

Applying for a Part-Time FE Fee Waiver

Once you have enrolled on your course, you can apply for funding to cover your course fees. To check your eligibility for a fee waiver, visit our website: [Fees and Funding - Tuition Fees](#).

Fee-waiver applications must be completed and submitted online to Finance within the first 25% of the course duration.

If you encounter any issues using the online portal, please contact Finance for assistance:

Email: accountsreceivable.nwh@uhi.ac.uk

Phone: 01847 889228

How to Apply for a Fee Waiver

1. Sign in to MyDay

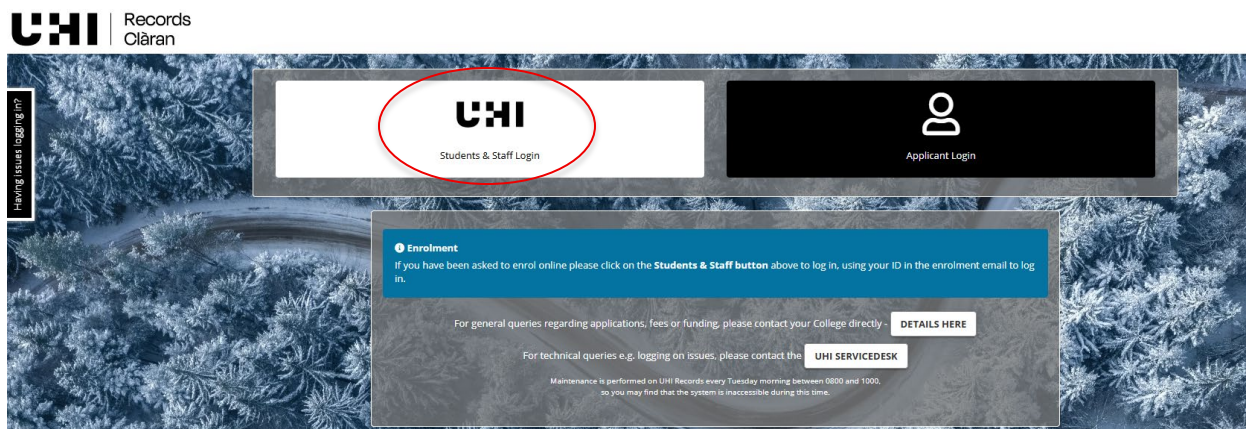
Go to MyDay and select the UHI Records tile.



2. Log in

On the next screen, choose Students & Staff Login.

Use your Student ID email to sign in (e.g. 24023392@uhi.ac.uk).



3. Select Your Course

If you have studied with UHI before, you will see the option to select your course.

UHI

Records
Clàran

Course Selection

Course Selection

Choose your course:

24023392/1 - (NWHXTESTZ)

24023392/2 - (NWHXTESTZ)

4. Access the Student Hub

This takes you to the Student Hub portal where you enrolled. Here, you will see details such as enrolment status, next of kin, modules, and results.

UHI

Records
Clàran

Student Hub

Quicklinks

UHI Induction

Update Email/Mobile

View Modules & Results

My Student ID

Enrolment status, information and to do

2025/26 Enrolment Status

Course	Start Date	PAT	Enrolled?	Modules Selected?	Module Surveys
NWHXTESTZ - (1/ZZZ)	01/08/25	Not Recorded		N/A	N/A

Next of Kin Details

Your next of kin information is currently saved as:
Name: Test
Contact number: 123456789
Relationship: Mother / Stepmo
[Update details](#)

UHI Records Intray

The intray holds messages within the UHI Records portal - this is **not** your academic email.

Unread messages

Other views:

Unread messages (0)

You have no messages!!

5. Start the Application

Scroll down and find 'FE Part-Time Fee Waiver' on the right-hand side. Click Start to begin your application.

FE Part Time Fee Waiver - Student

Course Code	Course Name	Start Date	Status
NWHXTESTZ	TEST COURSE	01/Aug/2025	<div>START</div>

6. Complete the Application

Read the introduction before proceeding.

Follow the prompts, selecting the options that apply to your circumstances and income.

FE Part Time Fee Waiver - Introduction

General Information

This form must be submitted to student records before the first 25% of the course has been completed. Please check with college staff for this date.

There is no upper/lower age limit on a student's eligibility for fee waiver.

Fee waiver cannot be claimed for Commercial or New Deal courses.

Limits to Fee Waiver Grant

Additional part-time activity over and above full-time study will not be eligible for a fee waiver grant.

