

Assessing Eligibility Guidance

Higher Education Student Finance in England 2012/13 Academic Year

February 2013

HIGHER EDUCATION STUDENT SUPPORT IN ENGLAND IN 2012/13: ASSESSING ELIGIBILITY

Attached is the consolidated 'Guidance for Student Finance England (SFE) on the administration of Student Support 2012/13'. The chapter contains guidance on assessing eligibility for support for students in 2012/13.

References to "the Regulations" mean the Education (Student Support) Regulations 2011

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This guidance is designed to assist with the interpretation of the Student Support Regulations as they stand at the time of publication. It does not cover every aspect of student support nor does it constitute legal advice. Whilst every endeavour has been made to ensure the information contained is correct at the time of publication, no liability is accepted with regard to the contents and the Education (Student Support) Regulations 2011 remain the legal basis of the student support arrangements for the academic year 2012/13. In the event of anomalies between this guidance and the Regulations, the Regulations prevail. Please note the Regulations are subject to amendment.

Please note this guidance is for English domiciled students only. Contact details for Welsh, Scottish and Northern Ireland Authorities can be found at Annex 6.

August 2012 – an update has been made to paragraph 62. St Barthelemy is now included in the list of overseas territories.

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Introduction

1. This chapter looks at the eligibility requirements each applicant will need to satisfy in order to be considered eligible for support in connection with a course of higher education. It gives detailed guidance on the Regulations for 2012/13. However, it is not exhaustive and is not intended to be a substitute for reading the Regulations. Please note this guidance chapter focuses mainly on full-time courses.
2. The Regulations referred to throughout this chapter are the Education (Student Support) Regulations 2011, which govern the provision for support in AY 2012/13.
3. In 2012/13, students will be defined as either an 'old system' student, a 'current system student who is not 2008 or 2009 cohort', a '2008 cohort' student, a '2009 cohort' student or a '2012 cohort' student (regulation 2(1)), and as a result they will be eligible for different packages of support. Further information on the different support arrangements are set out in the chapter on 'Assessing Financial Entitlement'.

An 'old system' student is an eligible student who:

- started their current course before 1st September 2006 and is continuing on that course after 31st August 2012;
- is a gap year student (as defined in regulation 2(6) of the Regulations);
- started an end-on course on or after 1st September 2006 from a course they started prior to 1st September 2006 (or in the case of a gap year student, a course that started prior to 1st September 2007); or
- started their current course on or after 1st September 2006 after transferring from a course which they started prior to 1st September 2006 (or, in the case of a gap year student, a course which they started prior to 1st September 2007).

A 'current system student who is not 2008 or 2009 cohort' is an eligible student who:

- is not an old system student and
- either started their current course on or after 1st September 2006 and before 1st September 2008 and who is continuing on that course after 31st August 2012; or
- started their current course on or after 1st September 2008 and before 1st September 2009 and who has studied on a previous designated course which began before September 2008.
- started their current course on or after 1st September 2009 and before 1st September 2012 and has previous study which commenced before 1st September 2008. See 'Assessing Financial Entitlement' for more details.

A '2008 cohort' student is an eligible student who:

- is continuing on a course which began on or after 1st September 2008 and before 1st September 2009, and who has not undertaken a previous designated course which began before 1st September 2008; or
- is continuing on a course which began on or after 1st September 2008 and before 1st September 2009 and the course is an ITT course which is not an undergraduate degree, or a course which leads to a qualification as a medical doctor, dentist, veterinary surgeon, architect, landscape architect, landscape designer, landscape manager, town planner, town and country planner or social worker (regardless of whether or not the student has studied on a previous designated course which commenced before 1st September 2008).

A '2009 cohort' student is an eligible student who:

- began their current course on or after 1st September 2009 and who has not undertaken a previous course (as defined in Regulation 12) which began before 1st September 2008; or
- began an ITT course which is not an undergraduate degree, or a course in social work, medicine, dentistry, veterinary surgery or architecture on or after 1st September 2009 (regardless of whether or not the student has studied on a previous course (as defined in regulation 12) which commenced before 1st September 2008).

A '2012 cohort' student is an eligible student who:

- begins their current course on or after 1st September 2012; and
- is not a 2008 or 2009 cohort student; and
- has not transferred to the current course from a course beginning before 1st September 2012; and
- is not beginning an 'end-on' course (as defined in regulation 2(1)) on or after 1st September 2012.

Gap year students

4. NB The definition of a gap year student is set out in regulation 2(6) of the Regulations. Generally, there are two categories of gap year student:
 - Those who received an offer of a deferred place for 2006/07 on or before 1st August 2005 (regulation 2 (7)) NB In order to qualify as a gap year student, a student must have taken up their deferred place in 2006/07 on the course for which they received the offer unless the exceptions covered in paragraphs 5 - 7 below apply); and
 - Those who received an offer of a deferred place for 2006/07 after having successfully appealed against their A-level results (regulation 2(9)).

Exceptions

5. A student would have been considered a gap year student if they had taken up their deferred place on another course from the one they received the offer for, but only if that course was at the same institution and the institution considered the subject matter of the

course to be similar, either in whole or in part to the course for which they had received the offer.

6. If the institution was no longer offering the course the student received their original offer for, then they would still have been considered a gap year student if they had to undertake that course (or a similar course) at another institution.
7. In determining whether a student qualified as a gap year student, SFE would need to be satisfied that they met the criteria in the Regulations. As the student would have had confirmation of their deferred place from their institution this could have formed part of the evidence they were required to provide. Where a student received an offer of a deferred place after 1 August 2005, they should have provided evidence that this had been a result of an A-level appeal. These rules apply irrespective of where the student is studying in the UK.
8. Where a student does not meet the criteria for being a gap year student, they will be a current system student (provided they meet the relevant criteria), and eligible for the package of support available to all current system students. This is the case irrespective of whether the institution decides to charge them fees of up to £1,380 rather than up to £3,465
9. Eligibility can be broken down into four main headings:
 - Personal eligibility
 - Eligibility for fee support
 - Eligibility for support for living costs
 - Designated courses

Policy

General exclusions

10. Paragraph (3) of regulation 4, provides that students are excluded from *any support* under the Regulations if they:
 - Hold a mandatory award under the old arrangements (i.e. those students who started their course in 1997/98 or earlier and those 1998/99 entrants who are exceptionally treated as though they had started in the 1997/98 academic year);
 - Are eligible for a loan in relation to an academic year of the course under the Education (Student Loans) Act 1990 or the Education (Student Loans)(Northern Ireland) Order 1990 (this means students eligible for a mortgage style loan under the previous arrangements);
 - Are in receipt of a non-means tested “healthcare bursary”, (as defined in regulation 2(1)) or other allowance referred to in regulation 4(3) - see paragraph 12 below for an explanation of what a “healthcare bursary” is;
 - Are in breach of any obligation to repay any student loan;
 - Have reached the age of 18 and have not ratified any student loan agreement made with them when they were under the age of 18; or

- Have shown themselves by their conduct to be unfitted to receive support.

NB Where a person qualified as an eligible student for the previous academic year, it will not usually be necessary for SFE to go through all the steps again for the next AY to determine personal eligibility (see regulations 4(7) to 4(10)).

11. Students who have spent any time in prison (whether on remand or otherwise) within the AY will not be entitled to any maintenance support whilst they are in prison. Maintenance support should be calculated on a pro-rata daily basis excluding the time in prison.

In exceptional circumstances, SFE will have the discretion to determine whether to pay full or partial support, or none at all whilst a student is in prison in an AY. SFE should only use their discretion where stopping or recovering payments will cause financial hardship to students and prevent them from continuing with their course. In order to determine if a student should receive grants and loans for living costs for periods spent in prison during the AY, SFE need to consider factors such as a student's ability to pay rent and other living expenses to enable them to continue with their course. It is expected that exercising the discretion would be appropriate when a student spends a very short time in prison.

A full-time '2012 cohort' student who is an eligible prisoner (as defined in regulation 2(1)) will be eligible for tuition charge support only for those periods when they are imprisoned. A full-time student who is not a '2012 cohort' student will be eligible for tuition fee loan only (and fee grant if he/she is eligible under the pre 2006 arrangements) and DSAs for those periods when they are imprisoned. For more information see the 'Change of Circumstances and Overpayments Policy' guidance chapter.

NHS bursaries

12. NHS funded students on diploma level courses in nursing, midwifery and operating department practice receive support for fees and non-means tested bursaries via the NHS Bursary scheme. They are not eligible for any support under the Regulations. Note that eligible healthcare students starting a course in September 2012 or later will all have access to the same package of means tested NHS bursary support. Continuing students will not be affected by this change. Further information about NHS bursaries is provided at Annex 1 to this chapter.

