

Policy/Procedure/Strategy: Fees and Fee Waiver Policy  
 Review Due: 01/08/2017  
 Date of Assessment: 29/03/2017

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 Department/Section: Executive Management Team

Signature: John McLuckie  
 Date: 29/03/2017

## Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

The fee and fee waiver policy describes the college fee structure and categories of students for which the college may use the fee waiver grant from the Scottish Funding Council (SFC).

- New  
 Revised  
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College students	College staff and students	Qualitative – Argyll College UHI Fees and Fee Waiver Policy, Student Surveys 2015-16 and 2016-17, UHI Red Button report 2015-16, SFC Fee Waiver Grant Policy 2016-17. Anecdotal – Staff and student views on the policy.

## Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	P	P	N/I	N/I	N/I	P	N/I	N/I	N/I
Promoting Good Relations	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

## Step 3

Action to be taken

- This policy is based on the national fee waiver grant policy document which is updated annually, therefore an annual review of this policy will be required, incorporating any equalities issues outwith the conditions set out in the national policy document.  
 - Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with issues relating to fees and fee waivers.

Summary of EIA Outcome – please tick

- No further action to be carried out  
 Amendments or changes to be made  
 Proceed with awareness of adverse impact  
 Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee