SAAS Online Application

Online Registration and Application Screen Shots for Universities and Colleges
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Registration Process

Registration Screen

Register with Student Awards Agency Scotland

Welcome to the SAAS registration process. We need certain information to ensure you receive funding. Read our privacy statement to see how we use your information.

- Email address
- Confirm email address
- Password
- Confirm password
- Have you applied to us before?
  - Yes
  - No
- Need help with ‘applied to us before’ question?
- Are you an EU student from outside the UK?
  - Yes
  - No
- Need help with ‘EU student’ question?

Notes:

- The email address will become the Student’s ‘User Name’.
- They can update their email address as required via the Profile option on the Student Dashboard once their account has been activated.
- If the student is an EU National from any country - other than the UK - they will need to select ‘Yes’ to the ‘Are you an EU student’ question.
Returning Student

Welcome back

Please enter your existing SAAS details below.

SAAS Student Reference Number

Forgotten your SAAS Student Reference Number? Contact us

Last name

Date of birth
Day 
Month 
Year

Back Continue

Notes:

- If the student has applied to SAAS before, they will need to know their SAAS reference number before they can progress. Their details will need to match the information we hold exactly i.e. surname, date of birth etc.

- If the student has not created an account since 2016-17 or earlier, or has never applied to SAAS before then they must go to the registration page.

- If a returning student does not know their reference number or details when last applying to SAAS, they can contact us on 0300 555 0505 and we will advise them.
Personal Details

New student registration

Please enter your details below.

Forename(s)

Surname

Date of birth

Day

Month

Year

National Insurance number

Home address

UK postcode (optional)

Post

House name or number (including flat number)

Address 1

Address 2

Address 3 (optional)

Address 4 (optional)

Notes:

- An EU student will not be required to enter a UK postcode or a National Insurance number.
Notes:

- The student will be asked to confirm their date of birth and age to prevent submitting incorrect details.
Security Questions

These questions provide security for your account. Choose questions others will not know and cannot easily find out. Please select 3 questions and answers below.

Question 1:
Select an option

Answer 1:

Question 2:
Select an option

Answer 2:

Question 3:
Select an option

Answer 3:

Notes:

- The student will be asked to set up 3 security questions which will be used for password resets – they select the options from a drop-down list. They can update any or all of these questions, as required, from their Student Dashboard once their account has been activated.
Activation Email

Thank you for creating your account

To complete the registration process, check for your activation email and click the link to log in. If you have not received the activation email, please check your spam folder.

Notes:

- The account has now been set up and an email link will be sent to the email address used to create the account. The student needs to click on the activation link in the email.

- Once the account has been verified, the National Insurance Number (NINO) is locked to this specific account – unlike previously where a student could create multiple accounts but the NINO is only locked to an account once an application has been submitted.
Application Introduction

Information we may ask for

Depending on what you are applying for, you may need to provide us certain information during the application process. If you do not have the information with you, you can save and exit the application, and continue where you left off, at any time.

If your household income is below £34,000 a year and you are applying for income-assessed funding, we will need some details from your parent(s) or guardian(s); or from your husband, wife, partner or civil partner (whichever applies). They will need to provide their income details and National Insurance numbers.

We may also need:

- Your National Insurance number
- Your district of birth (this can be found on your birth certificate)
- The account number and sort code of your bank (we need this to make payments to you)
- The name, address and telephone number of two contacts, if you are applying for a student loan or fee loan. Please ensure these contacts live at two different addresses.

Notes:

- Once a student has agreed to our privacy statement (which they only do once), this is the first page the student will see when they start an application.
Help with your application

Please note that any changes you make during this application may not be reflected immediately on your 'Profile' page.

If you are applying for the Disabled Student Allowance (DSA) as well as full support, please continue to complete the application for your funding.

If you are ONLY applying for the Disabled Student Allowance (DSA), you should not complete this online application.

In both instances, to fully apply for DSA support you should contact your DSA advisor at your institution.

Notes:

- This is the second page a student will see before starting to complete the application.
- This is the first opportunity for a DSA only student to exit the application before entering any further details.
Notes:

- Residents of Scotland (e.g. UK nationals, EU ‘BIDAR’ students, refugees etc.) will select ‘Scotland’. More information can be found [here](#).

- Students selecting ‘Rest of UK’ will only be given NMSB and AHP course options, only returning rUK students on Nursing/Midwifery and Allied Health Profession courses will be eligible for funding. More information can be found [here](#).

- EU students who are only eligible for Tuition Fees, regardless of whether they are living in the rUK or elsewhere in the EU, should select ‘EU’. More information can be found [here](#). EU students will not be presented with the ‘National Insurance number’ field.

More details can be found in the workarounds for Scottish residents studying a rUK NMSB [here](#) or AHP course [here](#).
Title & Gender

Notes:

- Students need to select their title i.e. Mr or Mrs and their gender i.e. Male or Female in order to continue and complete an application.

**PLEASE NOTE:** if the student does not relate to the title or gender selections on the application please see the procedure for this [here](#).
Living with a Partner

Personal details

Please review the personal details you have provided. If anything has changed, please update this information.

Please note that any changes you make during this application may not be reflected immediately on your ‘Profile’ page.