Applicants who breach any obligation to repay any previous student loan or who have reached the age of 18 and have not ratified a previous student loan made after they have been assessed under the age of 18

13. The Regulations provide that a person shall not be eligible for support if he is in breach of any obligation to repay any loan (as defined in regulation 4(3)) or he has reached the age of 18 and has not ratified any agreement for a loan made with him when he was under the age of 18.
14. The applicant is not eligible for support whether or not he has declared any such breach or non-ratification on his application form (see Paragraph (3)(d) and (e) of regulation 4). SFE do not have any

discretion in determining an applicant's eligibility in these circumstances. The only possible exception to this will be 1998/99 starters (see paragraph 18 for further guidance).

15. The single system has a record of students who are in breach and this is discovered when the assessment is sent for approval. The single system will trigger a letter at that point advising the student that he is ineligible whilst remaining in default.
16. Once an applicant is no longer in breach, SFE should reassess his eligibility for the academic year in question. Any such reassessment is for the whole academic year, not from the date on which he ceased to be in breach of any such obligation or ratified any such agreement.

Applicants who breach any obligations to repay any previous student loan after they have been assessed

17. If an applicant has received a support notification letter but subsequently breaches any obligation to repay any previous student loan, he will remain eligible for support in the academic year to which the notification applies. If SFE become aware of this then they should notify the SLC accordingly following the guidance in the 'General, Eligibility and Financial Assessment Administration' chapter.

1998/99 starters

18. When assessing whether 1998/99 starters are eligible for support, SFE should have regard to regulations 3(4) and (5).
19. For more detailed information on the administration process, please refer to guidance in the 'General, Eligibility and Financial Assessment Administration' chapter.

Ineligibility on grounds of unfitness to receive support

20. A student does not qualify as an eligible student if, in SFE's opinion, he has shown himself by his conduct to be unfitted to receive support (see regulation 4(3)(f)). The power may be used at any stage in the process of assessing a student's eligibility for support but once a student has been notified that he is eligible this power may not be used. However, SFE may terminate eligibility for similar reasons under Paragraph (5) of regulation 6.
21. One example of when SFE might decide that a student is unfitted to receive support might be where it comes to light that the student has committed a fraud in applying for support, for example if they are discovered to have made applications to and received support from more than one authority, or presented fraudulent information in their applications in order to receive more support than they are entitled to. In such cases SFE should consider exercising the power to refuse the application (or terminate eligibility, depending on when the fraud comes to light) on the grounds that the students have shown themselves unfit by their fraudulent conduct to be considered for support. SFE may find *BIS Audit Guidelines for the Administration of Student Finance* of help.
22. Other examples might include fraud against other government funds such as Jobseeker's Allowance, Income Support or Housing Benefit.

Commission of a serious criminal offence might also be grounds for refusal in some circumstances, but SFE will need to consider such cases carefully, especially where the applicant is pursuing higher education as a means towards his rehabilitation. A student may argue that he has already been punished adequately by his sentence, but SFE should consider whether it is appropriate to support a student whose conviction casts doubt on his suitability for his intended career. (An obvious example is an offence against a child by someone who is, or may be, preparing for a career working with children.) It is important to bear in mind that the decision as to whether a student is suitable for or should be allowed to take a course rests with the institution; the decision as to whether the student is eligible for funds rests with SFE.

23. SFE might also decide that a student is unfitted to receive support where the student has made repeated applications for and received support for a number of different courses without completing those courses. This is most likely to involve loans for living costs and targeted grants: Adult Dependents' Grant, Childcare Grant, Parents' Learning Allowance and DSAs, as entitlement for these loans and grants is not subject to previous study rules, but could also involve fee support.
24. If a student has already received support for four courses, SFE should consider whether that student should be eligible for further support. For example SFE might decide that a student who has received support for four successive undergraduate courses and withdrawn from each is unfitted to receive support for a fifth course. There may be other similar cases where a student is unfitted for further support. SFE should deal with each case on its own merits. In the case of fee support, SFE should consider any additional years of fee support awarded due to compelling personal reasons when making their decision.
25. There might be other instances where SFE would wish to consult the institution before exercising the power to refuse or terminate eligibility, where the institution's evidence might put the student's fitness to receive support into question. For example, the institution might provide evidence of attempted fraud against it which has not actually led to the student being expelled but which might lead SFE to consider whether the student, though being allowed to continue with the course, should continue to receive support for it.
26. The fact that a student is, or has in the past been, in dispute with SFE over a student support issue should not of itself be a reason for refusing or terminating support, even if the dispute was acrimonious. It may be a different matter however if the student has behaved criminally in pursuing his grievance, though the case should be considered on its own merits.
27. It is important to remember that the purpose of these provisions is to safeguard public funds, and to ensure that they are spent properly. SFE should always ensure that a decision to refuse or terminate support will stand up to examination in the event of a formal appeal or a court challenge. It may be a sensible precaution to seek advice from SFE's legal staff.

Devolution of student support to Wales

28. Following devolution of student support to the National Assembly for Wales (NAW), SFE will need to determine whether students who were ordinarily resident in England and Wales under the 2006/07 Regulations remain eligible for support under the Regulations for 2012/13. SFE will need to consult regulations 4(7)-(10) of the Regulations and continuing students who are not eligible for support may wish to contact the NAW (contact details can be found in Annex 6).
29. Information on cross border issues is dealt with in the 'General, Eligibility and Financial Assessment Administration' guidance chapter.

Personal eligibility

30. The personal eligibility criteria for receiving support to attend a designated course are set out in regulation 4 and Schedule 1. Provisions on designated courses are in regulation 5 and Schedule 2 and are covered later in this chapter.

Students attending more than one course

31. A student can be eligible for support for only one course at any one time. This is not intended to prevent students from moving between courses during an academic year, but to prevent students from being eligible for support for more than one course where they take two (or more) courses concurrently. This applies to students who claim support for two courses from 2000/01 onwards.

Time limit for applying for student support

32. Students must make their application to SFE within nine months of
 - The first day of the academic year; or
 - The date on which the course was designated, if that happens after the first day of the academic year; or
 - The date on which the student or their spouse/civil partner, parent or step-parent is recognised as a refugee, if that happens after the first day of the academic year; or
 - The date on which the student or their spouse/civil partner, parent or step-parent has been granted humanitarian protection in the UK, if that happens after the first day of the academic year; or
 - The date on which the country of which they are a National gains accession to the European Community, if that happens after the first day of the academic year.

(NB Please note that the above list is not exhaustive – see regulation 17)

33. SFE has the discretion to extend the deadline where they consider it is appropriate to do so (regulation 9(2)(e)).

Documentation requirements

34. For all loans paid in AY 2012/13, the Secretary of State may make it a condition of entitlement to payment of any loan, that a student

provides him with his UK national insurance number (NINO) (regulation 111(1)). The Department of Work and Pensions (DWP) will issue NINOs to applicants applying for student support (if they do not have one) and so in most circumstances, there will no longer be a valid reason for not providing a NINO and loan payments should not be released without a number being provided. In exceptional circumstances where a student has not provided a NINO the Secretary of State will be able to release loan instalments (regulation 111(3)). This will avoid hardship in the event that there are delays for students obtaining a NINO which are outside their control. It will also enable the Secretary of State to make payments to students who qualify for a loan but whom DWP will not issue a NINO – but this is only expected to arise in a very small number of cases. Ideally students will provide a NINO in their application form, however if they do not provide one, SFE should process the application without it. The system will not hold up the application. The SLC will ask DWP to provide the NINO or liaise directly with the student to obtain their number and instruct them further as appropriate.

35. Regulation 112(3) states that the Secretary of State may request sight of a student's valid national ID card, his valid passport issued by the state of which he is a national or his birth certificate. Regulation 8(1) states that the applicant should provide such documentation as the Secretary of State may require with their application. Regulation 8(2) states that the Secretary of State can make such enquiries as necessary to determine eligibility and this function has been transferred (or delegated) to the relevant bodies. See also Schedule 3. From 2010/11 students were asked at point of application whether or not they hold a UK passport. If they answer yes to this then they are given the opportunity to provide SFE with their passport number and details as opposed to sending in the actual passport. SFE verify this with the Identity and Passport Service via the Government Secure Intranet.
36. Relevant documents are listed in the notes for completion of each application. SFE may accept certified true copies of documents on an exception only basis where they consider it unreasonable to insist on originals; however every endeavour should be made to have sight of original identity documents, preferably a passport or identity card. A certified true copy is a photocopy of an original document which must have been stamped and signed as being a true copy of the original by an official such as a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must provide their name, address and contact number. The certifying person must not be a relative.
37. If a student chooses to submit his birth certificate then this must be accompanied by a fully completed Identity Declaration Form.
38. SFE should not require students to produce birth certificates where they are unwilling to do so, nor should they require students to provide reasons for not wanting to do so. In such cases, other forms of evidence such as a valid passport should be accepted. In exceptional cases a student may be unable to provide either a birth certificate or passport with valid reason, for example the Home Office is holding the passport and the student is not in possession of his birth certificate. SFE must not in these circumstances continue to request these items, but may accept other forms of evidence from external organisations such as the Home Office or the student's solicitor to ensure that they can satisfy themselves of the applicant's

identity. Please note that in such cases SFE may suppress the system generated letters until the letter requesting eligibility evidence, including reference to a birth certificate or passport had been requested and not sent, then instead issue a manual letter excluding reference to these items.

