

GUIDE FOR NEW AND
CONTINUING PART-TIME
EU STUDENTS STUDYING
IN ENGLAND

2014/15



/SF_England



/SFEngland



/SFEFILM

CONTENTS

What is Student Finance Services?	3
What type of support can I get?	4
Do I qualify?	6
How do I apply?	7
What happens after I've sent my application?	8
What if my circumstances change?	9
How do I repay my loans?	9
How do I contact you?	10

WHAT IS STUDENT FINANCE SERVICES?

Student Finance Services is a service provided by the Student Loans Company. We provide financial support on behalf of the UK Government to students from the European Union (EU) entering higher education in England. We're here to help and can offer you financial support when you need it most – during your studies.

For more information, visit www.gov.uk/studentfinance



WHAT TYPE OF SUPPORT CAN I GET?

If you're an EU student studying a part-time course in England in 2014/15 you can apply for student finance to help you pay for your course.

How much is available depends on when you started your course and whether you study at a publicly (paid for by the government) or privately funded university or college.

If you started your course on or after 1 September 2012

You can get a Tuition Fee Loan of up to:

- £6,750 at a publicly funded university
- £4,500 at a privately funded university

Privately funded universities may charge you more than £4,500. It would be up to you to pay anything over this amount.

If you started your course before 1 September 2012

You can get a Fee Grant of up to:

- £1,285

The amount of Fee Grant you can get will depend on your household income and your course intensity. The Fee Grant doesn't have to be repaid.

How is course intensity worked out?

Course intensity is how long it takes to complete a part-time course compared to the equivalent full-time course.

If you started your course on or after 1 September 2012, to get student finance you must complete your part-time course in no more than four times the time it would take to complete your course if you were studying full time (up to a maximum of 16 years).

Course intensity is worked out by taking the number of part-time units (such as credits, credit points or modules) you'll be studying in the academic year and dividing it by the number of units you'd complete in one academic year if you were studying your course full time. The result is then multiplied by 100 to give the course intensity as a percentage.

So the formula to work this out is as follows:

**Part-time units ÷ full-time units x 100
= your course intensity as a percentage**

For example, if your course takes six years to complete and the full-time equivalent takes three, your course intensity will be 50%.

TOP TIP

If you're not sure about the number of credits, credit points or modules you'll be studying in each academic year you should speak to your university or college.

Studying in Wales, Northern Ireland or Scotland?

If you're studying in another country in the UK the student finance you can apply for may be different.

If you're studying in Wales, visit www.studentfinancewales.co.uk

If you're studying in Northern Ireland, visit www.studentfinanceni.co.uk

If you're studying in Scotland, visit www.saas.gov.uk

DO I QUALIFY?

Personal Eligibility

Where you live

You must have been 'ordinarily resident' in the European Economic Area (EEA) or Switzerland for the three years before the start of your course.

'Ordinarily resident' means where you usually live, apart from temporary or occasional absences.

There's more information about the residency requirements on our website www.gov.uk/studentfinance

Your nationality

You must be an EU national, or the family member of an EU national.

Previous study

You won't normally be able to get student finance if you already hold a qualification equal to or higher than the one you're studying for.

If you've already had student finance for part of a course that you didn't complete you may only be able to get finance for the number of years of your new course, plus one additional year, less the number of years of a previous course you've already had funding for.

Your university or college

The university or college you plan to study at must be in England and can be either publicly or privately funded.

If you're studying at a private university or college you should check with them that your course is one that qualifies for student finance from Student Finance England.

Your course

The course you plan to study must be in England and one of the following:

- a first degree, eg BA, BSc or Bed
- a Foundation Degree
- a Certificate of Higher Education
- a Diploma of Higher Education (DipHE)
- a Higher National Certificate (HNC)
- a Higher National Diploma (HND)
- a Postgraduate Certificate of Education (PGCE)
- Initial Teacher Training (ITT)

HOW DO I APPLY?

If you started your course on or after 1 September 2012 you can apply from 28 April 2014. You should fill in a PTL1 form.

If you started your course before 1 September 2012 you should fill in a EUPTG1 form. This form will be available from Summer 2014. Once you've filled in the form you need to take it to your university or college so they can confirm your course intensity and the fees they're charging you.