Title
Mr
Forename(s)
Care
Surname
Leaver

Date of birth
Day
26
Month
10
Year
1999

Gender
Male

Marital status
Living with partner

Date you married/entered into a civil partnership/started living together
Day
DD
Month
MM
Year
YYYY

Notes:

- If a student selects ‘Married’, ‘Civil Partnership’ or ‘Living with partner’ they will need to enter the date that they got married, entered in the civil partnership or moved in together.
Home Address

Notes:

- An EU national will not be required to enter a UK postcode. They should complete the remaining fields to enter their full address.
Course Information

Notes:

- Students no longer update their study profile to select the correct application (i.e. NMSB, PGDE). The scheme type is selected from the ‘What course type are you studying?’ drop-down list as shown above and the application then offers the funding available for that scheme type.

**PLEASE NOTE:** if the student advises they can’t find their institution on the list please see the procedure for this [here](#).
Course Information: Part-time?

Notes:

- The Part-Time option is for Postgraduate courses only. If the student selects ‘Part-time’ they will be able to complete this page but will be redirected after selecting ‘Save & Continue’.
Course Information: Part-time, cannot apply online

You cannot apply online

You cannot complete an online application for the type of course/funding you are applying for. You will have to complete the relevant paper application form from the following options:

- **Part-time undergraduate** - for part-time undergraduate courses in Scotland.
- **Disabled Students' Allowance** - if you are applying ONLY for the Disabled Students’ Allowance (DSA) and no other funding for this course.

If you are studying a part-time course in the rest of the UK, the only form of funding you may be eligible for is the Disabled Students' Allowance.

Alternatively, selecting 'Exit application' below will take you to the SAAS website homepage, where you can find further information about eligibility and funding for your course.

If you think you have made a mistake, click 'Back' and change the course details.

Notes:

- If the student selects 'Part-time', after selecting 'Save & Continue' they will be advised they cannot continue with an online application and can chose from the above options and will be exited from the application.
Residency Eligibility

Notes:

- The student needs to answer these questions by themselves – if they need any help they should refer to the help text.
Return to Contents

Residency: Dual Nationality

We need to know your nationality and where you live.

What is your nationality?
- BRITISH (UK)

What country were you born in?
- FRANCE

In what country are you ordinarily resident?
- SCOTLAND

► Need help with ordinarily resident?

Do you have dual UK/EU nationality?
- Yes
- No

Save & Exit

Notes:

- If a student selects ‘BRITISH (UK)’ as their nationality it will present them with the question ‘Do you have dual UK/EU nationality?’ They must answer this question before proceeding.
Residency: part of UK born

We need to know your nationality and where you live.

What is your nationality?
BRITISH (UK)

What country were you born in?
UNITED KINGDOM

What part of the UK were you born in?
SCOTLAND

In what district was your birth certificate issued?
Edinburgh

You can find this on your birth certificate.

Please note - if you have applied to us before, this should match what you have told us previously.

Notes:

- This drop-down list will only be displayed for students that have selected born in the United Kingdom.
- Selecting “United Kingdom” - only for the question “what country you were born in?” will automatically generate the question “in what district was your birth certificate issued?”
Residency Continued

Notes:

- All students - apart from nursing/midwifery students - will be asked these questions as they form our residency eligibility questions to establish whether a student meets our criteria for funding (see here for the nursing/midwifery questions).

- If the student has selected the EU residency category, ‘Scotland’ and ‘the UK’ will be replaced with ‘the EU/EEA’
Notes:

- If an EU/EEA or Swiss student answers ‘Yes’ to the first two questions on the previous page and ‘No’ to the third, they will be presented with the migrant working questions.
- If they answer ‘Yes’ to either, we will write out for more information.
Residency Continued (Nursing)

Residency continued

Do you expect to be ordinarily resident in Scotland on 1st August?
- Yes
- No

Will you be ordinarily resident in the UK and Islands for at least three years immediately before 1st August?
- Yes
- No

Are you currently on an interruption from study?
- Yes
- No

▼ Need help with ‘interruption from study’?

We consider a student to have had an interruption from study if they have started a course and then taken at least a full year out of study, before continuing their course or starting a new course.

Save & Exit

Notes:

- All nursing students will be asked these questions as they form our residency eligibility questions to establish whether they meet our criteria for funding.

- Please note - new students will need to be ordinarily resident in Scotland on the relevant date, but they will still be asked these questions.

- If an EU/EEA or Swiss student answers ‘Yes’ to the first question, but ‘No’ to the second, they will get the migrant worker questions (see here).
Residency – rest of the world

Residency - rest of the world

If you are claiming funding as a student from outside of the EU, we need to know about your circumstances.

Please tick the relevant box that describes your circumstances.

- Refugee status
- Limited Leave to Enter or Remain in the UK
- Indefinite Leave to Enter or Remain in the UK
- Permanent residence
- Humanitarian Protection
- Discretionary leave
- Family member of EU/EEA or Swiss migrant worker
- None of the above

Help with residency status

For more information on how your residency status affects your eligibility, please see the following link: residence eligibility

Notes:

- All students with a nationality from the rest of the world, outside the EU/EEA and Switzerland, will be presented with this page - regardless of their answers on the previous pages.
Education

Please provide information of where and when you went to school.

In what country did you attend your last school?
Select an option

- Need help with 'last school'?

Year you left secondary/high school

- Need help with the year you left secondary/high school?

School name

Town

Save & Exit

Notes:

- Students must provide details of where and when they went to school.
Education Continued

Please provide information about any courses you have studied since you left school.

Add Education Details

Notes:

- If a student indicated on the previous page that they left school in the current year they will not be given this page to complete.

- If the student is not a school leaver and has studied since leaving school they should enter the course information by clicking on ‘Add Education Details’.

