

APPLICATION FOR REMISSION OF FEES FOR A PART-TIME COURSE AT THE TIME OF BOOKING

PART A - to be completed by the student and submitted with the booking form
(please complete a Waiver 1 Form for each course)

Current evidence of eligibility must be submitted with this form. For state benefits, evidence must show that you have recovered the benefit within the last 4 weeks of the time of booking and clearly show the benefit you are in receipt of.

Full name (inc. title e.g. Mr, Ms):

Date of Birth:

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Permanent Address:

..... Postcode:

SQA Candidate Number (if known):

Course Title:

Course Code:

Total Tuition Fee: £..... SQA/Registration Fee (if applicable): £.....

Declaration

I claim for remission of fees for the course identified above, in accordance with the College's Fee Remission Policy. (I accept that if I cease to be eligible at any point before the end of the course I am required to notify the College, and may be required to pay a fee for the remaining part of the course).

Signed:(student) Date:.....

PART B - to be completed by the member of staff making booking

Category of Remission:

Proof of Entitlement:

Declaration

The above named student has been accepted for remission of fees for the course detailed above on the basis of evidence submitted to prove eligibility. A copy of the evidence submitted is attached.

Signed:(member of staff) Date:.....

ILA Declaration Form

INDIVIDUAL LEARNING ACCOUNT (ILA) SCOTLAND SCHEME DECLARATION FORM

I, the undersigned acknowledge and accept that my course fee will be £.....

I plan to receive financial support towards the cost of my course through the ILA Scotland scheme.

I understand that the ILA Scotland scheme will not cover the cost of books or other materials unless specifically included within the course fee and that computer hardware will never be covered by the ILA Scotland scheme.

I accept that should there be insufficient funds left in my ILA Scotland account to cover the full cost of my course, I must pay any outstanding balance at the time of booking.

I have enclosed my personal contribution of £.....towards payment of the above course fee (if applicable).

I understand that I must sign and date the Learning Token and return it to the Information & Booking Centre at Aberdeen College as soon as I receive it and within four weeks of the commencement of the course. If I do not receive the Learning Token within two weeks of booking I will contact ILA Scotland on 0808 100 1090 and request a duplicate Learning Token.

I understand that I will not be sent a reminder from Aberdeen College regarding the Learning Token.

I further accept that if ILA does not agree to pay the balance of the outstanding course fee, whether in part or in full, Aberdeen College will invoice me for the balance and I will be required to pay the balance in full to Aberdeen College.

Signed.....Name (Print).....

ILA Account Number..... Title of Course.....

Date..... Course Code.....