

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

2017/18



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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 are 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 are an EU student studying a part-time course in England in 2017/18 you can apply for student finance to help you pay for your course.

How much you can get depends on your university or college and when you started your course.

If you started your course on or after 1 September 2012

You can get a Tuition Fee Loan of up to:

- £6,935 at a publicly-funded university
- £4,625 at a privately-funded university

Privately-funded universities may charge you more than £4,625.

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:

- £1,321

The amount of Fee Grant you can get will depend on your household income and your course intensity. The Fee Grant does not 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 will be studying in the academic year and dividing it by the number of units you would 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.

For example:

$$\begin{aligned} & \mathbf{60 \text{ part-time units} \div 120 \text{ full-time units} \times 100} \\ & \mathbf{= 50\% \text{ course intensity}} \end{aligned}$$

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

Studying in Wales, Northern Ireland or Scotland?

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

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

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

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

DO I QUALIFY?

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.

If you have been living in the UK and islands for at least five years before the start of your course you may be able to apply for the same loans for tuition fees and living costs as a UK national. For more information, visit SFE's dedicated student finance zone at www.thestudentroom.co.uk/studentfinance

There is 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 can usually only get student finance for your first higher-education course. If you have already studied a higher-education course, you might not get help for a second course.

You can only have a maximum of 16 years of part-time funding. You will have to self-fund anything over this amount.

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 are studying at a private university or college you should check with them that your course is one that qualifies for student finance from us.

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 Certificate of Higher Education
- a Higher National Certificate (HNC)
- a Postgraduate Certificate in Education (PGCE)
- a Foundation Degree
- a Diploma of Higher Education (DipHE)
- a Higher National Diploma (HND)
- Initial Teacher Training (ITT)

HOW DO I APPLY?

If you started your course on or after 1 September 2012, you should apply as soon as the application service opens. You should fill in an EUPTL1 form if you are applying for the first time, or an EUPTLC form if you are continuing on your course, and return it to us at the address on page 10.

If you started your course before 1 September 2012, you should fill in an EUPTG1 form. This form will be available from summer 2017. Once you have 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 are charging you.

To download an application form, visit **www.gov.uk/studentfinance**

What evidence do I need to send?

Proof of identity

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

Evidence 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 is 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 will 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 are entitled to.

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

Please do not send original financial documents. We are happy to accept photocopies. We will not return copies of anything you send us as proof of your household income. Once we have finished with them we will 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 2017/18 applications this will be 1 September 2017, 1 January 2018, 1 April 2018 or 1 July 2018.

WHAT HAPPENS AFTER I HAVE SENT MY APPLICATION?

We will:

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

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.

You are charged interest from the day your first payment is made until your loan is repaid in full or cancelled. The interest rate is based on the UK Retail Price Index* (RPI) and will vary depending on your circumstances.

If you started your course on or after 1 September 2012, you will start making repayments the April four years after the start of your course, or the April after you leave your course, whichever comes first. And then you will not have to repay until your income is over the threshold of £404 a week, £1,750 a month or £21,000 a year.

If your income changes, either rising or falling, your repayments amounts will change to reflect this. If you stop working, your repayments will stop until you start working again and your income is over the threshold.

You can make voluntary repayments at any time.

If you leave your course early, you will still have to repay your loan. In this case, the repayment process might be different.

If you are planning to live, work or travel outside the UK for more than three months after you finish or leave your course you must let us know. You will still have to make payments to your loan, but the repayment threshold might be different depending on which country you are in.

Any loan remaining 30 years after you are due to start making repayments will be cancelled.

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

*RPI is a measure of UK inflation. It measures changes to the cost of living in the 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 – 8am to 8pm

