

Student finance - grants for part-time study

www.gov.uk/studentfinance

sfe

studentfinanceengland
the student finance experts

2017/18





Who should read this guide?

This guide is for continuing part-time undergraduate students and postgraduate Initial Teacher Training (ITT) students who started their course before 1 September 2012.

If you started your course on or after 1 September 2012, you should read 'Loans for part-time study'.



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



For everything you need to know about student finance from how and when to apply to repaying, bookmark SFE's student finance zone on The Student Room at

www.thestudentroom.co.uk/studentfinance

Like us on Facebook, follow us on Twitter and watch our films on YouTube.



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What is Student Finance England?

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



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1-What student finance can I get?



Fee Grant

What's it for?

The Fee Grant helps towards the cost of the tuition fee charged by your university or college.

How much can I get?

You could get up to £1,321 depending on your course intensity (see page 4) and how much your university or college is charging. How much you get will also depend on your household income. If your household income is £25,424 or over, you won't get any Fee Grant. For more information on how your household income could affect your Fee Grant, please read the guide 'Student finance - how you're assessed and paid' at www.thestudentroom.co.uk/studentfinance

Your course intensity	Maximum Fee Grant you can get
50% to 59% of the equivalent full-time course	Up to £879, or the cost of the tuition fee charged by your university or college if it's lower
60% to 74% of the equivalent full-time course	Up to £1,054, or the cost of the tuition fee charged by your university or college if it's lower
75% or more of the equivalent full-time course	Up to £1,321, or the cost of the tuition fee charged by your university or college if it's lower

How's it paid?

We pay the Fee Grant directly to your university or college.

Do I have to pay it back?

No.

Anything else?

If you live in England but your university or college is in Wales, Scotland or Northern Ireland, the amount of student finance you get may be different. You should contact your university or college to find out how much tuition fee they are charging for your course.

You can apply up to nine months after the start of the academic year.

You can't get a Fee Grant if you already hold a qualification at the same level, or higher than the one you're going to study.



1-What student finance can I get?



How course intensity is worked out

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

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 that 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.

For example:

60 part-time units
÷ 120 full-time units x 100
= **50% course intensity**

Your course intensity can be different from one year to another. You can study at a course intensity below 50% and still get a Fee Grant at the 50% rate as long as you complete your course in no longer than twice the time it would take to get the same qualification if you studied full time. For example, if the full-time course is four years, you must complete your part-time course in no more than eight years.

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.



Course Grant

What's it for?

The Course Grant can help with the cost of books, travel and other course-related expenses.

How much can I get?

You could get up to £288 a year depending on your household income.

Your household income	Maximum Course Grant you can get
Up to £26,029	Full Course Grant of £288
£26,030 to £28,064	Course Grant of £288 less £1 for every £8.55 of your income over £26,029 (before tax)
£28,065	Course Grant of £50
£28,066 and over	No Course Grant

How's it paid?

We pay the Course Grant into your bank account in one lump sum.

Do I have to pay it back?

No.

Anything else?

You can apply up to nine months after the start of the academic year.

You can't get a Course Grant if you already hold a qualification at the same level, or higher than the one you're going to study.



1-What student finance can I get?



Disabled Students' Allowances (DSAs)

What's it for?

DSAs can help with the extra costs you may have in relation to your course as a direct result of your disability, including a long-term health condition, mental-health condition or specific learning difficulty.

How much can I get?

How much you can get doesn't depend on your household income but does depend on your individual needs.

Specialist Equipment Allowance	Up to £5,358 for the whole course
Non-medical Helper Allowance	Up to £15,978 a year
General Allowance	Up to £1,342 a year
Travel Allowance	Helps with extra travel costs you have to pay to get to your university or college because of your disability.

How's it paid?

We'll pay the money directly to the supplier – for example, your university, college or equipment supplier – or into your bank account, whichever applies.

Do I have to pay it back?

No, unless you leave your course early, in which case you may be asked to pay some back.

Anything else?

Once you've applied for your main student finance and told us you want to apply for DSAs we'll send you an application form.

If you only want to apply for DSAs and no other type of student finance, you need to download and complete a DSA1 application form at www.gov.uk/studentfinance once the application service opens.

For more detailed information, you can download the guide '**Extra help - Disabled Students' Allowances**' from www.thestudentroom.co.uk/studentfinance

You can order forms and guides in Braille, in large print or on audio by emailing your name and address, along with which form and format you need to brailleandlargefonts@slc.co.uk or you can phone us on **0141 243 3686**.

The above email address and phone number can only deal with requests for other formats of forms and guides.





2-Do I qualify?

Personal circumstances

Where you live

Normally you must be living in England on the first day of the first academic year of your course and 'ordinarily resident' in the UK, the Channel Islands or the Isle of Man for three years immediately before this date.

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

There are some exceptions to this rule. These exceptions are listed, along with more detailed information on qualifying for student finance, in 'How you're assessed and paid' which is available at www.thestudentroom.co.uk/studentfinance

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, the number of years you had student finance for will be deducted from the total number of years you'll be able to get funding for on your new course.

Your university or college

The university or college you plan to study at must be in the UK and can be either publicly (paid for by the government) 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.

Your course

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

- a first degree, e.g. 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 in Education (PGCE);
- Initial Teacher Training (ITT).



3-How and when do I apply?



