

Scottish Awards Agency for Scotland – Part Time Fee Grant Guidance 2021-22

SAAS have changed the way students apply for Part Time Fee Grants due to COVID19. Please follow the steps below.

Please ensure you apply prior to starting the course and thereafter at the start of each year of your studies.

If you have any queries or have problems trying access the form please contact the Finance Department Credit.Control.ic@uhi.ac.uk or 01463 273344

- Step One** Download the SAAS Part Time Fee Grant Form from <https://www.saas.gov.uk/files/427/saas-part-time-fee-grant-application-form.pdf>. This form can be completed digitally or downloaded and printed off. Please complete all relevant sections. Guidance on completing this form can be found here <https://www.saas.gov.uk/files/438/saas-part-time-fee-grant-notes.pdf>
- Step Two** E-mail the completed form (without the supporting documentation) to Credit.Control.ic@uhi.ac.uk Please do not post this form to us.
- Step Three** Finance Staff will process your application and forward to SAAS on your behalf.
- Step Four** SAAS will contact you to progress your application.
- Step Five** When SAAS confirm your funding please forward the email to Credit.Control.ic@uhi.ac.uk