SAAS Funding 2011/2012
Quick Guide to Applying

ATTENTION!

ARE YOU PLANNING ON STUDYING A FULL TIME HNC, HND OR DEGREE?

You **MUST** apply to SAAS for your tuition fees ASAP. You can also apply for a student loan and other grants.

This guide gives information on how to register and apply on the SAAS website.

To apply for funding & detailed information visit
www.saas.gov.uk

WAYS TO APPLY

Online Applications

Students will be able to apply online from mid April 2011. The online application system allows students to complete the full application without the need to print the form to sign and send. The application only needs to be completed in full once. When re-applying for support the student will only have to make any changes they have in their circumstances e.g. parental income. The online form provides support in completing the application and give details of documentation required to process the application.

Paper Based Applications

Application forms will only be provided in exceptional circumstances. If you have good reason for not being able to complete an online application please call SAAS **0300 555 0505** direct and they will post you a paper form.

These forms must be completed carefully. The main points are:

- All sections that apply to the student must be filled in.
- Completed using CAPITAL letters and using a **BLACK** pen.
- All information must be contained within the white box provided.
- Do not draw a line through any part of the form that does not apply.
- The student and their parents or husband/wife must sign the declaration that applies to them.
- The correct postage must be used when the form is sent off to SAAS

Documentary Evidence

Students are required to post photocopies of evidence (such as P60s) remember when you apply for session 2011-2012 SAAS will require documents relating to tax year April 2010-April 2011). Send directly to SAAS. **Originals should not be sent**, as SAAS cannot guarantee they will be returned. Photocopies are normally destroyed once the application has been processed.

Travel Costs

SAAS will no longer pay for daily travel expenses. The only exception is for disabled students who cannot use public transport. SAAS will continue to pay travel expenses for:

- Allied Health professions and Nursing students on placement; and
- Those individuals on a compulsory period of study abroad (fares and medical insurance only).

Therefore, in order to accommodate this change, from **2011-2012** the maximum income assessed loan will increase by £350, providing students from lower income backgrounds with a potential package of approximately £6200.

Support

If students have any queries about their application they should contact SAAS or speak to a Learner Adviser before sending their application. SAAS can be contacted direct on: 0300 555 0505 or e-mail saas.geu@scotland.gsi.gov.uk

SAAS Online applications 2011-12

How to register for the online service

1. Go to www.saas.gov.uk

2. Click on apply for support at the left hand side of the page.

3. Click on apply online for your support in 2011-12.

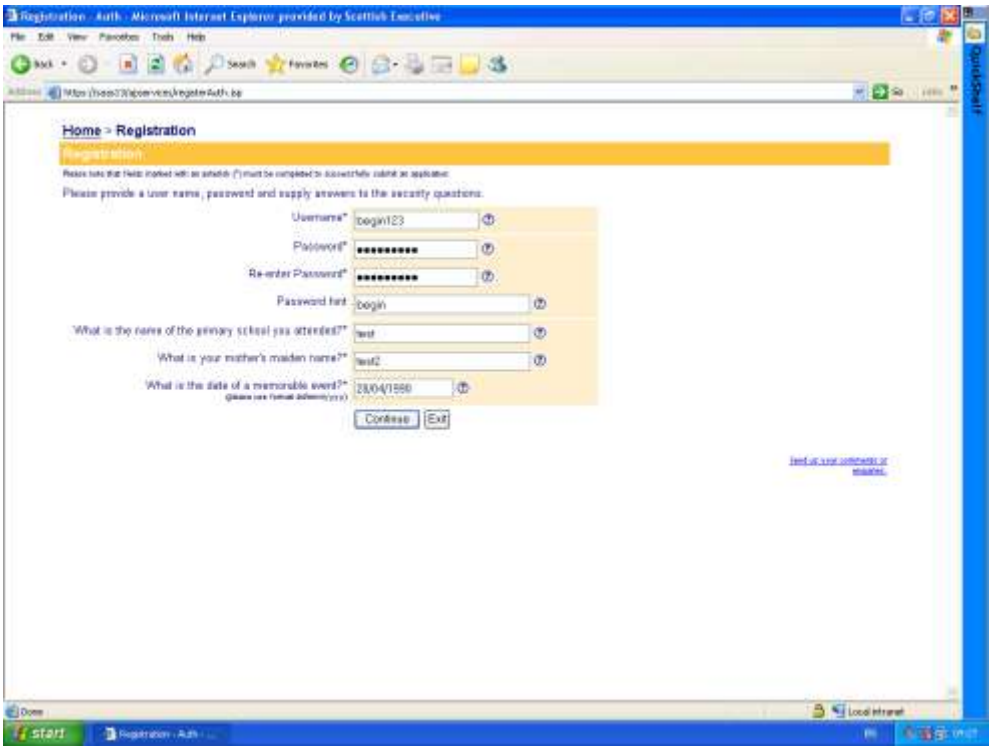
4. Click apply online.