- If they do not have any courses to advise they can simply hit the ‘Save & Continue’ button.
Notes:

- ‘Course name and level’ is a free-type box for the student to enter details. For example, they should enter something like ‘HND Drama’ and for qualification gained enter ‘HND’.
Notes:

- The student can add up to 50 previous courses if applicable
- If a student clicks 'Back' before selecting 'Save & Continue' they will lose all of the details that have been entered.
Three Year History

Three Year History Overview

Three year history

Please give details of what you have been doing in the last three years, between August 2015 and August 2018.

Include employment, unemployment and education. Please ensure there are no gaps - overlaps are allowed. You must start with the most recent dates.

If you are completing this application before August 2018, enter what you are likely to be doing up until this point.

Notes:

- If a student has indicated previously that they left school in the current year they will not be given this page to complete.

- Students need to provide three years of employment/unemployment and education history.
Three Year History Details

Three year history details

Please remember to start with your most recent dates and work backwards, without any gaps - overlaps are allowed. You must at least cover the full three year period, until August 2015.

Start date
- MM
- YYYY

End date
- 6
- 2018

What have you been doing?
Select an option

Need help with what you have been doing?

Name of organisation

What town or city were you living in during this time?

Notes:

- The end date on the first entry is always pre-populated to the relevant month of when a course starts e.g. for January start courses this field will default to '1/2019'.

- The dates of any periods entered can overlap however there cannot be any gaps between dates.

- The student is able to enter dates further than 3 years back if this is relevant (i.e. to establish whether Independent or Dependent, BIDAR etc.).
Three Year History Details Added

Three year history

Please give details of what you have been doing in the last three years, between August 2015 and August 2018.

Include employment, unemployment and education. Please ensure there are no gaps - overlaps are allowed. You must start with the most recent dates.

If you are completing this application before August 2018, enter what you are likely to be doing up until this point.

08/2014 - 08/2018

What you have been doing
Employment

Name of organisation
SAAS

Where you lived
Edinburgh

Notes:

- If the details are incorrect the student can click on ‘Edit’ to amend.
- If a student clicks ‘Back’ before selecting ‘Save & Continue’ they will lose all of the details that have been entered.
Other Students in the Household

Other Students: No

Notes:

- If we provide funding for a student’s family member (brother, sister, mother, father etc.) they should select ‘Yes’ and provide details.
Other Students: Yes

- If ‘Yes’ is selected, they must click ‘Add Details’ to provide details of their family member.
Other Students: Details

Details of another student in your family

- Forename(s)
- Last name
- Date of birth
- Relationship to you
- Select an option
- SAAS Student Reference Number (optional)

Notes:

- Student should complete all fields however, if the reference number is not known they can leave this blank and select ‘Add Student’.
Other Students: Details Added

**Other students in your household**

Are there any other students funded by us in your family?
- Yes
- No

- Need help with other students funded by us?

**Family Member**

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<th>Date of birth</th>
<th>01/01/2010</th>
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<td>Relationship to you</td>
<td>Sibling</td>
</tr>
<tr>
<td>SAAS Student Reference Number</td>
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**Save & Exit**

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**Notes:**

- If the student uses the ‘Back’ button when reviewing their application prior to submission this information will clear and will need to be re-entered.
Study Abroad

Study Abroad: No

Notes:

- If a student is not doing a period of study abroad/placement they will not be asked to provide dates and they can proceed by clicking 'save and continue.' If a student indicates that they are on a period of study abroad/placement, they will enter the term dates as the study abroad/placement dates.
Study Abroad: Yes (answered correctly)

Study abroad

Are you studying abroad this year (part year or full year)?
- Yes
- No

Is your period of study abroad a compulsory part of your course?
- Yes
- No

Is this part of an ERASMUS exchange?
- Yes
- No

Is this part of a non-ERASMUS exchange?
- Yes
- No

Are you a language assistant?
- Yes
- No

Save & Continue

Notes:
- If ‘Yes’ is selected they should select the relevant study abroad options.
Notes:

- The student can add the start and end dates of their study abroad arrangements. They can still use ‘Submit Enquiry’ to make any amendments to submitted dates. (see procedure [here](#)).
ERASMUS (European Community Action Scheme for the Mobility of University Students) is a reciprocal arrangement where students take part of their course in a university in another EU/EEA country or Turkey.

An ERASMUS exchange can be taken as a compulsory part of their course or on a voluntary basis where credit is given for their time abroad.
Placement

Placement: No

Notes:

- Students should only select ‘Yes’ if they are on placement full-time instead of studying.
- Students who have a placement day as part of their course should select ‘No’.
- Students applying for any of the following should also select ‘No’:
  - Year 1 of a 1 year course
  - HNC and HND courses
  - BEd, PGDE, Social Work and other Education courses
  - MBCHB or BSc Medicine courses
Notes:

- If a student is doing a period of study abroad/placement they will be asked as part of the application to provide dates.

- The student can add the start and end dates of their study abroad arrangements. They can still use ‘Submit Enquiry’ to make any amendments to submitted dates.
Funding for Care Experienced Students

Students with experience of being in care may receive a different funding package. Please read the information below before indicating if this applies to you.

We will consider you Care Experienced if:

- You have ever been looked after by a Local Authority; and
- You are under 26 on the first day of the first academic year of your course

Examples of types of Care Experience are foster care, residential care or a compulsory supervision order. For further details, please read our information for Care Experienced students

If you apply and meet the criteria for receiving a Care Experienced Student Bursary, you will not receive a student loan as the bursary fully replaces this.

