



A. Practice (name or brief description):

Determination of Applicants' Tuition Fee Status

This practice is centralised and carried out by expert trained staff within Scholarships and Student Funding Services to ensure fairness and equity in all fee status assessments across the University.

Scholarships and Student Funding Services (SSFS) are responsible for:

- Ensuring that each applicant has been assigned an appropriate tuition fee status classification for fee paying purposes prior to admission to the University in accordance with conditions set out in the Education (Fees and Awards) (Scotland) Regulations 2011;
- Ensuring that fees and student support staff receive UKCISA training in order to deal with complex fee status cases;
- Ensuring support for admissions process and University targets set by Scottish Funding Council for Scotland and EU students;
- Ensuring that tuition fees are charged according to the correct fee status classification to generate the appropriate income due to the University;
- Ensuring a vigorous review and appeals process is in place – reviews are carried out by the Fees and Student Support Team Manager and final appeals are considered by the Director of Scholarships and Student Funding.

B. Reason for screening:

- Undertaking a review of an existing practice

C. Person responsible for the policy area or practice:

Name: Robert Lawrie

Job title: Director of Scholarships and Student Funding

School/service/unit: Academic Registry

D. Screening Analysis

1. Does the policy or practice affect primary or high level functions of the University? **Yes**
2. Is the policy or practice relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' set out in the introduction above)?
3. Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqIA?

E. Screening outcome

Equality Impact Assessment required: Yes

The assessment will be carried out by Robert Lawrie, in conjunction with SSFS staff. It will be monitored and reviewed annually.

F. Sign-off

Screening undertaken by:

Rhona Anderson, Fees and Student Support Manager
Geraldine Beattie, Senior Fees Officer

Accepted by: Robert Lawrie, Director of Scholarships and Student Funding

Date: 28 March 2013

G. Equality Impact Assessment

1. Overview. Indicate the current status of the practice or the stage of development/review.

The practice is continually under review as part of our commitment to enhancing the student experience. The fee status questionnaire has to be clear and easy to complete for all applicants, including those for whom English is not their first language. Applicants benefit from confirmation of tuition fee liability prior to accepting an offer of admission to the University.

2. To which equality groups is the practice relevant? The protected characteristics under the Equality Act are (delete as applicable)

- Disability

All fee status information is available via our website and can therefore be accessed in various formats. The fee status questionnaire is available online via MyEd but a paper version can be sent out if required

- race (including ethnicity and nationality)

A key factor in determining fee status is nationality and sensitivity is required when informing applicants of fee status decisions.

3. What evidence is available about the needs of relevant groups?

The Fees and Student Support Manager attends regular Admissions Officers meetings to discuss issues and improvements. We have a feedback process on our website which can be used by applicants, students and staff to highlight issues. We receive continual feedback via telephone and email correspondence and any issues raised are passed to a senior member of staff for response. This evidence is deemed as sufficient in assessing our practice.

4. Might the application of this practice lead to discrimination, harassment or victimisation? Might it result in less favourable treatment for particular groups or give rise to indirect discrimination?

No

5. Are reasonable adjustments built in where they may be needed?

Yes - accessible formats available.

- 6. Does the practice contribute to advancing equality of opportunity¹? Will it help to:**
- **remove or minimise disadvantage**
 - **meet the needs of different groups**
 - **encourage increased participation of particular groups**
 - **take account of disabled people's impairments?**

By determining fee status at the point of application, all applicants receive confirmation of their tuition fee liability and are given the opportunity to appeal this decision prior to an offer of admission is made.

- 7. Is there an opportunity in applying this practice to foster good relations between people in any protected group and those who are not²? Will it help to tackle prejudice and/or promote understanding?**

No

- 8. Is there evidence (or an expectation) that people from different protected groups have different needs or experiences in relation to the policy/practice? If so, what are they?**

Inclusive practice for all groups

- 9. Is there evidence (or an expectation) of higher or lower uptake by any protected group(s)? If so, give details of the differences and the reasons for these (if known)?**

No

- 10. Is any protected group excluded from participating in or accessing the service or functions? If so, why?**

No

- 11. Does the policy/practice create any barriers for any other groups? For example, because of the time when the service is delivered or because of restricted income?**

No

- 12. How are relevant equality groups or communities involved in the development, review and/or monitoring of the practice?**

See 3 above

- 13. Are there any other points to note regarding the potential or actual impact of applying the practice, with regard to the need to eliminate discrimination, advance equality and promote good relations? If so, note these here.**

¹ This question does not apply to the protected characteristic of marriage or civil partnership

² This question does not apply to the protected characteristic of marriage or civil partnership.

H. Equality Impact Assessment Outcome

Outcome: Continue the practice

To be reviewed annually

I Action and Monitoring

1. Specify the actions required to implement the findings of this EqIA.

We will monitor on an annual basis using data and feedback.

2. State how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

A report will be presented to senior management on an annual basis.

3. When will the practice next be reviewed?

April 2014

J. Publication of EqIA

Can this EqIA be published in full, now?

Yes

J. Sign-off

EqIA undertaken by:

Rhona Anderson, Fees and Student Support Manager

Geraldine Beattie, Senior Fees Officer

Accepted by: Robert Lawrie, Director of Scholarships and Student Funding

Date: 28 March 2013