5. Used the service before? Login with existing username and password. Try the Forgotten username or password links, or call **0300 555 0505** to ask for a reminder.

6. New user? If you have not used this service before you must register. See notes below on registering.

7. To register, first click on Register.

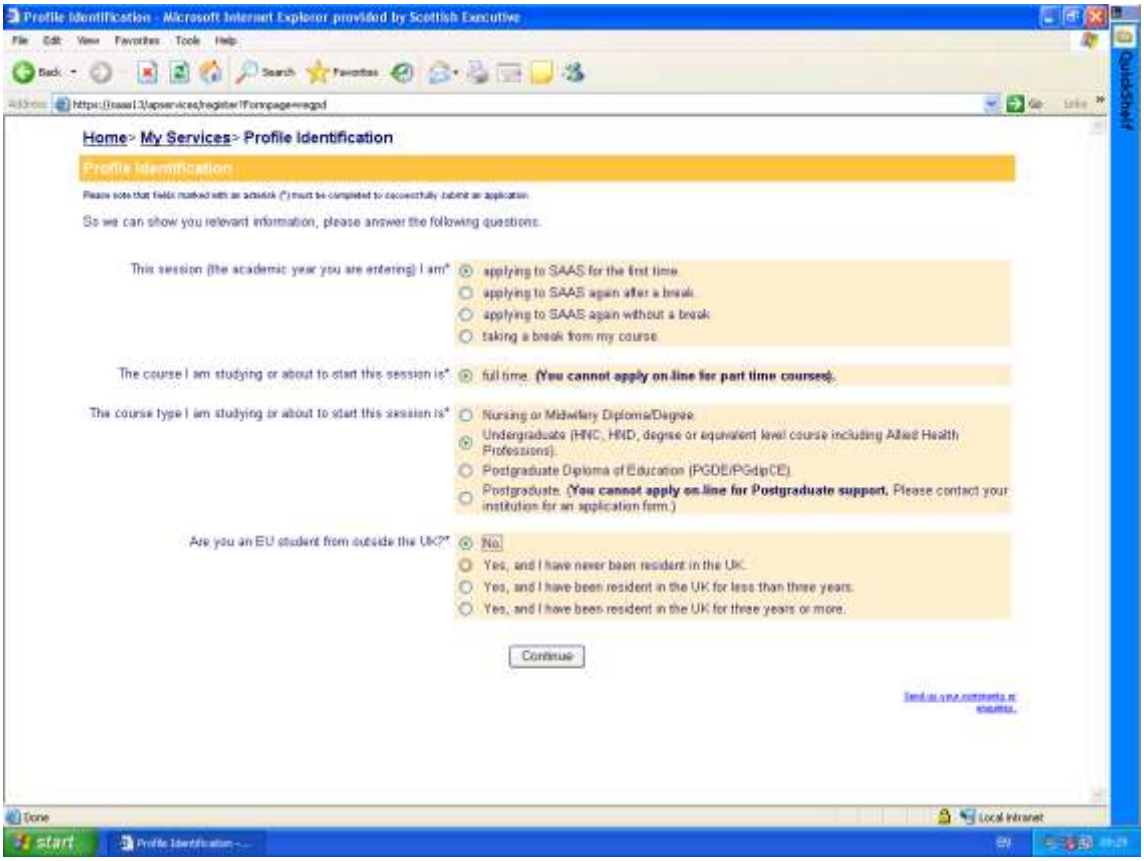
8. Complete the screen with a username and a password of at least 8 and 16 characters. Take a note of your username and password.



