



Stakeholder Toolkit 2023/24

Here to help students
find the right information,
support and funding

Engineer?

- ✓ Informing Choices
- ✓ Funding Futures
- ✓ Supporting Success

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Information ×

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Overview of Student Awards Agency Scotland (SAAS)

SAAS opened for applications for the new academic year on **3 April 2023**.

From this date, we are asking students to submit their 2023/24 applications for funding.

Students must submit a correctly completed application, including supporting evidence, as early as possible. This ensures they have their funding in place for the start of their course, including any loan applications.

We CANNOT accept documents by post, all supporting documents/evidence must be submitted via our online 'Document Uploader' located on the student's [SAAS Account](#). Items posted to us will not be actioned. If you have issues using the Document Upload service, please [contact us](#).



We need your help

Please encourage all students to apply **as early as possible** to ensure their funding is in place for the start of their course.



Actions students must take:

- All students must apply to SAAS as early as possible and before each year of their studies, even if they are only applying for tuition fee payment. SAAS pay tuition fees directly to the student's college or university
- Continuing students must keep hold of their SAAS Reference number
- Applications must be completed accurately and submitted with all required supporting evidence via our Document Uploader
- Please remind students to apply using the exact name they used to apply to UCAS/university or college – for example Jon, John, Jonathan or Pam, Pamela
- All students must allow sufficient time for us to request any missing documents, which is why it's best to apply as early as possible



Key dates students need to be aware of:

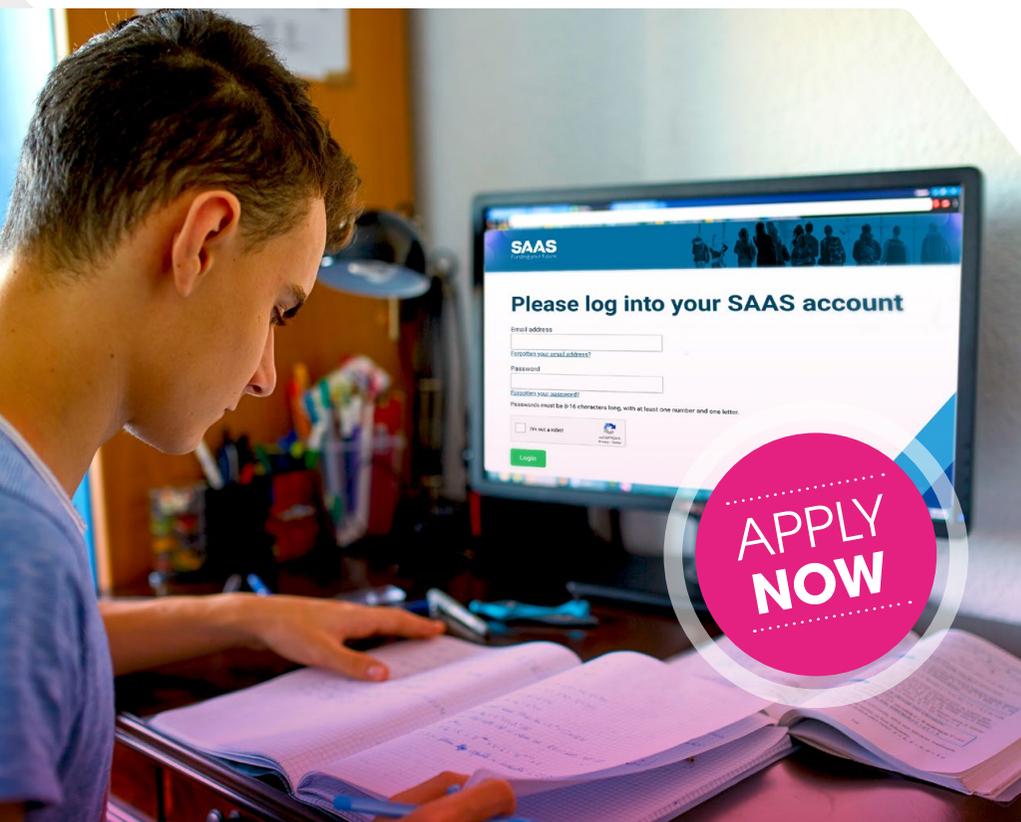


- **Students must apply and submit their evidence before 30 June 2023 to ensure they receive their funding on time**
- We opened for full-time and PTFG applications on **3 April 2023**
- If students apply late after **30 June**, we cannot guarantee they will receive their funding for the start of their course
- Applications can be submitted up until **31 March 2024**

