of St Andrews
- **Course** – “MA Combined Studies” OR if you are studying modules at the University on a non-graduating basis, “UG Credit Only”.
- **Qualification Level** – Degree
- **SCQF credits** – this is the number of credits you are taking this year. You can fill in this section after completing PRE-ADVISING and selecting your modules. Number of credits can be found in the **Module Catalogue**, so add together the number of credits for all the modules you plan on taking.

When does your course start?

17	1	2022
----	---	------

When will you finish your course?

20	12	2030
----	----	------

How many years does your course take to complete?

[Need help with the length of your course?](#)

What year are you applying for?

[Need help with Course Year?](#)

Back	Save & Continue
-------------	----------------------------

- **Course Start and End** – The expected end date of your course can be found on your Student ID Card. The start date is the first day of term each year – this can be found in the semester dates calendar on the University website. If you do not have your student ID card, your expected end date can be found in your **Entrant Email**.
- **Course duration** – 9 years for MA Combined Studies and 1 year for non-graduating.
- **Year of course applying for** – If you have just began your studies, this should be counted as year 1.

3. **Details of your income** – in this section, you will be asked to provide details of your annual income, including self-employment, pensions, and benefits. If you do not earn money from these sources, input “0”.

Details of your income

Please give us details of your gross annual income, including any replacement living-cost benefits/tax credits that you receive. For more information click [here](#)

Employment - Gross PAYE (income from employment)

An amount must be entered

Self-employment - Net profit from self-employed income and any property income

Pensions - Income from private, employer's, retirement pensions

Benefits - Replacement living cost benefits, including state pension

Back

Save & Continue

4. **Other Funding** – In this section, you must declare if you are receiving funding from any other government training scheme.

Part Time Learner

You must let us know if you are already receiving funding from any other government training scheme, either directly or indirectly.

This includes Employability Fund, Community Jobs Scotland programme, Construction Industry Training Board (CITB), Scottish Electrical Charitable Training Trust (SECTT) and the Modern Apprenticeship Scheme if you are employed as a Modern Apprentice.

Are you employed as a Modern Apprentice?

Yes No

Do you receive, directly or indirectly, support from CITB, EF, SECTT?

Yes No

Will you receive any third party help to pay for your course fees?

Yes No

Back

Save & Continue

5. **Declaration** – Carefully read the statements and then check the box to complete your form. You will then be asked to review all the information you have inserted to check that it is correct. After this, you will be able to submit your application.

Funding declarations

Please carefully read the following statements and indicate that you have read, understood and agreed to them by ticking the relevant boxes.

The award is made under the Student Allowances (Scotland) Regulations 2007 (as amended).

- All the information I have entered and submitted on this form is complete and accurate, to the best of my knowledge and belief.
- I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.
- I will inform SAAS immediately if my circumstances change in any way (including the receipt of funding from another public body) that might affect any amount which I have received, may receive or had paid on my behalf.
- I understand that SAAS will use the information I have provided to confirm my attendance and details of study with the training provider, and my award may be amended or cancelled if the details provided are incorrect.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I will inform SAAS immediately if I do not enrol, or I withdraw from my course of study.

Help and Guidance

If you are feeling unsure when completing their online application, you can speak to a **SAAS Enquiry Officer** via their Contact Centre on **0300 300 3137** or use the [SAAS Webchat facility](#).

You can also contact the **Lifelong Learning team** at lifelonglearning@st-andrews.ac.uk for additional support in completing your form.