Residence and other eligibility conditions

39. The information contained in this guidance on nationality, immigration and asylum etc represents the Department's understanding of the situation but SFE should satisfy itself that it has understood the applicable law and practice in making assessments.

Ordinary Residence

40. Although not defined in the Regulations, 'ordinarily resident' has been interpreted by the courts as habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences. Extracts from the judgment (Lord Scarman's) in the case of *Shah v Barnet London Borough Council* can be found in Annex 3. The ruling did not define what might constitute a temporary or occasional absence, but did indicate that it might be possible for an individual to establish ordinary residence in two countries simultaneously. The ruling also indicated that unlawful residence in the UK could not be considered as ordinary.

Residence wholly or mainly for the purpose of receiving full-time education

41. In order to be eligible for support, persons who are settled in the UK for the purpose of Paragraph 2 of Part 2 of Schedule 1 must not have been resident in the United Kingdom and Islands during the relevant three-year period wholly or mainly for the purposes of receiving full-time education. SFE should determine on a case by case basis whether an applicant has been resident here 'wholly or mainly' for education purposes.
42. The Department is of the view that a student is not prevented from qualifying for support simply because he or she has been receiving full-time education during some or all of the three year prescribed period. For example, the child or spouse/civil partner of a foreign businessman or diplomat ordinarily resident in the UK and Islands may be receiving full-time education, but may be here mainly to be with their parent or spouse/civil partner and so be entitled to support if the time requirements are met; a child whose parents are temporarily employed abroad may be receiving full-time education here, but his residence here may be mainly for the purpose of remaining in the UK with relatives rather than mainly for the purpose of attending school in the UK.

Students who move to England from elsewhere in the UK and Islands in order to attend a course

43. Paragraph 1(3) of Part 1 of Schedule 1 provides that a student who has been ordinarily resident in either Scotland, Northern Ireland, Wales, the Channel Islands, or the Isle of Man who moves to England specifically for the purpose of undertaking the current course or a course which the student was undertaking immediately before the current course should be regarded as being ordinarily resident in the place from which they have moved.

44. Such a student should contact the responsible authority in the area they have moved from.

Temporary or occasional absences

45. When considering whether an applicant for support has been ordinarily resident throughout the prescribed three-year period preceding the start of the first academic year of a course, temporary or occasional absences may have to be considered. SFE should make decisions on whether an absence affects a person's ordinary residence on a case by case basis. However, the Department is of the view that each absence should be considered in the context of the person's period of residence, rather than simply on the basis of the duration of the absence itself. Place of birth or nationality should play no part in this consideration. *The Department is of the view that rules of thumb or specified periods of time should not be applied* in order to determine what constitutes a temporary or occasional absence. In making a decision, SFE will wish to consider whether it would be confident that their decision would be upheld if it were challenged in Court.

Gap years

46. The Department is of the view that a student taking a gap year before starting a higher education course does not break his ordinary residence in the UK and Islands (or the EEA and Switzerland).
47. The Department is also of the view that such a student can potentially be considered to meet the requirement to be ordinarily resident in England (or EEA and Switzerland as appropriate) on the first day of the first academic year of the course, or on the day on which the first day of the first term of the first academic year actually begins (Paragraph 8 of Part 1 of Schedule 2) even if he is still abroad. SFE will need to satisfy themselves that the student has maintained a residence in the UK and Islands (or EEA or Switzerland as appropriate) during the relevant period and will return to England (EEA and Switzerland as appropriate) other than solely for the purpose of completing the relevant course.

Temporary employment outside of the United Kingdom and Islands

48. Paragraph 1(4) of Part 1 of Schedule 1 makes provision for students who or whose family members have been temporarily employed outside of England or the United Kingdom and Islands, (or the EEA, Switzerland and Turkey as appropriate).
49. Paragraph 1(4) provides that a person may be treated as being or having been ordinarily resident in England or the United Kingdom and Islands (or the EEA, Switzerland and Turkey as appropriate) if he would have been so resident but for the fact that he, his spouse or civil partner or his parent, or in the case of a dependant relative, his child or child's spouse or civil partner was temporarily employed outside of England or the United Kingdom and Islands (or the EEA, Switzerland and Turkey) during the three year period.
50. Under Paragraph 1(5) of Part 1 of Schedule 1 members of the regular naval, military or air forces of the Crown, of another EEA State or of Switzerland or Turkey on service outside the United Kingdom and Islands or the EEA, Switzerland and Turkey, as appropriate, are considered to be temporarily employed overseas for

any such period. The effect of this is that a person may be treated as being or having been ordinarily resident in England, the United Kingdom and Islands or the territory comprising the EEA, Switzerland and Turkey if he would have been so resident but for the fact that he, his spouse or civil partner, his parent or, in the case of a dependent relative, his child or child's spouse or civil partner was serving overseas. This group of people are in a special situation because of the unique nature of their employment, namely that they are bound by military law to accept overseas postings. The provision is only intended for servicemen's families who follow them on postings: students who had been living overseas but not with the parent on active service would not be able to take advantage of this provision. In Annex 4 there is a certificate that can be used by SFE if they want verification of the applicant's status from the Ministry of Defence.

Emigrants

51. An absence from the United Kingdom because of emigration should generally not be considered to be a temporary absence but each case should be considered on its facts. Absences due to temporary employment overseas are discussed at paragraphs 54-57.

Children living in the UK (or the EEA or Switzerland as appropriate) whose parents are temporarily employed abroad

52. Children whose parents are temporarily employed outside the UK (or EEA, Switzerland and Turkey) but who remain in the UK (or EEA, Switzerland and Turkey) will normally retain the relevant connection with the UK (or EEA, Switzerland and Turkey), and therefore be eligible for support. The Department is of the view that the relevant period of their residence should not be regarded as being 'wholly or mainly for the purposes of receiving full-time education' simply because they are still here and receiving education while their parents are temporarily employed abroad. Paragraph 2(2) of Schedule 1 states that the three years' residence in the UK and Islands was not wholly or mainly for the purpose of receiving full-time education does not apply to a person who is treated as ordinarily resident in the UK and Islands in accordance with paragraph 1(4) of Schedule 1.
53. A person who has entered the country on a student visa may initially be ordinarily resident here primarily for educational purposes, but the purpose of residence may subsequently change. However, as always, SFE should make a decision in such cases based on the particular facts.

Possible considerations when establishing temporary employment abroad

54. In reaching a judgement, SFE will wish to satisfy themselves that the period abroad arises from employment; judge whether or not the absence is temporary; and decide whether, but for the employment of the applicant (or parents or spouse/civil partners etc.), he or she would have been ordinarily resident in the relevant place. In making their decision, SFE may wish to consider among other things, the nature of the posting; the terms of any contract or employer's letter; the period of time spent abroad; the time spent in this country; and whether a residence has been maintained in the UK (or as the case may be EEA, Switzerland and Turkey).

55. The onus is on the applicant to satisfy the authority that: his absence was due to employment abroad; and this employment was temporary; and were it not for temporary employment abroad he would be ordinarily resident in England or the United Kingdom and Islands (or the EEA, Switzerland and Turkey as appropriate).
56. In determining whether the absence was for purposes of employment, but the applicant was not in employment immediately after moving overseas, SFE may wish to consider:
- Whether the applicant had applied for jobs prior to his or her departure;
 - The length of the time spent overseas before obtaining work;
 - Whether the applicant resided in the same overseas country before and after obtaining a job;
 - What the applicant was doing prior to obtaining a job, or between jobs.
 - In determining whether the employment was temporary or permanent, SFE should consider:

The nature of the contract:

- Does the contract include liability for UK (or EEA, Switzerland and Turkey) tax on earnings?
- Is the posting for a specified period? If it is for an unspecified period, what is the reason for this?
- How long is the contractual period?
- Is the contract renewable? Would it be normal or unusual for the contract to be renewed on its completion? Has the contract already been renewed or is it one of a succession of contracts abroad?
- Does the contract convey automatic rights of return to this country from time to time?
- If there is no contractual period, how long has the employee already been resident abroad?
- The nature of the work:
 - Is it normal for the nature of the trade or profession to be mobile?
 - Is mobility a condition of service?