Based on the above - are you Care Experienced?

- Yes
- No

Notes:

- By indicating ‘no’ in the above question the student will no longer be eligible to apply for the Care Experience Student Bursary.
Care Experienced

Funding for Care Experienced

Students with experience of being in care may be eligible for additional funding. Please read the information below before indicating if this applies to you.

We will consider you Care Experienced if:

• You have ever been looked after by a Local Authority
• You are under 26 on the first day of the financial year

Examples of types of Care Experience are foster care, private fostering, supervision order. For further details, please refer to the Care Experience section.

If you apply and meet the criteria for receiving the grant, you will receive a student loan as the bursary fully replaces the loan.

Based on the above, are you Care Experienced?

- Yes
- No

Notes:

• Indicating ‘yes’ for are you care experienced? will allow the student to proceed to further funding options like tuition fees and grants. Loan option will be omitted as user will no longer be eligible.

• SAAS will contact all eligible students in second semester regarding Care Experienced Accommodation Grant. Eligible student will be provided with a form to complete for the grant at a later stage.
Please tick the boxes to tell us what funding you are applying for.

- [ ] Tuition fees
  - Tuition fees explained
- [ ] Lone Parents' Grant
  - Lone Parents' Grant explained
- [ ] Dependents' Grant
  - Dependents' Grant explained
- [ ] Disabled Students' Allowance (DSA) - You will need to download and complete our DSA form and take this to your institution's DSA advisor. DSA form
  - Disabled Students' Allowance explained

[Back] [Save & Continue]

Save & Exit

Notes:

**PLEASE NOTE**: if the Care Experienced student is unable to select any funding options at all, please see the procedure for this here. If they are applying for a rUK AHP course and cannot see any funding options please see the procedure for this here.

If the student only wants to apply for the Care Experienced Bursary as their fees are being paid as part of a scholarship, please see here.
Normal Undergraduate/PGDE: Funding Available

Notes:

- The above shows the funding an Undergraduate/PGDE student resident in Scotland will be able to apply for. EU nationals will only be given an option for ‘Tuition fees’.
Nursing: Funding Available

**Notes:**

- The above shows the funding a nursing student will be able to apply for.

- First year students are eligible for ‘Initial expenses’ and the student will need to tick the box to be assessed for them. This option will not be available in all other years of a NMSB course.
Postgraduate: Funding Available

Funding

Please tick the boxes to tell us what funding you are applying for.

- [ ] Tuition fee loan
  - Tuition fee loan explained
- [ ] Living costs loan - non-income assessed
  - Living costs loan - non-income assessed explained
- [ ] Disabled Students’ Allowance (DSA) - You will need to download and complete our DSA form and take this to your institution’s DSA advisor. [DSA form]
  - Disabled Students’ Allowance explained

Save & Exit

Notes:

- The above shows the funding a postgraduate student will be able to apply for.
Lone Parents’ Grant

If you are a lone parent and have a child who is dependent on you, you may be entitled to Lone Parents’ Grant. This can include a child you act as a carer for.

We cannot assess your Lone Parents’ Grant until we receive the following evidence:

- Document(s) confirming you are a lone parent* (required each year you apply)
- Full birth certificate of the child named below (only required the first time)

*You will be presented with a list of acceptable documents once you have submitted your application.

Details of your youngest dependent child.

Forename(s)

Last name

Date of birth

DD  MM  YYYY

Relationship to you

Select an option *

Back  Save & Continue

Save & Exit

Notes:

- This will be shown if the student has selected Lone Parents’ Grant on the ‘Funding’ page. This is identical to the page shown for the Nursing Single Parents’ Allowance.
Notes:

- Undergraduate students can apply for a Dependants’ Grant and nursing students can apply for a Dependants’ Allowance. The criterion is slightly different for the two elements of funding - please see the information on the image above.
Dependants’ Allowance (Nursing Student)

Dependants’ Allowance

If you have a husband, wife, partner, other adult or child who is dependent on you, and have a financial and legal responsibility for (including adults or children you act as a carer for), you may be entitled to the Dependants’ Allowance. To claim this allowance, please enter details of your dependants.

Please note - we will not pay any Dependants’ Allowance for any dependant who is also a student in Higher Education (HNC level and above) or Further Education (NC, Higher qualifications etc) and receiving support through UK or EU public funds.

However, if your adult dependant is a student and you have children, you should still include the adult on this form, as we need to know of any income they will receive during the year (excluding any student funding). You should then contact us to let us know they are a student.

Notes:

- Undergraduate students can apply for a Dependants’ Grant and nursing students can apply for a Dependants’ Allowance. The criterion is slightly different for the two elements of funding - please see the information on the image above.
Dependants’ Grant/Allowance Details

Notes:

- Nursing students should provide an estimate of dependants’ income from 1st September 2018 – 31st August 2019
- Undergraduate students should provide an estimate of dependants’ income from 1st August 2018 – 31st July 2019.
Dependants’ Grant/Allowance Details Added

**Dependants’ Grant**

If you have a husband, wife, civil partner, partner or any other adult who is dependent on you (including an adult you act as a carer for), you may be entitled to Dependants’ Grant. To claim this grant, please enter details of your dependant.

Please note - you cannot claim this grant if they are also a student.

**My Partner**

| Date of birth | 01/01/1987 |
| Relationship to you | Husband, wife, civil partner or partner |
| Total income | £0.00 |

---

**Notes:**

- If the details entered are incorrect, students can click on 'Edit' or 'Remove' to amend details.
Dependent or Independent Status

Dependent or Independent?