SAAS Account

Students can access their **SAAS Account** to apply for funding or get updates on an existing application.

→ MY PORTAL LOGIN



Students should:

- Apply each year on the SAAS Account, before their course starts
- Apply for all of their funding upfront. If they apply for additional funding after submitting their initial application, it may be late
- Upload supporting evidence using the Document Uploader
- Check their SAAS Account for their Award Notice
- Keep an eye out for emails from SAAS
- Keep their passwords safe



Other helpful hints:

- Students do not need to wait for exam results or an unconditional offer. They can apply with their first choice and change course in their SAAS Account
- Students can follow the SAAS **Twitter, Facebook, Instagram** or **TikTok** accounts for additional information
- Students can view our help videos on **YouTube**
- When processing a student loan, SAAS assess the application, issue the award notice and pass the student's record to the Student Loans Company (SLC), who make the payments 
- For questions relating to receiving payments, payment schedule, or missing payments, contact the SLC on 0300 100 0609. For more information, visit the [payments guide](#)
- Loan payments from the SLC will not be made until the student's college or university has confirmed their attendance

Student Information Scotland

If students are wondering how they will manage their finances if they choose to go to college or uni...

They just need to check out the [Budget and Funding calculators](#) on the [Student Information Scotland](#) website.

This will help them understand how much they will potentially need to budget and how much funding they may be eligible for.



Keep in Touch with SAAS

Visit our **Higher Education Institution (HEI) online platforms** to post questions and get all the latest information and guidance.



The [SAAS HEI Shared Area](#) is where you can access information on our policies and range of services available. It's regularly updated with important information and guidance, including the **Policy Changes for 2023/24** which are available now.



We also have a [SAAS HEI Trickle platform](#) that allows HEIs to network, voice concerns, celebrate successes and post questions.

Users can post as themselves or opt to post anonymously. If you would like an invitation to start using Trickle, contact: SAASComms@gov.scot



Funding Guide Toolkits 2023-2024



You can view pdf versions of our Funding Guide leaflets on the links below:

- Key Facts
- Parent/Carer
- Postgraduates
- Disabled Students' Allowance
- Care Experienced
- Estranged
- Paramedic, Nursing & Midwifery
- Living Cost Grants
- Graduate Apprenticeships

Our products are also available in community languages and alternative formats, on request.

Courses We Fund
We fund postgraduate courses at Postgraduate Diploma or Masters level.

Other Conditions for Part-time Courses

- You must take no longer than twice the length of the full-time equivalent course of the same university to complete your studies.
- If there is no full-time equivalent course available at the same university, you must take no longer than three years to complete your studies.
- The course must be delivered in Scotland.

Funding Available
For eligible full-time courses you can apply for a tuition fee loan of up to \$7,000 and a living costs loan of up to \$4,500. If you study a two year full-time course, these amounts will be split equally across each year of the course.

Part-time Courses
For eligible part-time courses you can apply for the tuition fee loan of up to \$7,000. This will be split between the number of years you study. Part-time students are not eligible to receive a living costs loan.

Other Available Funding
If you have a disability or additional learning need(s), you may qualify for Disabled Students' Allowance. This is usually a non-repayable grant. Visit www.saas.gov.uk for more information and to view our full eligibility criteria. Funding at postgraduate level is not based on your household income.