A right of return:

- Does the applicant (or parent, spouse/civil partner etc.) have an automatic right of return to work in his or her organisation (or a related one) on completion of the duty abroad?

Periods between overseas postings:

- Have such periods been spent in this country, i.e. in the employer's HQ or UK (or EEA, Switzerland and Turkey) offices?

Previous contracts:

- Is the present contract a first overseas posting of its type, or is it a continuation of previous similar contracts? Authorities may wish to bear in mind domestic employment case law; industrial tribunals have ruled that a succession of similar temporary contracts can be construed as permanent employment. A series of short contracts may be the result of a genuinely temporary posting, which is kept under review or may indicate a long-term posting with the contract being renewed as a matter of formality rather than a real review.
57. The list above is not exhaustive. Nor will all of the questions apply in every case. It emphasises however that each case must be dealt with individually and that decisions on whether employment abroad is permanent or temporary must not be decided solely on the length of period spent abroad, but in conjunction with the nature of the work and the employment pattern of the applicant. Again, SFE will wish to consider whether it would be confident that its decision would be upheld if it were challenged in Court.

Determining whether an applicant would have been ordinarily resident but for his temporary employment abroad

58. The applicant should be able to demonstrate that, other than for the temporary employment abroad, he or she would have been ordinarily resident here during the prescribed period. In some cases, an authority may judge that a statement of intention will provide sufficient evidence:
- Ownership of property – although in many cases, this will provide sufficient evidence that an applicant would otherwise have been ordinarily resident here, in some cases it will not. For example, a property may simply be an investment or be intended for occupation only on retirement following a considerable period abroad. Non-ownership of property in the UK and Islands, (or EEA and Switzerland as appropriate), should not be taken to exclude an applicant;
 - Holidays – SFE may wish to consider where an applicant spent any long periods of holiday or study leave; other business interests - does the applicant have other business interests, which could lead SFE to conclude that he or she would be likely to return here on completion of his or her overseas tour.

Schedule 1 Part 2 - Categories

Part 2 of Schedule 1 to the Regulations sets out the various categories of student and the residence and other conditions that they must satisfy in order to become an eligible student. Satisfying the requirements of one of the paragraphs in Part 2 of Schedule 1 does not automatically mean that a person is an eligible student. For example, a person may be prevented from being an eligible student by regulation 4(3).

Persons who are settled in the UK but not by virtue of having acquired a permanent right of residence in the UK (as defined in the Regulations) (Paragraph 2 of Part 2 of Schedule 1 to the Regulations)

59. To fall within paragraph 2 of Schedule 1, the student must be able to satisfy three requirements relating to his residence and immigration status on the *first* day of the *first* academic year of his course (for example, for a course starting in the autumn this date is 1 September). On that date he must:
- Have been ordinarily resident in the United Kingdom and Islands throughout the three year period preceding that date other than wholly or mainly for the purpose of receiving full-time education;
 - Be ordinarily resident in England;
 - Be settled in the United Kingdom within the meaning of section 33(2A) of the Immigration Act 1971, in other words ordinarily resident here without being subject to any restriction on the period for which he may remain.

The requirement that any part of the student's residence in the UK & Islands is not wholly or mainly for the purpose of receiving full-time education does not apply to those students covered by paragraph 2(2) of Schedule 1 (see below).

60. Paragraph 2(2) of Schedule 1 states that the requirement that the three years residence in the UK and Islands should not contain any period which was wholly or mainly for the purpose of receiving full-time education does not apply to a person who is treated as ordinarily resident in the UK and Islands in accordance with paragraph 1(4) of Schedule 1. Paragraph 1(4) of Schedule 1 states that:
- A person is to be treated as ordinarily resident in England, the United Kingdom and Islands or in the territory comprising the EEA and Switzerland or the territory comprising the EEA, Switzerland and Turkey if he would have been so resident but for the fact that –
 - he; or
 - his spouse or civil partner; or
 - his parent; or
 - in the case of a dependent direct relative in the ascending line, his child or child's spouse or civil partner

is or was temporarily employed outside England, the United Kingdom and Islands or, as the case may be, outside the area in question.

Settled Status

A person is free from any restriction on the period for which he may remain in the UK if:

- he is a British citizen. British citizens are not subject to any restriction on their length of stay in the UK. Evidence of British citizenship may be established by a British Passport; or
- he is a person who has been granted indefinite leave to enter/remain (ILE/ILR). The immigration status of such applicants may be established or verified by reference to the stamp(s) in their passports or travelling documents; or

- he has the right of abode. The right of abode means that you are entirely free from United Kingdom immigration control. Holders of this status should have a 'certificate of entitlement to the right of abode' confirming this.

British Citizen By Descent

61. The British Nationality Act 1981 (section 2) provides that a child born outside the United Kingdom will be a British citizen by descent if either parent was a British citizen "otherwise than by descent".

Settled status is defined as being ordinarily resident in the UK without being subject to immigration time restrictions. A person who is a British citizen has the right of abode in the United Kingdom and so is not subject to immigration control, therefore, these students will meet the settled status requirement.

Parent means:

Children born before 1 July 2006

- The mother (if the child was born on or after 1 January 1983) – before 1983, women were not able to pass on citizenship to their children
- The father (but only if he was married to the mother). NB. If the parents were not married when the child was born, but then get married, the marriage might legitimise the child's birth. If it does, the child would become a British citizen (and would be regarded as having been one from birth) if the father was a British citizen (or settled) when the child was born. Children of a void marriage may also, in some circumstances, be treated as legitimate.

Children born on or after 1 July 2006

- The mother (i.e. the woman who gives birth to the child)
- The father if:
 1. he is married to the mother at the time of the birth: or
 2. he is treated as the father under section 28 of the Human Fertilisation and Embryology Act 1990: or
 3. (if neither (1) nor (2) apply) he can satisfy certain requirements as regards proof of paternity – i.e. he is named as the father on a birth certificate issued within 1 year of the child's birth or he can satisfy the Home Secretary that he is the father of the child (by means of DNA test results, court orders or other relevant evidence).

British Overseas Territories

62. The British Overseas Territories Act 2002 made the previously known "dependent" territories as British Overseas Territories. A further change took place on 21 May 2002. If a person was a British Overseas Territories citizen (except by virtue of a connection **only** with the Sovereign Base Areas of Akrotiri and Dhekelia), immediately before 21 May 2002, they automatically became a British citizen on that date. They may also be a British citizen if they were born on or after 21 May 2002 in a British Overseas Territory or born outside a British Overseas Territory to a parent who is a British citizen.

The list of overseas territories is:

- Anguilla,
Bermuda,
British Antarctic Territory,

British Indian Ocean Territory,
British Virgin Islands,
Cayman Islands,
Falkland Islands,
Gibraltar,
Montserrat,
Pitcairn, Henderson, Ducie and Oeno Islands,
St. Helena and Dependencies,
South Georgia and the South Sandwich Islands,
Turks and Caicos Islands
The Sovereign Base Areas of Akrotiri and Dhekelia (British citizenship cannot be obtained by virtue of a connection only with these bases).

- Therefore, any British overseas territories citizen (BOTC) entering the UK from the above countries (provided they have not renounced or acquired their BOTC status by naturalisation as a British Overseas Territory Citizen in an overseas territory after 21 May 2002) will be doing so as a British Citizen and will not be subject to immigration control. They also have the same rights as any other EEA national.
- Holders of BDTC*/BOTC passports were allowed to present their BDTC*/BOTC documents as evidence of right of abode in the UK prior to obtaining full British Citizen passports until 21 May 2003. * British Dependent Territories Citizens.
- These students still have to meet the ordinary residence criteria.
- From 2007 students from BOTs are eligible for home fee status only. This is under The Qualifying Persons and Courses (QCP) Regulations and The Fees and Awards Regulations. Students may be asked to provide proof that they were EC nationals, when applying for places at colleges and universities in England, Wales and Northern Ireland.

Acceptable evidence might be:

- a British Citizen passport;
- a British overseas territories citizen passport or British dependent territories citizen passport issued before 21 May 2002;
- a BOTC passport issued after 21 May 2002, with evidence that the person, or their parent was born in an overseas territory or registered or naturalised as a citizen before that date.