Please select the boxes below that apply to you - this will help us determine whose income details we need.

- You have reached the age of 25 before the start of the academic year we are assessing you for and you are not married or living with a partner.
- You have a dependent child of any age, at the start of the academic year, and you are not married or living with a partner.
- You are married or in a civil partnership or living with a partner.
- You have supported yourself from earnings or benefits, outside full-time education, for any 3 years before the first day of the first academic year of your course.
- Your parents are no longer alive.
- You are dependent on your parent(s)/step-parent(s) or guardian(s).

Notes:

- An error message will appear if the student selects ‘Dependent’ along with any other option(s) on the page.

PLEASE NOTE: if the student advises they are estranged from their parents please see the procedure for this [here](#).
Student Income

Student Income: No

Details of your income

We need you to give us an estimate of any unearned income you expect to receive during the academic year. For courses starting in Autumn this is 1 August 2018 to 31 July 2019. We do not need to know about income from employment.

To see what types of income you must tell us about and what period of time your income estimate must cover, please click the following link and select section 4, titled ‘Your income’ - student income types.

Based on the income list provided, do you have any income to declare?

- Yes
- No

Save & Exit

Notes:

- Students can select the ‘student income types’ link for details of exactly what income they need to tell us about.
Student Income: Yes

Details of your income

We need you to give us an estimate of any unearned income you expect to receive during the academic year. For courses starting in Autumn this is 1 August 2018 to 31 July 2019. We do not need to know about income from employment.

To see what types of income you must tell us about and what period of time your income estimate must cover, please click the following link and select section 4, titled 'Your income' - student income types.

Based on the income list provided, do you have any income to declare?

- Yes
- No

Total income: 0.00

Add Income Details

Notes:

- If a student has income to tell us about they should select ‘Yes’ and then click on the ‘Add Income Details’ button.
Student Income: Yes Details

The student must select the income type from the drop-down list shown above.
Student Income: Yes Details Added

Details of your income

We need you to give us an estimate of any unearned income you expect to receive during the academic year. For courses starting in Autumn this is 1 August 2018 to 31 July 2019. We do not need to know about income from employment.

To see what types of income you must tell us about and what period of time your income estimate must cover, please click the following link and select section 4, titled ‘Your income’ - student income types.

Based on the income list provided, do you have any income to declare?

- [ ] Yes
- [ ] No

Working Tax Credits

<table>
<thead>
<tr>
<th>Income amount</th>
<th>1,000.00</th>
</tr>
</thead>
</table>

Total income: 1,000.00

- [ ] Add Income Details
- [ ] Save & Exit

Notes:

- If any details entered are incorrect the students can click on ‘Edit’ or ‘Remove’ to make any amendments.
Notes:

- A student’s Account Number must be 8 digits in length and the Sort Code must be 6 digits in length.

- Continuing students can change their bank details simply by deleting the old ones from the boxes and entering new ones.
Bank Details (Nursing)

Bank details

Please provide details of your bank account - this is where we will make any payments.

Account number

****219

Sort code

****

Notes:

- A student’s Account Number must be 8 digits in length and the Sort Code must be 6 digits in length.
- Birth district declaration is no longer required at this stage – this is already declared in residency section.
Student Loan

Tuition Fee Loan

Notes:

- Students studying at Postgraduate level and students studying elsewhere in the UK will be presented with the Tuition fee loan page.

- They can enter a specific amount if they do not require the maximum amount of Tuition fee loan.
  
  - Max. Fee loan for Postgraduate: £5500
  - Max. Fee loan for rUK: £9250
Student Loan for Living Costs

Student loan for living costs

I want to apply for the living costs loan for academic year 2018-2019.

The amount I require is:

□ Highest available to me

OR

Enter amount

Enter amount in pounds starting without the £ sign.

► Need help with Enter amount?

Your National Insurance number

JA878762A

Back  Save & Continue

Save & Exit

Notes:

• If an EU student meets BIDAR and has selected they are resident in Scotland they will be able to apply for a student loan. They will be asked to add a National Insurance Number at this point to allow them to apply.
Student Loan Contacts

Loan contacts

If the Student Loans Company cannot contact you directly, they will ask one of your loan contacts for your contact information.

You must give us the names and addresses of two contacts. The first contact should normally be a relative, partner, next of kin or guardian. The second contact can be any relationship to you, including a friend. **The contacts must not live at the same address.**

You must ensure that you have their consent to share these details with us.

Notes:

- Students must provide two contacts with **different** names that live at **different** addresses.
- If they don’t select the consent boxes they will not be able to proceed.
Term Address

Term Address

Term address

Please enter the address you will be living at during term time, even if it is your home address. If you do not know the address yet, you can change this on your profile at a later date.

Please note - if you change this later, and have applied for a loan, you will also need to tell the Student Loans Company.

UK postcode (optional):

House name or number (including flat number):

Address 1

Address 2

Address 3 (optional)

Address 4 (optional)

Student loan correspondence address:

☐ Home  ☑ Term

If you are applying for a loan, please tell us where you would like the Student Loans Company to send correspondence.

Notes:

- This page will only appear for students applying for a Student Loan.
- The student will need to complete this page regardless of whether they select ‘Home’ or ‘Term’ for the SLC correspondence address.
**Benefactors**

**Benefactor Details: No**

**Benefactor 1 income details**

If you have applied for income assessed funding, you are required to supply benefactor income details.* Please note that benefactors must have a National Insurance number to supply details online.