SAAS Funding - Postgraduate Students
The Student Awards Agency Scotland is here to help you to find the right information, support and funding.
www.saas.gov.uk

How to Apply
You can apply to us at www.saas.gov.uk from April, as soon as you know the course you want to study. Do not wait for exam results. If you don't get on the course you want, you can easily change or cancel your application online through your SAAS Account. You must submit your completed application of www.saas.gov.uk and send any supporting evidence via our SAAS Document Uploader. Remember to apply as early as possible and before **30 June** as funding is in place for the start of your course.

What You Need to Apply

- your current email address
- your SAAS reference number if you have applied before
- your National Insurance number
- your bank sort code and account number
- your college or university and course details

Applying for a Student Loan
If you apply for a student loan, you must apply via SAAS. The Student Loans Company (SLC) will then process your payments and payment schedule. You won't have to start repaying your loan until the April after you graduate or leave your course. You will be expected to pay 9% of any income you earn over \$26,375 per year. This means if you earn \$26,375 a year, you would repay \$4.69 a month.

Previous Study
We do not take into account any funding you have received at undergraduate level. However, you will not be eligible for a tuition fee loan if you already received funding from UK or other EU public funds for a course of postgraduate study and gained a qualification.

Courses We Fund
We fund postgraduate courses at Postgraduate Diploma or Masters level.

Other Conditions for Full-time Courses

- Postgraduate diplomas must be no longer than one year
- Masters level courses must be no longer than two years

SAAS Funding your future

Products are available in community languages and alternative formats on request.

Young Scot Rewards Package and Incentive Draw

We have teamed up with **Young Scot** again this year to offer a joint package, which includes a chance to enter a Rewards Incentive Draw.



Students will be entered into the draw to receive a device to help with their studies, including a **MacBook, iPad or laptop**.

Students who apply in April, May or June will also be able to claim Young Scot Reward points. The earlier they submit their application to SAAS, the more points they can claim. These students will receive a SAAS code which will enable them to redeem their points depending on when they submit their application:

- Applications submitted in April = **1000** reward points
- Applications submitted in May = **750** reward points
- Applications submitted in June = **500** reward points

Anyone aged 11 to 26, living or attending full-time education within Scotland, can register for a **Young Scot Card**:

[→ REGISTER HERE](#)

Young Scot offers a wide range of rewards that students can exchange for points.



Marketing Assets

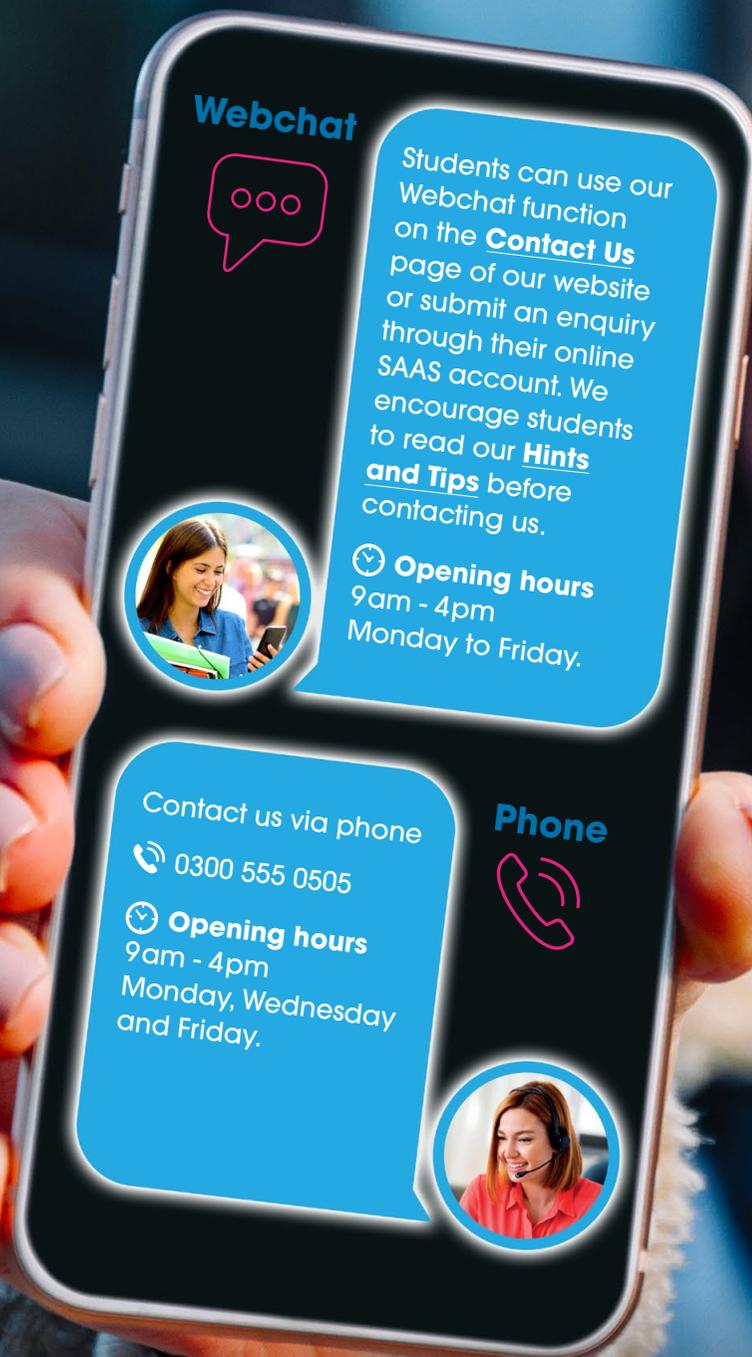
A range of marketing campaign digital assets are available on request at SAASComms@gov.scot