For more information and to download an application form, visit **www.gov.uk/studentfinance**

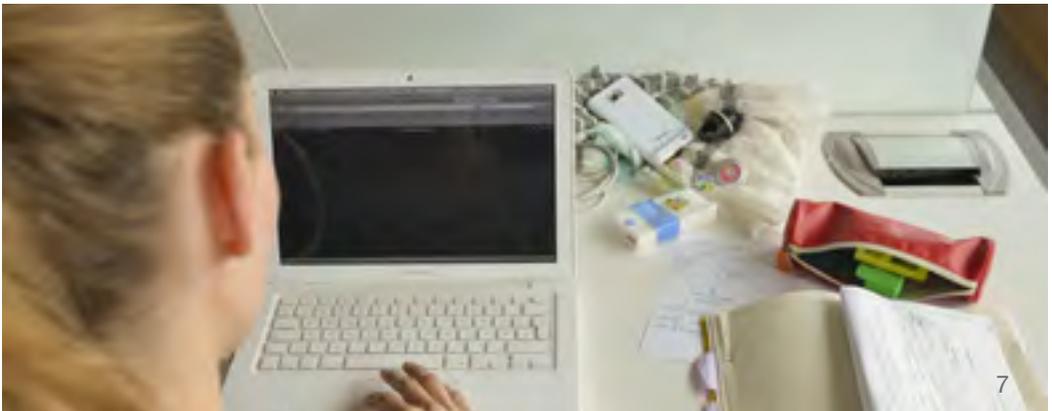
What evidence do I need to send?

Proof of identity

If you're applying for the first time you'll need to send evidence of your identity. You can send your valid passport or national identity card.

When you send evidence it can be certified copies or original documents. A certified copy is a photocopy of an original document which has been stamped, signed and dated to confirm it's a true copy of the original by a person of good standing in the community such as a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must not be a relative and must provide their name, job title, address and contact number.

Download a Certifier Checklist form at **www.gov.uk/studentfinance**, complete and return this checklist with any certified evidence you send us.



Proof of household income

If you started your course before 1 September 2012 you'll need to give us financial information and send evidence of your household income.

Your household income is your income and your partner's income if you have one. We need this to make sure you get all the Fee Grant you're entitled to.

You should send evidence (for example a P60 or payslips) of any financial information you tell us about in your application.

TOP TIP

Please don't send original financial documents. We're happy to accept photocopies. We won't return copies of anything you send us as proof of your household income. Once we've finished with them we'll destroy them securely.

Deadline

You can apply for student finance up to nine months after the start of the academic year. Check with your university or college when your academic year starts as it might not be the first day of your course. For 2014/15 applications this will be 1 September 2014, 1 January 2015, 1 April 2015 or 1 July 2015.

WHAT HAPPENS AFTER I'VE SENT MY APPLICATION?

Student Finance Services will:

- confirm that your application has been received
- work out how much you can get
- write to you to confirm how much you'll get
- pay the Tuition Fee Loan directly to your university or college

WHAT IF MY CIRCUMSTANCES CHANGE?

If your circumstances change you must tell your university or college and us as soon as possible.

You can download a 'Notification of Change of Circumstances for EU Students' (EUCO1) at www.gov.uk/studentfinance

HOW DO I REPAY MY LOANS?

Repaying your Tuition Fee Loan is straightforward. The amount you repay each month is linked to your income, not what you borrow.

If you started your course on or after 1 September 2012 you'll start making repayments the April four years after the start of your course, or the April after you leave your course, whichever comes first. However, you won't make repayment before April 2016, even if you leave your course before that date. And then you won't have to repay until your income is over the threshold of £404 a week, £1,750 a month or £21,000 a year.

If you live outside the UK after you finish your course you must let us know. The threshold for repayment might be different depending on which country you choose to live in.

You can find out more about repaying your loan in the UK and overseas at www.studentloanrepayment.co.uk

HOW DO I CONTACT YOU?

Student Finance Services

PO Box 89

Darlington

County Durham

DL1 9AZ

Telephone: 0141 243 3570

From outside the UK: +44 (0) 141 243 3570

Opening hours: Monday to Friday – 9am to 5:30pm