For the purposes of assessing you for this funding, we define a benefactor as: a parent, legal guardian or husband, wife, partner or civil partner (whichever applies).

*If your household income is above £34,000 and you are not applying for a bursary from your institution, you can select ‘No’ and you do not need to submit a Household Income form.

Are you supplying income details for this benefactor online?

- [ ] Yes
- [x] No

[Save & Continue]

**Notes:**

- If a student advises that they are estranged from their parents please see the procedure for this [here](#).

- If a student does not have their parent(s) or partner’s income information they can submit their application by selecting ‘No’ at this point and they can download a copy of the Household Income Form using the link on the page. However we would strongly advise the student to complete income online to avoid delays to their funding.
Benefactor 1 Details: Yes

**Benefactor 1 income details for tax year 2016-2017**

If the form below is completed by your benefactor(s), we will assume they consent to sharing this information with you, as they will be supplying it on your SAAS online account. If you input their details, please confirm you have their consent to do so.

If they do not want to share their financial information, please go back to the previous page and select 'No'.

- Benefactor 1 consents to share their information with the student and with SAAS.

- You may be eligible for additional bursary funding from your college or university. To check your eligibility, we need to share your benefactor's details with your college or university and the Student Loans Company. Please tick this box if Benefactor 1 has consented to their information being shared.

**Notes:**

- Any benefactor supplying their information can choose to share their information with the student and selects the tick box to confirm this. If they decide at this point they do not wish the student to see their information they must click back and select 'No' and submit a Household Income Form separately.
- Benefactors can also choose to share their details with institutions to determine a student’s eligibility for additional bursaries. They can give consent to share by ticking the second box.
- The student will not see the numbered brackets.

**PLEASE NOTE:** even though a student can technically view this information on their application after it has been submitted, for data protection purposes SAAS are still **NOT** able to discuss the income details with the student over the phone.
Benefactor 1 Details: Yes Income

**Household income**

GROSS PAYE income for year ending 5 April 2017 from salary, wages, commission, bonuses and overtime

Net profit from self-employment income for year ending between 6 April 2016 and 5 April 2017

Taxable income from property and land

Income from private, employers or state pensions (including Pension Credit)

Income from Working Tax Credit (excluding childcare element)

Total amount of replacement living costs benefits; including allowances and Universal Credits

Income from bonds and trusts

Interest from a bank and/or building society and/or investments

**Notes:**

- The benefactor should enter their income in the relevant field and should enter ‘0’ in any fields that are not relevant. This must be for the 2016/17 tax year, ending 5 April 2017.
- The student will not see the numbered brackets.
## Benefactor 1 Details: Yes Income (Error on Page)

<table>
<thead>
<tr>
<th>Household income</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROSS PAY</strong> income for year ending 5 April 2017 from salary, wages, commission, bonuses and overtime</td>
</tr>
<tr>
<td>Net profit from self-employment income for year ending between 6 April 2016 and 5 April 2017</td>
</tr>
<tr>
<td>Taxable income from property and land</td>
</tr>
<tr>
<td>Income from private, employees or retirement pensions</td>
</tr>
<tr>
<td>Income from Working Tax Credit (excluding childcare element)</td>
</tr>
<tr>
<td>Total amount of replacement living costs benefits including parishes, allowances, and Universal Credits</td>
</tr>
<tr>
<td>Income from bonds and trusts</td>
</tr>
<tr>
<td>Interest from a bank and/or building society and/or investments</td>
</tr>
<tr>
<td>Dividends received</td>
</tr>
<tr>
<td>Other income</td>
</tr>
</tbody>
</table>

Please give details of 'Other income' (including maintenance payments)

### Notes:
- If any field is left blank an error will appear beneath the field.
- Any income types that are not relevant, ‘0’ must be entered.
Benefactor 2 income details

If you have applied for income assessed funding, you are required to supply benefactor income details*, please select an option below. Please note that benefactors must have a National Insurance number to supply details online.

For the purposes of assessing you for this funding, we define a benefactor as: a parent, legal guardian or husband, wife, partner or civil partner (whichever applies).

*If you are studying outside of Scotland, your household income is above £34,000 and you are not applying for a bursary from your institution, you can select 'No' and you do not need to submit a Household Income form.

- □ Completing one benefactor's details only

Are you supplying income details for this benefactor online?
- □ Yes
- □ No

Save & Exit

Notes:

- As before for Benefactor 1, if a student does not have their parent(s) or partner’s income information they can submit their application by selecting ‘No’ at this point and we can advise them they can download a copy of the Household Income Form using the link on this page.

- If they select ‘Yes’ then Benefactor 2 can complete their details online.
Benefactor 2 income details

If you have applied for income assessed funding, you are required to supply benefactor income details*, please select an option below. Please note that benefactors must have a National Insurance number to supply details online.

For the purposes of assessing you for this funding, we define a benefactor as: a parent, legal guardian or husband, wife, partner or civil partner (whichever applies).

*If you are studying outside of Scotland, your household income is above £34,000 and you are not applying for a bursary from your institution, you can select ‘No’ and you do not need to submit a Household Income form.

- Completing one benefactor’s details only

   If you are only filling in one person’s details please tell us why.
   You must indicate the reason for completing one benefactor’s details only.

   Select an option
   - Single/Seperated/Divorced
   - Widowed
   - In a relationship but living separately

   Save & Exit

Notes:

- If student only has one benefactor they still need to enter the Benefactor 2 details screen but tick ‘Completing one benefactor’s details only’ and choose a reason from the drop-down list as shown above.
### Application Summary

**Application for Funding 2018 - 2019**

Please check and confirm that these details are correct before submitting your application.