They will not be eligible for student support unless they meet the eligibility criteria within the Student Support Regulations. The BOTs provision has also been extended to the overseas territories of other EU member states.

The list of overseas territories of other EU Member states is:

- Greenland & Faeroe Isles (Denmark)
- Netherlands Antilles (Bonaire, Curacao, Saba, St Eustatius and St Marten) and Aruba (Netherlands)
- French possessions:- New Caledonia, French Polynesia, Wallis and Futuna, Mayotte, St Pierre et Miquelon.

St Barthelemy has been added to the list of overseas territories with effect from 1 January 2012. Since that date, St Barthelemy is no longer part of the EU and residence there can no longer

be considered as ordinary residence in the EEA. However citizens of St Barthelemy retain their EU nationality.

- French Southern and Antarctic Territories

Gibraltar

- 63.** Gibraltar is the only overseas territory listed above that is part of the European Union (EU), although it is not part of the customs union and is not a member in its own right. None of the other Overseas Territories are members of the EU, and the main body of EU law does not apply to them and, although certain provisions of EU law are applied to those territories as part of the EU's Association of Overseas Countries and Territories (OCT Association), they are not commonly enforceable in local courts.
- 64.** See paragraph 122 for information on Migrant workers coming from Gibraltar and paragraph 126 regarding exercising a right of residence in Gibraltar.

Persons who have a right of permanent residence in the UK (as defined in the Regulations) (Paragraph 3 of Part 2 of Schedule 1 to the Regulations)

- 65.** In relation to these regulations only EU nationals and their family members who have acquired the right of permanent residence in the UK may become eligible students by virtue of coming within paragraph 3 of Part 2 of Schedule 1. Although Norwegian, Icelandic and Liechtenstein nationals can acquire the right of permanent residence under Home Office rules, for student support purposes they are not considered under this paragraph. However, once they have acquired the right of permanent residence they are settled within the meaning of the Immigration Act and can be considered under paragraph 2 of Part 2 of Schedule 1.
- 66.** To fall within paragraph 3 of Part 2 of Schedule 1, the student must be able to satisfy four requirements. He must:
- Be ordinarily resident in England on the first day of the first academic year of the course;
 - Be settled in the United Kingdom by virtue of having acquired the permanent right of residence;
 - Have been ordinarily resident in the United Kingdom and Islands throughout the three year period preceding the first day of the first academic year of the course; and
 - Where the three years' residence referred to above was wholly or mainly for the purpose of receiving full-time education, have been ordinarily resident in the territory comprising the EEA and Switzerland immediately prior to the start of that period of residence.
- 67.** Whilst a student who has been awarded the right of permanent residence before the start of a course will be eligible for support for the whole of that course providing the other criteria are satisfied, a student who is awarded the right of permanent residence after their course starts, will potentially be eligible for:
- loans for living costs, Adult Dependents' Grant and Parents' Learning Allowance in any subsequent years of the course (and

in the quarters following the award in the year of the award, except the quarter in which the longest vacation falls);

- Other grants for living costs, such as Childcare Grant, for the whole year of the course in which the award is made and subsequent years of the course. See the guidance chapter, 'Grants for living costs' – regarding the support available to students who become eligible during the course.
- Tuition fee support in any subsequent years of the course (and in the academic year the status was acquired, if the status was acquired within three months of the first day of the academic year).

Asylum seekers who have been granted Refugee status under the 1951 United Nations Convention, their spouses, civil partners, children or step-children (Paragraph 4 of Part 2 of Schedule 1 to the Regulations).

68. Those refugees and their family members claiming student support under this category must satisfy these criteria in order to potentially be eligible for support. The student must be:

- A refugee in his/her own right, ordinarily resident in the United Kingdom and Islands who has not ceased to be so resident since he was recognised as a refugee; and
- is ordinarily resident in England on the first day of the first academic year of the course.

Or the student must be:

- The spouse or civil partner of a refugee and who was the spouse or civil partner of the refugee on the date on which the refugee made his application for asylum to the Home Office, ordinarily resident in the UK and Islands and has not ceased to be resident since the "leave to remain" status was awarded, and
- is ordinarily resident in England on the first day of the first academic year of the course.

In cases where the spouse or civil partner separately arrived after the date refugee status was awarded, then the spouse/civil partner's residence in the UK and Islands must not have ceased since their award of leave to enter or remain

Or the student must be:

- the child or step-child of a refugee who was his child or step-child and under the age of 18 years old on the date on which the refugee made his application for asylum to the Home Office. The child has not ceased to be resident in the UK and Islands since he was given leave to enter or remain in the UK, and
- is ordinarily resident in England on the first day of the first academic year of the course.

In cases where the child arrived after the date refugee status was awarded, then the child's residence in the UK and Islands must not have ceased since their award of leave to enter or remain.

69. SFE must satisfy itself that all of the relevant Home Office documentation is valid.

- 70.** Regulation 2(1) defines “refugee” as a person who is recognised by Her Majesty’s Government as a refugee under the 1951 United Nations Convention relating to the status of refugees. A refugee is defined, in the Convention, as someone who is outside their own country of origin owing to a well founded fear of returning there because they may be persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion and who is unable, or owing to such fear unwilling to avail himself of the protection of that country.
- 71.** A person who has been successful in their application for refugee status will have been given a letter or Immigration Status Document from the Home Office stating that they have been granted this status.
- 72.** Prior to 30 August 2005 recognised refugees were awarded indefinite leave to enter or remain (ILE/R) in the UK. However, since this date those recognised as refugees have been awarded 5 years limited leave to enter or remain in the UK (apart from those entering the UK under a resettlement scheme such as the Gateway Programme). At the end of the five year qualifying period, people with refugee status will be entitled to apply for ILR. For student support purposes the important question is whether the applicant is a recognised refugee under the 1951 United Nations Convention relating to the status of refugees or is the spouse, civil partner, child or step-child of such a person granted refugee status. Documentation from the Home Office will provide evidence of this fact.
- 73.** For students applying from 2009 onwards, the PN1 application requires students to enter the date of expiry of their or their family member’s immigration status, if applicable. Before allowing student support to continue in the next academic year, SFE will be required to check whether the student is still entitled to student support. SFE should request revised documentary evidence of the student’s or family member’s immigration status from the Home Office.
- 74.** If the student’s (or family member’s) case is still under review by the Home Office, or the Home Office are considering an appeal, student support should not be withdrawn. SFE will require evidence from the Home Office that this is the case before processing the student support application. The process for requesting 'status checks' from the UKBA Home Office has changed. SFE is now required to complete the attached proforma and forward it to the home office. Responses will be given within 24/48 hours. Previously only named contacts could make enquiries via the helpline number, however, any assessing staff can now make enquiries using the proforma in Annex 7.
- 75.** Before allowing support to continue in the academic year following the expiry of the relevant immigration status, SFE will need evidence that the status, or a different qualifying immigration status has been confirmed by the Home Office, or that the Home Office is considering awarding an appropriate immigration status, or an appeal is pending. It is also possible that the student may qualify under another category, for example, as the child of a refugee.
- 76.** Refugees arriving under Gateway Programme, the Mandate Refugee Scheme and the Ten or More Plan are granted immediate indefinite leave to enter.

77. The actual amount of support payable to the student will depend on the date the student (or family member) is granted refugee status. Whilst a person who was awarded refugee status before the start of a course, (or the family member of such a person) will potentially be eligible for support for the whole of that course, a person who is awarded refugee status after the first day of the academic year (or the family member of a person) will be eligible for:
- Loans for living costs, Adult Dependents' Grant and Parents' Learning Allowance in any subsequent years of the course (and in the quarters following the award in the year of the award, except the quarter in which the longest vacation falls);
 - Other grants for living costs, such as Childcare Grant, for the whole year of the course in which the award is made and subsequent years of the course. See the guidance chapter, "Grants for living costs" – regarding the support available to students who become eligible during the course.
 - Tuition fee support in any subsequent years of the course (and in the academic year of the award of refugee status, if the award is made within three months of the first day of the academic year).

Persons who have been informed by the Home Office that although they do not qualify as a refugee, they have been granted Humanitarian Protection (HP) in the UK, their spouse, civil partner, children or step-children (Paragraph 5 of Part 2 of Schedule 1 to the Regulations)

78. Regulation 2 – Interpretation provides a definition of a "person granted Humanitarian Protection" for the purposes of the Regulations. Holders of Discretionary Leave to Remain are no longer eligible for support.
79. Paragraph 5 of Part 2 of Schedule 1 is ***only*** concerned with students;
- who have been granted Humanitarian Protection.
 - who were the spouse/civil partner, child or step-child of such a person at the time of the application to the Home Office, and in the case of the child or step child, who were under 18 years old at the time of the application to the Home Office.
 - who have been ordinarily resident in the UK and Islands throughout the three year period preceding the first day of the first academic year of the course and is ordinarily resident on the first day of the first academic year of the course.
 - and whose leave to enter or remain has not expired. Please refer to Regulation 2 for a full definition of a person with HP.
80. HP is not the same as asylum and does not constitute recognition as a refugee within the meaning of the United Nations Convention. Persons granted this status are nevertheless in genuine need of international protection.

