

## Funding part time study

If you plan to study part time (less than 21 hours a week) you will usually have to pay course tuition fees unless you are on a low income, are claiming certain benefits, are disabled or an asylum seeker or refugee who wants to take a non-advanced course or a course in English as a Second or Other Language (ESOL).

### Individual Learning Accounts (ILAs)

See separate article on **Individual Learning Accounts (ILAs)**.

For more information visit [ILA Scotland](#) or phone the ILA Scotland helpline free on **0808 100 1090**.

### Professional and Career Development Loans (PCDLs)

See separate article on **Professional and Career Development Loans (PCDLs)**.

Visit the [Professional and Career Development Loans](#) website or contact their helpline at **0800 585 505** (open 8am-10pm, seven days) for more information.

### Benefits and the '16-hour rule'

If you are 19 or over, you may be able to study part time and still claim benefit (usually Jobseekers' Allowance) under the '16-hour rule'. This may allow you to study up to 16 hours a week and still sign on as long as you are still available for full time work and looking for a full time job. (If you are under 19, you may be limited to 12 hours study a week).

Contact your local Jobcentre Plus office for more information and advice.

See the online version of the 'Benefits for Students in Scotland' handbook produced by the [Child Poverty Action Group \(CPAG\)](#) for more information.

### Part time bursaries

If you want to study a non-advanced level course for less than 16 hours a week (or on an open learning basis), and still claim income support or other benefits, you might also be able to claim a **part time bursary** (covering travel and study expenses only) at some colleges. You might have your course fees paid under the fee waiver system. Contact the college for more information.

### Part time Fee Grant

If you are planning to study a part time higher education course (Higher National Certificate or above) at a college, university or private training provider and your income is £22,000 a year or less you might qualify for a grant of up to £500 a year towards your tuition fees. Contact your learning provider to find out if they are approved to offer the grant by the Student Awards Agency for Scotland (SAAS). You can download an application form from the [SAAS](#) website.

## **Hardship or Discretionary Funds**

These funds are run by individual institutions on a discretionary basis, so apply directly to your college or university. The funds are very limited. How much you get depends on your circumstances.

## **Tax Credits**

You might be able to claim tax credits. Students with one or more children can claim Child Tax Credit whether or not they are in paid work. If you work for more than 16 hours a week you could also be eligible for Working Tax Credit.

Contact the Working and Child Tax Credit helpline on 0845 300 3900 for more information, or see the [Tax Credits](#) website.

You can apply online or get an application form (TC600) from your local Jobcentre Plus office. Claims are usually based on your income in the previous year.

## **Working while studying**

You may need to work part time while studying. If your total yearly earnings fall below the level at which Income Tax is paid, £7,475 a year from April 2011, ask your employer or local Pay As You Earn (PAYE) Office for a student tax exemption form - P38(S).

## **Open University (OU)**

The type and level of financial support you are entitled to depends on certain criteria, such as where you live, your income, previous qualifications and level of study.

Students with a disability may be able to get help with extra study costs, regardless of income.

Part time OU students normally pay a contribution towards their course fees but you may be able to get a course fee waiver if your yearly income is less than £16,510, or if you are on certain benefits. And, again depending on your income, you could use an Individual Learners Account (ILA) to claim up to £200 a year towards many OU courses which involve less than 40 credit points of learning.

For more information contact the OU Financial Support Office:

The Open University  
Tel: 0131 226 3851  
Web: <http://www.open.ac.uk/>  
Email: [scotland@open.ac.uk](mailto:scotland@open.ac.uk)