9. Then complete the screen with some personal details. These may be used to check your identity if you ask for a username or password reminder.
10. Complete the next screen with your name, address and other contact details. Email and mobile phone number are optional, but if you give an email address they will email you to confirm your login details.

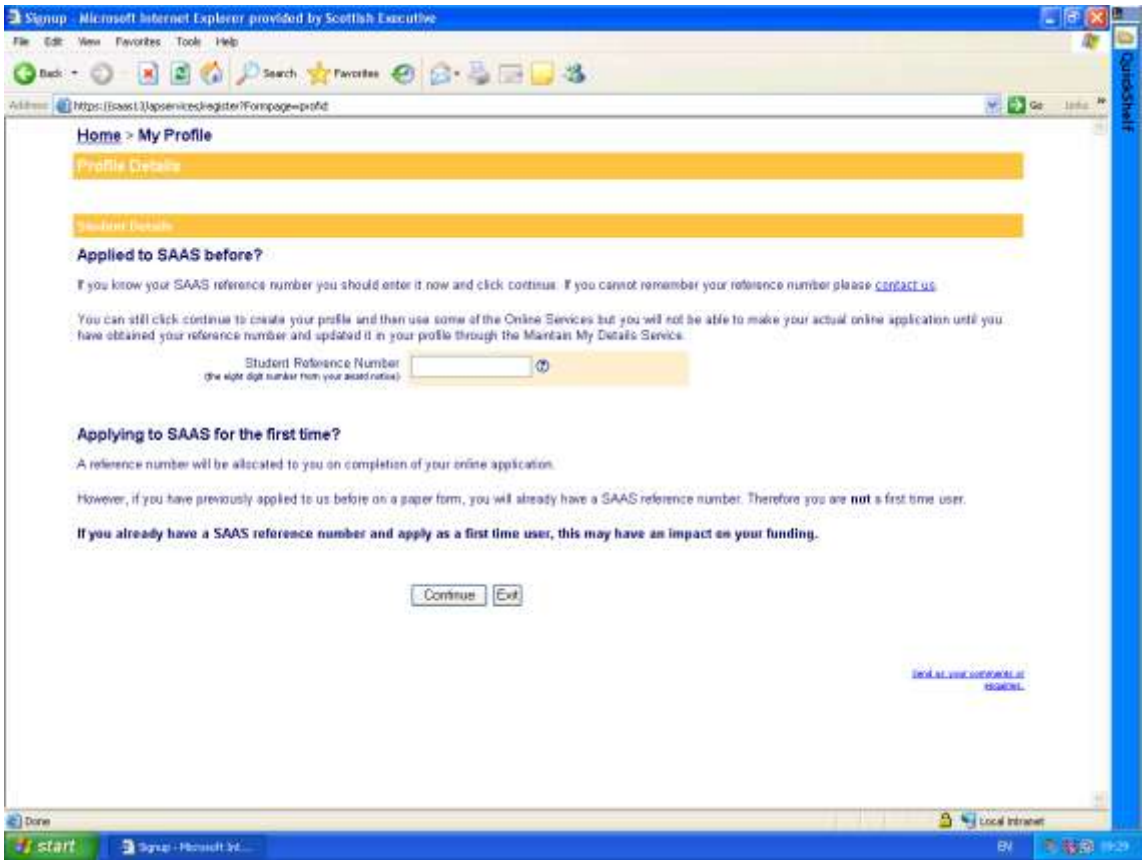
11. See screen below. Here you must input your student status.