HP terms and conditions

81. Since 30 August 2005, people qualifying for leave on grounds of Humanitarian Protection have been granted leave to enter or remain, as appropriate, for 5 years in the first instance with the possibility of

Indefinite Leave to Remain (ILR) thereafter. Previously the initial period granted was 3 years. Humanitarian Protection status is not granted to people who qualify for asylum or to EC nationals exercising treaty rights.

- 82.** At the end of the five year qualifying period people with refugee and Humanitarian Protection status will be entitled to apply for ILR.
- 83.** Application PN1 and the online application facility require students to enter the date of expiry of their or their family member's immigration status if applicable. Before allowing student support to continue in the next academic year, SFE will be required to check whether the student is still entitled to student support. SFE should request revised documentary evidence of their immigration status from the Home Office.
- 84.** If the student's (or family member's) case is still under review by the Home Office, or the Home Office are considering an appeal, student support should not be withdrawn. SFE will require evidence from the Home Office that this is the case before processing the student support application. If SFE have difficulty confirming the situation they should email: ssin_queries@slc.co.uk who will pass the query to the relevant BIS team who will provide further advice.
- 85.** Before allowing support to continue in the academic year following the expiry of the relevant immigration status, SFE will need evidence that the status, or a different qualifying immigration status has been confirmed by the Home Office or that the Home Office is considering awarding an appropriate immigration status, or an appeal is pending. Consideration should also be given as to whether the student may qualify under another category.
- 86.** Students with HP (or who are the family members of such a person) are not required to have been granted that leave by the first day of the first academic year of the course (or in the case of family members, the spouse, civil partner or parent does not have to have been granted HP on the first day of the first academic year of the course). Consequently, provided that they meet the relevant criteria, these students can become eligible for support during the course of an academic year.
- 87.** The Home Office has issued guidance about the immigration position of persons whose current leave to enter or remain has expired or is about to expire. This guidance would cover persons who have been granted limited leave to enter or remain in the United Kingdom and who have to demonstrate that they have current leave to enter or remain in order to be eligible for student support.
- 88.** It is the Department's understanding that if a person with HP applies for a further period of leave before the first period of leave has expired, then the applicant's leave may be extended by section 3C of the Immigration Act 1971. It is our understanding that, provided the application for further leave has not been withdrawn or the applicant does not leave the United Kingdom, the first period of leave is extended for the period it takes the Secretary of State to make a decision on the renewal application.
- 89.** Section 3C of the 1971 Act enables a person's limited leave to be extended where;

- (a) an application has been made to the Secretary of State to vary the limited leave to enter or remain,
- (b) the application was made before the leave to enter or remain expired,
- (c) the leave expires before the application for variation is decided.

Section 3C also sets out the circumstances in which leave can be further extended and the circumstances in which such extended leave will come to an end.

- 90.** In the Department's view a person whose Humanitarian Protection has been extended under section 3C of the 1971 Act could still, potentially, satisfy the definition of a "person granted Humanitarian Protection" as set out in regulation 2 of the Regulations. Whether such a person is an eligible student or qualifies for any particular type of support available for the 2011/12 academic year will of course need to be determined in accordance with the provisions of the Regulations, as will the amount of support, if any, payable to that person.
- 91.** The actual amount of support payable to the student will depend on the date the student is granted HP. Whilst a person who was awarded HP before the start of a course (or the family member of such a person) will potentially be eligible for support for the whole of that course, a person who is awarded HP after the course starts (or the family member of a person) will be eligible for:
- Loans for living costs in any subsequent years of the course (and in the quarters following the award in the year of the award, except the quarter in which the longest vacation falls);
 - Other grants for living costs, such as Childcare Grant, Adult Dependants' Grant and Parents' Learning Allowance for the whole year of the course in which the award is made and subsequent years of the course. See the guidance chapter, "Grants for Dependants and Travel Grants" – regarding the support available to students who become eligible during the course.
 - Tuition fee support in any subsequent years of the course (and in the academic year of the award, if the award is made within three months of the first day of the academic year).
- 92.** The Home Office have advised that SFE may send their requests to their Evidence and Enquiries (E&E) unit by fax. SFE need to be registered with the unit. Their telephone enquiry unit can also be contacted. If they are unable to deal with the enquiry, SFE would then need to contact the Immigration and National Enquiry Bureau. Fax and telephone numbers for these units can be obtained by email at ssin_queries@slc.co.uk – Please note this is for SFE staff only.

Workers, employed persons, self-employed persons and their family members (Paragraph 6 of Part 2 of Schedule 1 to the Regulations)

- 93.** Directive 2004/38/EC covers the right of citizens of the European Union and their family members to move and reside freely within the territory of the member states.

94. The definition of 'family member' is dependent on the category of person to whom we are referring. The table below explains this further:

Category of person	Definition of family member
An EEA migrant worker, EEA frontier worker, EEA frontier self-employed person or an EEA self-employed person	His spouse or civil partner, direct descendants under the age of 21 or dependant on the person or the person's spouse or civil partner; Or dependent (see note 1 below) direct relatives in his ascending line (see note 2) or that of his spouse or civil partner
Swiss employed person, Swiss frontier employed person, Swiss frontier self-employed person or a Swiss self-employed person	His spouse or civil partner and his children or children of his spouse or civil partner

Note 1 – "Dependent" may mean financially dependent, but dependency for reasons of health or other reasons should also be considered.

Note 2 – Direct relatives in his ascending line means parents, including adoptive or step-parents.

95. The Regulations do not require that migrant worker status is met on the first day of the first academic year of the course, only that the student was ordinarily resident in England on that day.
96. A student with "worker status" or their family member i.e. a person who satisfies the requirements to be treated as a person in the above table can become eligible for tuition fee and maintenance loans and grants during an academic year. In these circumstances the student is eligible for;
- Loans for living costs, Adult Dependants' Grant and Parents' Learning Allowance for any remaining quarters following the acquisition of worker status, except the quarter in which the longest vacation falls);
 - Childcare Grant, Travel Grant and DSA for the whole year of the course in which the acquisition of "worker status" is awarded and subsequent years of the course. See the guidance chapter, "Grants for Dependants and Travel Grants" – regarding the support available to students who become eligible during the course.
 - Tuition fee support, HE Grant, Maintenance Grant and Special Support Grant for the academic year in which worker status is acquired if this is achieved within three months of the first day of the academic year.
97. The residence criteria that must be met by those who come within paragraph 6(1)(a) is as follows;
- Ordinarily resident in England on the first day of the first academic year of the course; and

- Has been ordinarily resident in the territory comprising the EEA and Switzerland throughout the three-year period preceding the first day of the first academic year of the course

Note that being ordinarily resident in England on the first day of the first academic year of the course does not apply when the person applying for support is applying as;

- a) An EEA frontier worker or an EEA frontier self-employed person;
 - b) A Swiss frontier employed person or a Swiss frontier self-employed person; or
 - c) A family member of a person mentioned in a) or b)
- 98.** A specialist support team in Darlington will carry out the assessment of support for all students whose eligibility for support falls under Paragraph 6 or 7 of Part 2 of Schedule 1 and not under any other Paragraph of Schedule 2 other than Paragraph 9 (EC nationals). Their contact telephone number is 0845 6020583.
- 99.** In order to decide whether an EEA national can be classed as a migrant/frontier worker or a Swiss national employed in the UK SFE should take into account the case law of the European Court of Justice. Matters to consider include;
- Will or did the student cease work in order to start studying or will or have they continue(d) to work whilst studying?
 - Is the person in an employment relationship in which they perform services in return for remuneration or self-employed?
 - Are they pursuing an activity which is effective and genuine?
 - Is this activity on such a small scale as to be regarded as purely marginal and ancillary?
- 100.** There are circumstances in which 'worker status' can be retained by a former worker or their family member. These are set out in Article 7, paragraph 3 of EC Directive 2004/38. (And may also be referred to as the '*Lair*' conditions.)
- 101.** If prior to the start of the course a person lost their migrant worker status or employed person status because:
- they left work voluntarily without good reason or
 - they left work to begin a course of study which had no link to their previous employment.

They would not be eligible for support under this category.