Contacting SAAS

There are a variety of ways that students can contact us with their enquiries. These can be found on our [contact us](#) page and include our webchat facility.

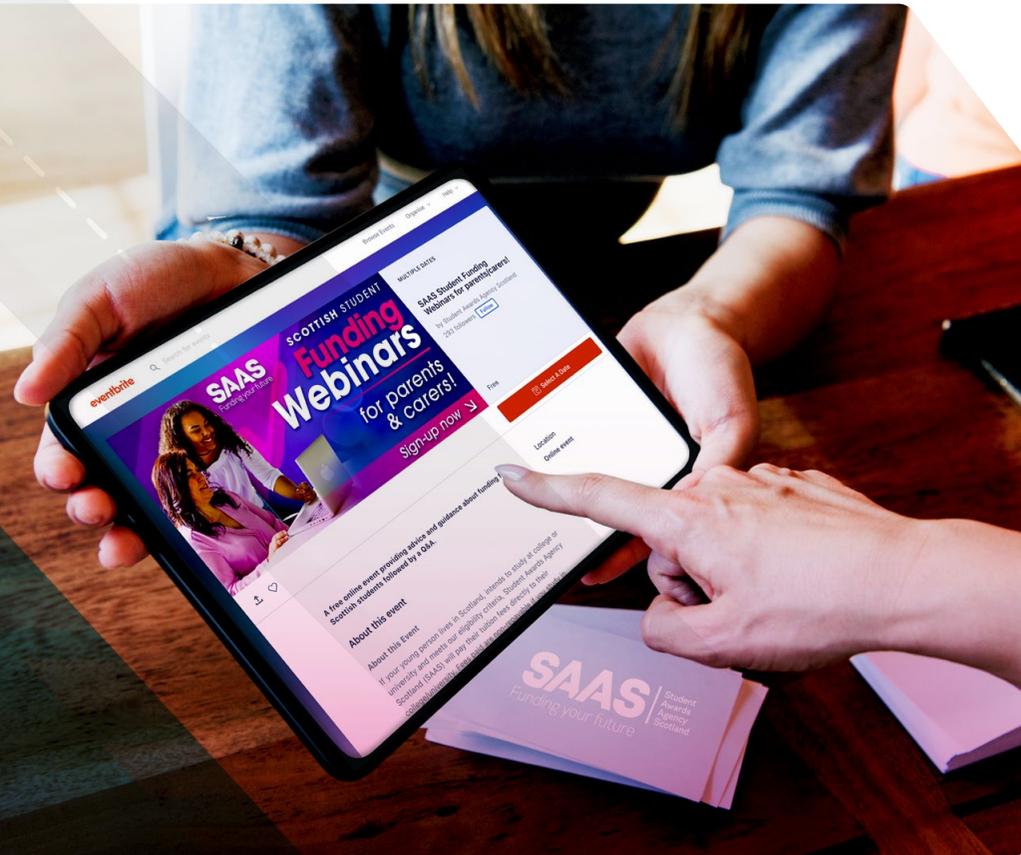


We also offer quick answers to our most frequently asked questions in our [Hints and Tips](#).



SAAS Customer Outreach Programme

Our Funding Awareness Team delivers a programme of student and stakeholder outreach activities.



Activities Include:

- Participating in Higher Education Institution (HEI) events across Scotland
- Engaging with secondary schools, delivering student, parent, carer and guardian information talks
- Working closely with external widening access groups such as, LEAPS, LIFT OFF, Focus West and Aspire North
- Delivering Funding Awareness Webinars
- Delivering online application workshops
- Attending annual UCAS conventions



Please get in touch if you would like the Funding Awareness Team to attend any digital events or forums.

You can also arrange a workshop at SAASEvents@gov.scot or book onto one of our Student Funding Webinars through [Eventbrite](https://www.eventbrite.com).

eventbrite

Further information is available on the [Events page](#) of the SAAS website.



SAAS Counter Fraud Team

The SAAS Counter Fraud Team would like to engage with all stakeholders regarding any suspicions of fraud.



Please contact them in confidence:

 Counter Fraud Hotline:
0300 300 3138

 Counter Fraud Email:
SAASCFT@gov.scot



Deter / As well as reacting to suspicions of fraud, we are also keen to hear from stakeholders to raise awareness and maximise the deterrent effect.



Prevent / We want to improve systems and the controls that support our operations. We know these can disable fraud and are eager to have input from stakeholders to embed an anti-fraud culture.



Detect / With stakeholders' support, we can help identify trends and patterns and profile fraudsters, which helps us in the early detection of fraud.

