

# Student Awards Agency Scotland (SAAS)

## 2023/2024 Guidance for funding an OCA degree

This document is for guidance only. SAAS can only confirm what funding you are eligible for once they have received your completed application form.

[Refer to the SAAS website for further guidance.](#)

### Who can apply

SAAS may be able to help with the cost of your OCA undergraduate tuition fees through the Part-time Fee Grant (PTFG).

To receive funding, you need to:

- study an eligible course
- [meet residence criteria](#)
- earn less than £25,000 per year in gross income (before tax and National Insurance) in the tax year ending 5 April 2023, including bonuses and overtime
- have left full-time compulsory education, such as high school

### Funding available

The maximum funding available this academic year is £1,820. The cost of a stage of study for an undergraduate programme with OCA is £4,950.

At OCA, you enrol to units one at a time, and these units are worth 40 credits. This means you would be eligible for around £607 per unit from SAAS.

You will need to pay the difference between the amount awarded by SAAS per unit and the total cost of a unit, and so will need to pay the deposit amount at a minimum in order to begin the programme of study. [Review our unit fees here.](#)

Funding awarded is paid directly to OCA.

## How to apply for SAAS

SAAS will only accept one Part-Time Fee Grant application from you per academic year, so it is important that you plan your study for the full academic year in advance. The upcoming academic year runs from 1 August 2023 to 31 July 2024.

If you intend to use Part-Time Fee Grant funding for any additional units you haven't yet registered for within this academic year, we need to let SAAS know about the change of funding required prior to the relevant cut-off date (see Important Deadlines below).

The SAAS cut-off dates apply to the first unit that you register for in an academic year. For example, if you have registered to study a unit in October 2023 and would also like to study additional unit(s) that begin in February or April, we need to let SAAS know prior to 1 December 2023. If you have registered to study a unit in January 2024 and would also like to study additional unit(s) in May, we need to let SAAS know prior to 1 March 2023.

### Step One:    Submit your PTFG application

If you are submitting a new application, you will need to register for a SAAS account. If you have previously applied, you will need to use the same Learner ID as before.

You'll need the following information for your application:

- your email address
- your PTFG reference number (Learner ID), if you have applied previously for PTFG
- National Insurance number
- the name of your course provider and course
- the number of SCQF credits for your course (see below)
- details of your gross income including any benefits you receive

If you need assistance with the SAAS portal, you should use the help section in the portal or [contact SAAS](#).

### Step Two:    Submit your enrolment form to study with OCA.

This form is available online to submit through your degree webpage at [www.oca.ac.uk](http://www.oca.ac.uk). Select 'SAAS Part-Time Fee Grant' as your funding method.

You may be asked to supply your ILA number. This information is helpful to us when communicating with SAAS about your PTFG application.

We recommend selecting a start date at least 6 weeks in advance of when you submit your enrolment form to allow for the processing time of your enrolment and PTFG funding application. OCA start dates can be found [on our website](#).

## Important Deadlines

Course Start Date	Deadline to apply for SAAS, make deposit payment and advise of study intentions for academic year
1 Aug – 31 December 2023	1 Dec
1 Jan – 31 March 2024	1 March
1 Apr – 30 June 2024	1 June
July 2024	1 July

It is important to be aware of the above deadlines and plan how many credits you are studying within an academic year so the appropriate funding can be awarded.

SAAS's application closing date to begin a course for the academic year 2023/2024 is 31 March 2024.

## After you've applied for funding - Part Time

SAAS will provisionally award funding if eligibility criteria are met and then contact the learning provider for the award to be validated. You can find your Award Notice

by logging in to your SAAS Account and looking in the 'Applications' section of your Dashboard. You can view or print your award notice by clicking on the link.

If you've applied for Part-time Fee Grant (PTFG) with a paper or PDF application form, you will not be able to see your Award Notice on your SAAS Account.

SAAS aims to process your application within 21 days. You will receive an email notification to let you know when your account has been updated.

Please [contact SAAS](#) for queries relating to your application with them.

## **Additional Funding Support**

If you are applying to SAAS, you may be interested in OCA's [Learner Support Scheme](#) to assist with some of the remaining cost.

Our bursary scheme applies very similar rules for eligibility as SAAS, and must be applied for and in place before you start your studies with OCA, so it is a good indication of how likely you may be to receive SAAS funding.

## **Important Financial Considerations**

Your funding application outcome is provided once you are enrolled to the course, and so please be aware that if you are not awarded funding, you will still be liable for the full cost of the unit you are enrolled to once outside of the cancellation period, which concludes at the end of your Induction.

If you withdraw from your course, you may not be eligible for a fee grant from SAAS. This may result in you having to pay any outstanding tuition fees.