- 102.** Where the status of worker/employed person is acquired before the start of the academic year the student will be eligible to be assessed for support for the entire year. However, this is subject to the student remaining in employment throughout the academic year or, if the employment ends before the end of the academic year, the student being able to retain the status of worker by virtue of the provisions of Article 7, paragraph 3 of directive 2004/38. However, where the relevant status is acquired in-year the level of support for that year is set out in the relevant sections of the main body of the Regulations.

103. Applications for support **must** be made no later than nine months after the first day of the first academic year for which support is being applied for, or within nine months of an event listed in Regulation 17 occurring, where the event occurs after the first day of the academic year. Obtaining eligibility under paragraph 6(1) of Schedule 1 is an event listed in Regulation 17 (i.e. becoming a migrant worker).
104. If an application for support is received within the initial nine month period and the student subsequently wishes to apply for a new or additional amount of loan then the loan application must be received no later than one month before the end of the academic year to which the application relates.
105. Applications for fee support or maintenance grants should only be processed if received within the nine month time frame set out in Regulation 9 (see paragraph 67 above). This rule applies equally to applications for fee support and maintenance grant and applies irrespective of whether one or more applications are being submitted. Applications for support relating to previous academic years should only be processed if the applications for support were received within the timeframes.
106. Where the relevant status is acquired in-year the level of support for that year will be as is set out in the relevant sections of the main body of the Regulations.
107. In some cases the SFE assessment of whether a potential worker, employed person, or self employed person is an EEA migrant worker may need to be carried out once the course has started. This will apply in cases where the student becomes a migrant worker during their course; continues to work once their course has started, students have given up work to study, and therefore need to show a link between their studies and their previous employment. Given that students do not always attend the course for which they originally applied (for example because their exam grades are better, or worse, than expected), it will not be possible to establish with certainty whether there is the necessary link until SFE knows which course is actually being attended.
108. In deciding whether an EEA national can be determined to be a worker, or a Swiss national can be determined to be an employed person, SFE should look closely at the EC law meaning.
109. In the *Lair* case the European Court of Justice (ECJ) stated that 'where objective factors enable it to be established that a worker is entering a member state solely for the purpose of benefiting in that country, after a very brief period of employment, from the system of student grants, such abuses are not covered by the Community provisions at issue'. In the Department's view, this means that where it appears to SFE, having regard to all the circumstances that a person has taken up employment in the UK solely for the purpose of becoming eligible for student support it will be under no duty to bestow such support on him.

Students who cease work before starting the course

110. Students who voluntarily cease work before starting their course will retain their status as migrant workers if there is a link between their work and their studies. There has been little guidance from the ECJ on what constitutes a sufficient 'link' between the course of study and

the previous employment for these purposes. In the cases of *Lair* and *Bernini* the ECJ indicated that what was important was the relationship between the purpose or subject matter of the studies and the previous employment.

111. Article 7, Paragraph 3 of Directive 2004/38, sets out the circumstances in which an EEA or Swiss national who is no longer a worker or self-employed person, retains their status as a worker or as a self-employed person.
112. SFE should note that the Department has been advised that an EEA or Swiss national is not entitled to be classified as a migrant worker for student support purposes, where they have arrived in the UK without work, are actively seeking employment but have not yet worked here.

Remuneration for work

113. EEA or Swiss nationals who came to the UK to work but have received or receive something less than a market rate salary for their work, may still fall within the definition of a migrant worker.

In the case of *Brown* the ECJ set out a definition of a migrant worker:

'any person who pursues an activity which is effective and genuine, to the exclusion of activities on such a small scale as to be regarded as purely marginal and ancillary, is to be treated as a worker. The essential characteristic of the employment relationship is that for a certain period of time a person performs services for and under the direction of another person in return for which he receives remuneration.'

The ECJ has said that 'remuneration' means consideration for the services in question, and therefore if someone works in exchange for, for example free food, free accommodation or an allowance, they may still be considered to be a worker.

Effective and genuine/Marginal and ancillary employment

114. In trying to decide whether a person's employment is effective and genuine and not purely marginal and ancillary it may be relevant to consider, amongst other things, the following factors:
 - ***Whether the work is seasonal or temporary.*** In the case of *Raulin* the Court found that in assessing the effective and genuine nature of the activity in question account should be had to the irregular nature and limited duration of the services actually performed under a contract for occasional employment.
 - ***Whether, but for being accepted on the course of studies, the work would be undertaken at all.*** In the case of *Brown* the Court concluded that where the status of worker derived exclusively as a result of being accepted for admission to a course of study then the worker status is merely ancillary and the applicant would not be eligible for support. However, it is not the intention of the person concerned that is important but objective factors related to the employment.

- ***Whether the sum paid is a market rate.*** For example, if a person is employed full-time at a market rate this would be an indication that their employment was not ancillary to their studies. This does not mean that a person must be employed full-time at a market rate in order to be a worker, but employment at less than market rate, or where the employer is a family member or friend for example, may be an indicator of whether the employment is genuine.
- ***The number of hours worked/whether the work is the predominant activity.*** Whilst a worker can be employed on either a full-time or part-time basis and still be classed as a worker in cases where only a limited number of hours are worked this may be an indication that the employment activities are purely marginal and ancillary. In the opinion of the Advocate General in the case of Grzelczyk:
- ***“...the holding of occasional ‘student jobs’ will scarcely satisfy those criteria. It is indeed conceivable that a degree of alternation between study and occupational activity might be taken into account in assessing the criteria ‘marginal and ancillary’. In those circumstances, the criterion against which the occupational activity would have to be measured might be whether the vocational training was predominant.”***

115. The Department is of the view that employment which is unlawful is unlikely to be able to satisfy the test of being effective and genuine employment. For example, A8 nationals who have not registered their employment in accordance with the Workers Registration Scheme will not be considered to be genuine and effective employment and thus will not be eligible for maintenance support for any period during which their employment has not been properly registered. Please note that the A8 Worker Registration Scheme was discontinued from 1st May 2011. By then the A8 countries were in the EU for over seven years and their nationals enjoy the same rights as those of established EU member states. As the scheme only required people to register if they were working for longer than one month, the practical abolition of the scheme was effective from 1st April 2011.

Family members of EEA migrant workers, EEA frontier workers, EEA frontier self-employed persons, EEA self-employed and Swiss employed persons, Swiss frontier employed persons, Swiss frontier self-employed persons or Swiss self-employed persons

116. The family members of an EEA or Swiss migrant worker (as defined in Schedule 1) are eligible for support on the same basis as the migrant worker himself or herself. The nationality of the family member is not relevant.

Family members of EEA migrant workers including children. Children of EEA migrant workers may be eligible for support under either paragraph 6 or paragraph 7 of Schedule 1. 'Parent' refers to someone who is legally responsible for a child and is defined as including a guardian and any other person having parental responsibility for a child - this includes a step-parent.

Paragraph 6 – Dependent direct descendants

117. In order to be eligible for support under this paragraph a student must meet one of the following:

- be under the age of 21 or
- dependent on the EEA migrant worker or on the spouse or civil partner of the worker

The student must also be able to demonstrate that they have lived with a parent in the UK and at the time the parent lived here as a migrant worker. In every case the parent must have established migrant worker status in this country and the child must meet the residence conditions

Paragraph 7 – Children of former EEA migrant workers

118. To be eligible for support under this paragraph a student must be the child of someone who was an EEA migrant worker in the UK and who has remained in this country in order to complete their studies. To consider eligibility under paragraph 7, we are of the opinion that it would be reasonable to require that the child had studied here (at a level below HE) whilst they were dependent or under 21. Once eligibility is established under this paragraph, it will continue, whether or not the parent remains in the UK.

119. Paragraph 7 students are persons who are entitled to support by virtue of Article 12 of Council Regulation 1612/68 on the freedom of movement as workers as extended by the EEA Agreement.

120. Article 12 states that "The children of a national of a Member State who is or has been employed in the territory of another Member State shall be admitted to that State's general educational, apprenticeship and vocational training courses under the same conditions as the nationals of that State, if such children are residing in its territory. Member States shall encourage all efforts to enable such children to attend these courses under the best possible conditions.

121. The Department advises that this provision may apply to the children of EEA workers in the UK where that worker is no longer a worker here.

Migrant Worker coming from Gibraltar

122. "EEA migrant worker" means an 'EEA national who is a worker other than an EEA frontier worker in the United Kingdom'. As EEA national is defined as a national of an EEA state *other than the United Kingdom*, this does not include Gibraltar nationals. Gibraltar is only a part of the EEA by virtue of membership of the EU being extended to it through its connection with the UK. Gibraltar is not a Member State of the EU or EEA in its own right. Therefore EEA

migrant worker status will not include Gibraltar nationals working in the UK.