Students taking two or more part-time courses will be eligible for a maximum of one full-time fee waiver. This equates to the following:

- the FE fee of £1,008 for students taking FE courses
- the FE fee of £1,008 for students taking a mix of FE and part-time HE courses (fee waiver only applicable on FE element)

NEXT

Residency

- ☐ I am ordinarily resident in Scotland on the date of commencement of study and have been ordinarily resident in the British Islands for the past three years and have settled status in the UK

i Forces personnel, veterans, and their family members (Click to Expand)

- ☐ I am a non-asylum seeker, living in Scotland, on a part-time ESOL course where my main purpose for being in the EU is not to receive education
- ☐ I am an asylum seeker or the spouse/child of an asylum seeker living in Scotland on either a fulltime ESOL course or a part-time non advanced or advanced course - as defined in Section 18 of the Nationality, Immigration and Asylum Act 2002

i Asylum Seekers (Click to Expand)

To meet the criteria for eligibility as an asylum seeker, the student's asylum application (their own or their family's) must have been made prior to the end of 2006, and the student must:

- have been under 18 at the time of application for asylum
- have been resident in Scotland and under 25 on 1 August/January/April or July (whichever was closest to the beginning of the course)
- have been resident in Scotland for a minimum period of three years

- ☐ Other

Eligibility

Guidance

Please select the most appropriate option

Eligible Benefits

The benefits eligible to qualify for fee waiver are listed below. However please note the following:

I am a benefit claimant in receipt of (please tick as appropriate)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Disability Living Allowance |
| <input type="checkbox"/> | Incapacity Benefit |
| <input type="checkbox"/> | Attendance Allowance |
| <input type="checkbox"/> | Carers Allowance / Carers Allowance Supplement / Young Carers Grant / Carers Support Payment |
| <input type="checkbox"/> | Contributory Employment and Support Allowance |
| <input type="checkbox"/> | Personal Independence Payment |
| <input type="checkbox"/> | Adult Disability Payment |

I or a member of my family meets one of the benefit criteria (please tick as appropriate)

- ☐ Income Support
- ☐ Housing Benefit
- ☐ Pension Credit
- ☐ Working Tax Credit
- ☐ Income-based Job Seekers Allowance
- ☐ Universal Credit
- ☐ Income Related Employment and Support Allowance (ESA)

I or my family meet the low income threshold for 2025/26

- ☐ Single person - £10,400
- ☐ Couple without children - £18,000
- ☐ Single person with dependent children - £21,600
- ☐ Couple with dependent children - £29,100

- ☐ I am under 26 and care experienced e.g. looked after and in the care of the local authority and can include situations such as living in a foster home, children's home, residential home, in kinship care or in the care of the local authority in their own home
- ☐ I am a state school pupil attending College as part of my school programme

NEXT

Review Application

Student Details

Course

NWHXTESTZ - TEST COURSE

Student ID

24023392

Date of Birth

05/May/2005

Forename

Erin Miller

Surname

MILLER

Address

TEST
TEST
KW147EE

Application Details

Residency

I am ordinarily resident in Scotland on the date of commencement of study and have been ordinarily resident in the British Islands for the past three years and have settled status in the UK

I or a member of my family meets one of the following benefit criteria

- Universal Credit

BACK

SUBMIT

7. Upload Supporting Documents

After submitting your application, you will be asked to upload supporting documents. These can be screenshots, photos, or files—as long as they are clear and readable.

Evidence Upload

Eligible Benefits


categories: Please provide a recent copy of your/your family's DWP Award Letter/Notice/ Universal Credit monthly statement. You should provide all pages of the document showing the name and address of the claimant. Photo screenshots and electronic downloaded documents will be acceptable subject to college approval.

File uploader

BROWSE MY COMPUTER

BACK

SUBMIT

 **If supporting evidence is missing or unclear, your application will be returned for amendments and will not be processed until complete.**

8. Check Your Application Status

After submission, return to the Student Hub screen. The status will show as 'Waiting Decision', which means your application has been received by Finance and will now be reviewed.

FE Part Time Fee Waiver - Student			
Couse Code	Couse Name	Start Date	Status
NWHXTESTZ	TEST COURSE	01/Aug/2025	Waiting Decision

What Happens Next

If all supporting documents are provided and your application is approved, the status will change to 'Awarded'. The fee waiver will be applied, and you will not be invoiced for your tuition fees.

If Finance requires additional information or if your application is declined, you will be contacted directly with further instructions.