



# Waiver 1 Form

## 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 four weeks of the time of booking and clearly show the benefit you are in receipt of. The burden of proof is on the student to satisfy the College with evidence of fee waiver.

Full Name \_\_\_\_\_

Male  Female  Other                       Mr  Mrs  Miss  Ms

Date of Birth 

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Permanent Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

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 \_\_\_\_\_

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### PART B – to be completed by the member of staff making the 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 \_\_\_\_\_