<table>
<thead>
<tr>
<th>Personal details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>Mr Polar Bear</td>
</tr>
<tr>
<td><strong>Date of birth:</strong></td>
<td>01/01/1999</td>
</tr>
<tr>
<td><strong>Place Birth Certificate issued:</strong></td>
<td>Edinburgh</td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td>Male</td>
</tr>
<tr>
<td><strong>Marital status:</strong></td>
<td>Single</td>
</tr>
<tr>
<td><strong>National insurance number:</strong></td>
<td>JA876752A</td>
</tr>
<tr>
<td><strong>Residency category:</strong></td>
<td>SCOTLAND</td>
</tr>
<tr>
<td><strong>Home address:</strong></td>
<td>Student Awards Agency Scotland Bruinhouse Drive Edinburgh Midlothian EH11 3UT</td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td><a href="mailto:SHAREAR06@SAASTEST.CO.UK">SHAREAR06@SAASTEST.CO.UK</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What course type are you studying?</strong></td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>College or university:</strong></td>
<td>ABERDEEN UNIVERSITY</td>
</tr>
<tr>
<td><strong>Course:</strong></td>
<td>BSc CONSERVATION BIOLOGY</td>
</tr>
<tr>
<td><strong>When does your course start?</strong></td>
<td>09/2018</td>
</tr>
<tr>
<td><strong>What year are you applying for?</strong></td>
<td>1 of 4</td>
</tr>
</tbody>
</table>

**Notes:**

- If the student is happy with the summary of their application they can submit the application at this stage.
- If any sections are incorrect, the student can select ‘Edit’ to jump to the specific section of application.
Application Confirmation

SAAS reference number

Application confirmation

Your SAAS application has been submitted. To support your application, you should send clear copies of any required documents (do not send originals), through our Document Uploader or by post.

Your SAAS Student Reference Number is 900002247

Please take note of this reference number and use it whenever you contact us.

We appreciate your feedback, please take time to complete the application survey.

Notes:

- First time applicants will receive their reference number after the application has been submitted.
- There will also be another page with a breakdown of the supporting evidence we receive. The information provided will be based on the selections made on the application.
SHORTENED APPLICATION (SHWAP)
Shortened Application (SHWAP)

Introduction

Shortened application introduction

You are eligible to use the shortened application to apply for a student award. Please read the following information carefully before beginning your application.

When you are ready to begin, click the 'Continue' button. If you choose not to continue, click the 'Exit' button.

If your details are correct:

- If all of the information is correct, and you want to apply for the same level of funding again, click on the 'My details are correct' option.

- After you have confirmed that you have read the 'Declaration and undertaking' statement, your application will be automatically submitted to us. You do not need to do anything else. We will send you an award notice soon.

If your details have changed:

- It is important that you tell us if any of the information shown is not correct or you want to apply for a different level of funding from last year.

- Click on the 'My details have changed' option and you will be routed to the full application form.

- If there is a change it may affect the level of funding we can pay you. This includes repeating a period of study, studying abroad, doing a paid placement and so on.

Notes:

- The shortened application screen will only appear to students who have made an application for non-income assessed funding (fees and/or loan) in the previous session and are continuing to the next year of their course.

Return to Contents
Notes:

- The details on this page will be carried over from the application from the previous session. If the student was studying Year 1 of a degree course in the previous session it will assume that the student will be moving on to Year 2 for the purposes of the shortened application.

- If the student is changing course, or repeating a year of study, they will not be able to complete the shortened application as their details have changed and they will select the ‘My details have changed’ option on the next page.
Review Loan Details

Loan details

Please review your loan details.

Term Address
54 CHARLES STREET
PENICUIK
MIDLOTHIAN
EH26 0HJ

Account number
Sort code
*****644
804518

Loan contacts

Contact 1
Full name
AGNES BROWN
Relationship
Grandparent

Home address
46 CHARLES STREET
PENICUIK
MIDLOTHIAN
EH26 0HJ

Home phone number
01908670012

Contact 2
Full name
FATHER TED

Home address
18B PITFOUR STREET
DUNDEE
ANGUS
DD2 2NW

Home phone number
01312445700

Are these details correct?

To progress with your application, you must confirm if the details shown above are correct or not, by clicking one of the checkboxes below.

- My details are correct and I want to apply for the same level of funding
- My details have changed or I want to apply for a different level of funding

Notes:

- The student should confirm whether their details are correct - or have changed - to continue.
Troubleshooting
Return to Contents

Care Experienced Bursary Only

Funding for Care Experienced Students

Students with experience of being in care may receive a different funding package. Please read the information below before indicating if this applies to you.

We will consider you Care Experienced if:

- You have ever been looked after by a Local Authority; and
- You are under 26 on the first day of the first academic year of your course

Examples of types of Care Experience are foster care, residential care or a compulsory supervision order. For further details, please read our information for Care Experienced students.

If you apply and meet the criteria for receiving a Care Experienced Student Bursary, you will not receive a student loan as the bursary fully replaces this.

Based on the above - are you Care Experienced?

- Yes
- No

Notes:

If a student wants to apply for the Care Experienced funding only, they can proceed without selecting funding and clicking 'save and continue.'
Notes:

If a student applies for a rUK AHP course, selects Care Experienced funding but receives an error (see figure 1) they should click on the back button until they reach the ‘Course Information’ page.