    - *'I am applying to SAAS for the first time'.* Tick this if you have NEVER studied HNC, HND or degree before.
    - *'I am applying to SAAS again after a break'.* Tick this if you have had a year or more away from studying HNC, HND or degree full-time.
    - *'I am applying to SAAS again without a break'.* Tick this if you have been doing an HNC, HND or degree in 2010-11 and are continuing, or starting a new course at this level in 2011-12.
    - Tick 'full-time'. If you are studying part-time, you should call ILA 500 Scotland on **0300 300 3137** for an application pack
    - Your course is *Undergraduate.*
    - EU: If you normally live outside the UK in a EU country, tick yes. If you normally live in the UK, tick no.



12. This screen asks for your SAAS reference number. If this is your first time applying to SAAS, you will not have a reference number – leave the box blank and hit continue.

For those who have applied before, you must input your SAAS reference – you will find this on previous award letters or by calling SAAS on **0300 555 0505**.



13. You will now see a screen that lists all the online services. Click on the area where you can make an online application for support. If you have any problems completing the form, remember to talk to a Learner Adviser or call SAAS direct for support on **0300 555 0505**.

Starting your online application

14. You will need the following before starting your application:
    - Name of the College and the title of your course
    - National Insurance number
    - Passport details if you hold a valid UK passport
    - Income details and National Insurance numbers for your parent (s) or husband/wife/civil partner/partner
    - Your previous SAAS reference number
    - Bank details – account number and sort code
    - Name and address of 2 contacts if you are applying for a student loan (one cannot stay at your current address)

15. Next you tick the boxes to indicate what you are applying for:

- **Tuition fees:** You should always tick this box. If you have already studied at HNC/D level and are not sure if you are eligible, talk to a Learner Adviser or contact SAAS, as SAAS will know from your previous application.
- **Minimum loan:** If you tick this, you do NOT have to send SAAS income details. However, you will only be granted the minimum loan available.
- **Maximum loan:** If you tick this, you must submit income details to SAAS to be considered for the maximum loan available, depending on your financial situation.
- **Young Students Bursary:** To apply for this, you need to be under 25, single and NOT have supported yourself from earnings for 3 years and you will have to submit parental income details to be assessed for this bursary.
  You can also apply <u>**if**</u> you have a dependant child before the start of the academic year and, you are 24 or younger on the first day of the first academic year of the course. Partner's income details will be required unless you are a lone parent.
- **Independent Students' Bursary:** To apply for this, you need to be a domicile 'independent' student studying in Scotland. Parents are not asked to contribute to the loan or fees of independent students. You must meet one of a number of conditions to be classed as independent. In general, if you are over 25, are married, in a civil partnership or living with a partner or your parents are no longer alive, you meet the criteria.
- **Students' Outside Scotland:** If you are studying at any College or University in Scotland this does not apply to you.
- **Supplementary grants:** Tick here if you want to apply for , Dependants Grant or Vacation Grant for Care Leavers.
- **Healthcare Funding:** This is for students doing Nursing or Midwifery courses or Allied Healthcare professional courses. Forth Valley College does not provide any of these courses, check with SAAS for details.
- **Disabled Students Allowance:** If you think you may be eligible to receive financial support to pay for equipment, non-medical personal help or other expenses for your courses related to a disability or learning difficulty, tick this. If you are still having difficulty please see a Learning Development Facilitator in College for support in completing this form. SAAS can also (in exceptional circumstances) forward on a paper application.

If you have problems with any part of the form, remember Learner Advisers are available to support you.

We are available by phone: 01324 403001 or e-mail: adviceshop@forthvalley.ac.uk