How do I apply?

If you're a continuing part-time student who applied for student finance in the previous academic year, you'll be sent an email with a link to the 'Grant application for continuing part-time students 2017/18' (PTGC). You can also download this form at www.gov.uk/studentfinance

If you're a continuing part-time student but you haven't applied for student finance before, you need to fill in a 'Grant application for part-time students 2017/18' (PTGN). You can download this form at www.gov.uk/studentfinance

1. Fill in your application form and take it to your university or college so they can confirm you are a student, work out your course intensity and confirm the fees they're charging you.
2. Your university or college will fill in their part of the form once you've enrolled and return the form to you. You should send it back to us with any evidence we've asked for. **Make sure you sign and date your form.**
3. Once we've got your application, we'll assess it to make sure you're eligible for student finance. We'll also check you've sent all the information and evidence we've asked for.
4. We'll pay any Fee Grant directly to your university or college, and any Course Grant into your bank account.



Do I need to provide any evidence?

Proof of household income

To apply for part-time grants, you'll need to send us evidence of your household income to make sure you get all the student finance you're entitled to.

Your household income is made up of your income and the income of your partner, if you have one.

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

Remember

We won't return copies of anything you send us as proof of your household income. You should only send us photocopies of any financial evidence. Once we've finished with them, we'll destroy them securely.





3 - How and when do I apply?



Do I need to provide any evidence?

Proof of identity

If you're applying for the first time you'll need to prove your identity – this helps us check you can get student finance.

The easiest way to prove your identity is to give us your valid UK passport details on your application.

We can then check and confirm your identity without you having to send us your passport.

If you don't have a valid UK passport, you'll need to send us your UK birth or adoption certificate. You'll also need to fill in a 'Birth/Adoption certificate form 2017/18' available from www.gov.uk/studentfinance and send this with your certificate.

If you're a non-UK passport holder, you'll need to send your valid non-UK passport or Biometric Residence Permit to us.

These must be **original** documents, not photocopies. We'll return them once we've confirmed your identity and checked you're eligible for student finance.



What happens next?

Once we've assessed your application, we'll send you a Student Finance Entitlement letter showing what student finance you can get. Keep this safe as you may have to show it to your university or college.



3 - How and when do I apply?



What if my circumstances change?

You must tell us about any change in your circumstances which might affect your entitlement to student finance.

The most common changes are:

- you've changed university or college;
- you've changed your course (but stayed at the same university or college);
- you've left your course;
- your name or contact details have changed.

Before your course starts, you can tell us about any changes by filling in a 'Change of Circumstances' (CO2) form.

You can download this form at www.gov.uk/studentfinance

After your course starts, you'll need to ask your university or college to tell us about changes to your tuition fee, your course, your course intensity, or if you repeat a year, leave higher education or suspend your studies.



Do I need to re-apply next year?

You'll need to apply for student finance for each year of your course.

Remember

The amount of student finance available may change each year.



If you're applying for Disabled Students' Allowances, you'll have to apply for these each year too.



4 - Are there other sources of funding available?



Your university or college

You might be able to get a bursary, scholarship or other award from your university or college. Contact them or visit their website for more details.



Benefits

As a part-time student you can usually still claim benefits such as income-based Jobseeker's Allowance, Housing Benefit, Local Housing Allowance and Council Tax Reduction if you're unemployed. These depend on your household income.

Jobcentre Plus and your local authority's benefit department won't treat the Fee Grant or Disabled Students' Allowances as income when assessing any income-assessed benefit.

Please remember the information given in this guide is general. If you think you might be eligible for any of the benefits mentioned, please contact your local Jobcentre Plus office, your local authority's benefit department or your university or college's student services department.



5-More information and contacts



Need more help?



Download an application form at www.gov.uk/studentfinance

For everything you need to know about student finance from how and when to apply to repaying, bookmark SFE's student finance zone on The Student Room at www.thestudentroom.co.uk/studentfinance

You'll find:

- films on 'Disabled Students' Allowances', and 'Grants for part-time study';
- guides including 'Student finance - how you're assessed and paid' and 'A guide to terms and conditions'.

Visit our YouTube channel - www.youtube.com/SFEFILM - to watch our series of animations that break down the student finance process into easy steps.



Contacts

Student Finance England

You can phone us on **0300 100 0607** (text phone **0300 100 0622**) between 8am and 8pm Monday to Friday, and between 9am and 4pm on Saturday and Sunday.

National Union of Students (NUS)

You can get more information from the NUS website at www.nus.org.uk

Scholarship Search UK

This provides information about other sources of funding for undergraduates. The website is www.scholarship-search.org.uk

National Association of Student Money Advisers (NASMA)

NASMA is a charity working to help students by providing advice, information and training. You can get more information by visiting www.nasma.org.uk



My checklist

I've read through this guide and the extra information and guidance online at **www.thestudentroom.co.uk/studentfinance**

I've got an email from Student Finance England or have downloaded a form at **www.gov.uk/studentfinance**

I've completed all the sections that apply to me.

I've taken my form to my university or college and they've filled in their section and returned it to me.

I've sent my completed form to Student Finance England.

Student Finance England has sent me a Student Finance Entitlement letter telling me how much I'll get.

I've shown my Student Finance Entitlement letter to my university or college, if they asked to see it.

My money has been paid.