Here they can select the rUK institution, select ‘Other’ for the course and free-type their course title (see figure 2). This will allow them to select Care Experienced funding and provide all the available funding options on the ‘Funding’ page.
Estrangement

**Benefactor 1 income details**

If you have applied for income assessed funding, you are required to supply benefactor income details*, please select an option below. **Please note that benefactors must have a National Insurance number to supply details online.**

For the purposes of assessing you for this funding, we define a benefactor as: a parent, legal guardian or husband, wife, partner or civil partner (whichever applies).

*If your household income is above £34,000 and you are not applying for a bursary from your institution, you can select ‘No’ and you do not need to submit a Household Income form.

Are you supplying income details for this benefactor online?

- [ ] Yes
- [x] No

If ‘Benefactor 1’ does not want to supply their income details online, please ask them to print and complete the [Household Income form](#).

☑️ You are dependent on your parent(s)/step-parent(s) or guardian(s).

**Notes:**

Similar to the old application, if a student contacts us and we establish estrangement, to correctly submit an application they must first select ‘Dependent on parent(s) etc…’ on the ‘Dependent or Independent’ page.

When they come to the Benefactor pages, they must select ‘No’ to supplying benefactor income details online, then ‘Save & Continue’. This has to be done on both Benefactor 1 and 2 pages.

Once submitted, then can then use ‘Document Upload’ to send supporting evidence and/or ‘Submit Enquiry’ via the dashboard once their application has hit STEPs to explain their circumstances.
Identity/Gender Selection

Personal details

Please review the personal details you have provided. If anything has changed, please update this information.

Please note that any changes you make during this application may not be reflected immediately on your 'Profile' page.

Notes:

Students who do not identify as Male/Female or want to select a gendered title e.g. ‘Mr’ or ‘Mrs’, must choose an option on this page in order to continue and complete an application.

This may change going forward but for 2018-2019 application they must choose an option provided. Once their application has been submitted, they can then go to ‘Profile’, ‘Personal Details’ and click on the ‘Require Evidence’ link on this page. This page will explain what evidence we may need to see to make a change, for example to Transgender, on their record. These requests are dealt with by the Resolution Team at SAAS.
Institution Selection

Course information

Please provide details of your course.

What course type are you studying?
- Postgraduate

| Need help with 'course type?' |

Are you studying full-time or part-time?
- Full-time
- Part-time

Notes:

If a student cannot find their institution on the dropdown list, they must contact us to let us know this is the case as we will have to investigate their institution’s eligibility for funding from SAAS.
Locked Student Accounts

Please log into your SAAS account

There was a problem submitting the form
Try the following:
Your account has been locked. To get it unlocked, please phone us on 0300 555 0505.

Email address
Forgotten your email address?
Password
Forgotten your password?
Passwords must be 8-16 characters long, with at least

There was a problem submitting the form
Try the following:
You are already logged in. If you closed the browser without selecting the 'Sign Out' option, you will need to wait 15 minutes before you can log in again.
Please do not call the helpline, as we cannot change this.

Notes:
If a student locks themselves out of their accounts they will see one of the above error messages.

- Error Message 1 – if the student has this message please ask them to contact us.
- Error Message 2 – if the student has this message we are not able to help over the phone, the student will **have** to wait 15 minutes until they can log-in again.
Any student living in Scotland would select the ‘Scotland’ option under the residency category. This does not mean they are eligible for funding.

If they are a ‘Rest of the World’ student outside of Scotland and want to apply for funding, they will have to select ‘Scotland’. This option will present them with the full application and residency questions so we can assess eligibility.
Residency Category - Rest of UK

Notes:

This box is no longer applicable for new student.

This check-box was intended for rUK Nurses applying to study in Scotland for their NMSB bursary and rUK AHP students applying to study in Scotland under the reciprocal cross-border arrangements.

However, as policy has now changed these courses are no longer funded by SAAS. New students can still make an application but it will be rejected.
Residency Category - EU

Personal details

Please review the personal details you have provided. If anything has changed, please update this information.

Please note that any changes you make during this application may not be reflected immediately on your 'Profile' page.

Title
Miss

Forename(s)
Like

Last name
Green

Date of birth
Day
1
Month
1
Year
1991

Gender
Female

Marital status
Single

National insurance number
XR51675C

Residency category
- Scotland
- Rest of UK
- EU

Notes:

An EU student who does not qualify for full support should select ‘EU’. This includes EU students living in rUK.
Scottish Resident applying for rUK Nursing Course

Notes:

The Nursing/Midwifery drop-down list will only have options for Scottish NMSB institutions.

Scottish residents wanting to apply for funding to study a Nursing or Midwifery course elsewhere in the UK should select ‘Undergraduate’ as the course type. This will allow them to apply for the standard rUK funding package (tuition fee loan, bursary and living-costs loan).
Scottish Resident applying for rUK AHP Course

Notes:

If a student applies for a rUK AHP course they can choose the rUK university and the course may already be set up. If the course is not available they can select the rUK institution, select ‘Other’ for the course and free-type their course title.

If a student is only being offered a living cost loan, or no funding at all (see figure 1), they would need to click on the ‘Back’ button to go back to the Course Information page and change their course title (even if it is shown on the drop-down menu) to ‘Other’ and free-type the course title (see figure 2). This will then allow them to apply for all available funding.
Study Abroad & Placement Dates

Notes:

If a student is doing a study abroad/placement, they will be asked to provide dates.

If a student wishes to amend incorrectly submitted dates, they can do so by submitting an enquiry after submitting an application.