Helpful resources for students

The SAAS Health and Wellbeing page provides a range of resources from trusted local and national sources.



Gender Based Violence (GBV support)

Universities and colleges should be places where students can live, study and research, free of sexual harassment and gender based violence.

<https://endgbv.uk/>

EmilyTest

Tackling Gender Based Violence in Education

Working to improve gender based violence prevention, intervention and support in FE and HE education.

www.emilytest.co.uk

Samaritans

Talk things over in complete confidence with an experienced listener or send an email.

www.samaritans.org

Phone: 116 123 or
email jo@samaritans.org

Breathing Space

A confidential helpline for people to call when they are feeling low, stressed or anxious.

www.breathingspace.scot

Phone 0800 83 85 87

Scottish Association for Mental Health (SAMH)

Works to support people who experience mental health problems, homelessness, addictions and other forms of social exclusion.

www.samh.org.uk

Phone: 0141 530 1000

Penumbra

Mental Health

Works to provide a wide range of mental health services for adults and young people.

www.penumbra.org.uk

LLTTF®

www.lltff.com living life to the full

Based in Scotland, Living life to the full is an award-winning website providing easy access to cognitive behavioural therapy (CBT) based resources for low mood and stress.

www.lltff.com



www.saas.gov.uk

SAAS Communications

Head of Communications:

→ Julie Sinclair

Communications & Marketing Manager:

→ Rachael Veal

SAASComms@gov.scot

If you have any questions on the use and application of the SAAS brand please contact our Comms team above for advice.

SAAS Funding Awareness Outreach Team

SAASEvents@gov.scot

SAAS Policy Team

SAAS_Policy@gov.scot



Facebook



Twitter



YouTube



Instagram



TikTok