Persons who are settled in the United Kingdom and have exercised a right of residence elsewhere (Paragraph 8 of Part 2 of Schedule 1)

123. Specific provision is made for persons who are settled in the UK and who once left England to exercise a right of residence after having been settled in the UK.

Paragraph 8(2) sets out when a person has exercised a right of residence for the purpose of paragraph 8(1)(b).

The following are some examples of situations where a person has exercised a right of residence for the purpose of paragraph 8(1)(b):

- a UK national exercises a right under Article 7 of Directive 2004/38 in another Member State (e.g. a UK national goes to work in France)
- a UK national exercises a right under the EEA Agreement or the Swiss Agreement that is equivalent to a right under Article 7 of the Directive (e.g. a UK national goes to work in Iceland)
- a family member of a UK national exercises a right under Article 7 of Directive 2004/38 in another Member State (N.B. family member has the meaning in Article 7 of Directive 2004/38) (e.g. the American wife of a UK national accompanies him when he goes to work in Germany)
- a family member of a UK national exercises a right under the EEA Agreement or the Swiss Agreement that is equivalent to a right under Article 7 of the Directive (N.B. family member has the meaning given in relation to the right being exercised under the EEA Agreement or Swiss Agreement) (e.g. the Chinese husband of a UK national accompanies her when she goes to work in Norway)
- a person who has acquired the right of permanent residence in the UK (as defined in the Regulations) exercises a right under Article 7 of Directive 2004/38 in a Member State other than the UK (e.g. the Moroccan civil partner of a Spanish national who has been working in the UK acquires the right of permanent residence in the UK and then goes to the Netherlands with his Spanish national civil partner who is taking up a job there);
- a person who has acquired the right of permanent residence in the UK (as defined in the Regulations) exercises a right under the EEA Agreement or the Swiss Agreement that is equivalent to a right under Article 7 of the Directive;
- a person who has acquired the right of permanent residence in the UK (as defined in the Regulations) goes to the state within the territory comprising the EEA and Switzerland of which he is a national or of which the person in relation to whom he is a family member is a national (e.g. the Moroccan national and his Spanish national civil partner from the example above go to Spain instead of the Netherlands. They would not be exercising rights under Article 7 of the Directive but paragraph 8 of Schedule 2 does allow a return to the student's own Member State or that of the person in relation to whom the student is a family member to count as an exercise of the right of residence).

The other requirements that need to be satisfied are as follows. The applicant must:

- be ordinarily resident in UK on the day on which the first term of the academic year actually begins;
- have been ordinarily resident in the territory comprising the EEA and Switzerland for the three-year period preceding the first day of the first academic year of the course; and
- where the three-year residence period referred to above was wholly or mainly for the purpose of receiving full-time education, have been ordinarily resident in the EEA and Switzerland immediately before that period of residence.

124. An example of when paragraph 8 of Schedule 1 might be relevant is where a family of UK nationals who are ordinarily resident in the UK then leave England to move to Spain with the parents going as workers and the children accompanying them. If the daughter returns to the UK aged 18 to enter HE, she may be eligible for support under paragraph 8 of Schedule 1 if she satisfies the relevant provisions.
125. Students who commenced their course in September 2009 or later who are settled in the UK and exercise a right of residence anywhere in the EEA or Switzerland for a period in excess of 3 months then return to the UK and apply for support within 3 years of their return, should apply to the UK territory that they were resident in before they left the UK, regardless of the territory they are resident in once returned to the UK.

Persons who are settled in the UK and move to Gibraltar then return to UK before 1st day of 1st academic year

126. "UK national" includes Gibraltar nationals, whereas the UK as a physical territory includes only Great Britain and Northern Ireland, and not Gibraltar.

A person who is settled in the UK that moves to Gibraltar and then returns to the UK before the first day of the first academic year would not be exercising a right of free movement under paragraph 8 of Schedule 1 of the Student Support Regulations. The EC treaty is only extended to Gibraltar by virtue of its connection with the UK, because it is a "European territory for those external relations a Member State is responsible" (Article 299(4)). Article 7 of Directive 2004/38 relates to a right of residence on the territory of another Member State and therefore can only apply if an individual exercises a freedom of movement in *another Member State*.

As Gibraltar is not a Member State in its own right, a UK resident going to Gibraltar is not moving to another Member State. For paragraph 8 to apply to a Gibraltar national they would have had to have gone from the UK to another Member State (e.g. France) before returning to the UK

EC nationals and their family members (Paragraph 9 of Part 2 of Schedule 1)

127. EC nationals and their family members must satisfy the residence conditions in Paragraph 9 of Part 2 of Schedule 1 in order to potentially be eligible for support. However, this category of student may only qualify for tuition fee support.

128. The relevant family members of EC nationals are set out in the table below:

EC national who falls within Article 7(1)(c) of Directive 2004/38 (not self-sufficient)	His spouse or civil partner and direct descendants of his or of his spouse or civil partner who are under the age of 21 or dependants of his or his spouse/civil partner
EC national who falls within Article 7(1)(b) of Directive 2004/38 is self-sufficient	His spouse or civil partner, direct descendants of his or his spouse or civil partner who are under the age of 21 or dependants of his or his spouse or civil partner or dependent direct relatives of his or his spouse or civil partner in the ascending line

129. The table above refers to 'self-sufficient' (although this is not a term used in the Regulations). The Regulations refer to article 7(1)(b) of Directive 2004/38. This provides that a person has a right to reside in a host Member State if :

- the person has sufficient resources for himself/herself and family members not to become a burden on the social assistance system of the host Member State during their period of residence and [has] comprehensive sickness insurance cover in the host Member State.

130. In other words, it is not appropriate to say that someone does not have sufficient resources if their resources are higher than the level at which social security benefits or the social security pension is paid. A means test is not necessary to establish self-sufficiency, and SFE must remain flexible in their assessment.

131. Students who become EC nationals within three months of the start of the academic year, because their State joins the EU, may be eligible for fee support for that academic year. They may also be eligible for fee support for any subsequent year (regulations 2 and 16).

132. Under Paragraph 9(3) of Part 2 of Schedule 1 where a state accedes to the EC after the first day of the first academic year of the course and a person is a national of that state, the requirement that he is an EC National on the first day of the first academic year of the course or a family member of such a person would be treated as being satisfied. Where a person is claiming under paragraph 9, on the basis that he is the family member of an EC national and the state of which his relative/spouse/civil partner is a national accedes to the EC after the first day of the first academic year of the course, the relative/spouse/civil/partner is treated as having been an EC national on the first day of the first academic year of the course.

133. Students who fall within Paragraph 9 of Part 2 of Schedule 1 will not be required to have settled status in the UK or to be ordinarily resident in England on the first day of the first academic year of the course but as with EEA migrant workers, they should have been resident in the EEA and Switzerland for the three years preceding that day. The SFE European Team in Darlington will carry out the administration of all EU students and their family members falling under Paragraph 9 of Part 2 of Schedule 1. Their telephone number is 0141 243 3570.

EC Nationals with a “genuine link” with the UK under Paragraph 10 of Part 2 of Schedule 1 to the Regulations

134. EC Nationals (other than UK nationals) with a “genuine link” with the UK may be eligible for tuition fee support and loans for living costs and grants for living and other costs if on the first day of the first academic year of the course they satisfy the following;

- Has been ordinarily resident in the UK and Islands throughout the three year period immediately prior to this date;
- Is ordinarily resident in England;
- Where the period of ordinary residence above was wholly or mainly for the purpose of receiving full-time education, the student was resident in the EEA and/or Switzerland prior to the three year period above.

To come within paragraph 10, a person must be an EC national on the first day of the first academic year of the course. Where his state joins the EC after that date, he is treated as if he were an EC national on the first day of the first academic year of the course.

Children of Swiss Nationals (Paragraph 11 of Part 2 of Schedule 1 to the Regulations)

135. A student is potentially able to qualify for support where:

- He is the child of a Swiss national entitled to support in the UK under the Swiss Agreement;
- Is ordinarily resident in England on the first day of the first academic year of the course;
- Has been ordinarily resident in the EEA and Switzerland throughout the three year period preceding this date;
- Where his residence in the EEA and Switzerland (above) was wholly or mainly for the purpose of receiving full-time education, was ordinarily resident in the EEA or Switzerland immediately prior to this period.

There is no requirement for the Swiss national parent to be or have been economically active in the UK.

Children of Turkish Workers (Paragraph 12 of Part 2 of Schedule 1 to the Regulations)

136. A student is potentially able to qualify for support where:

- he is the child of a Turkish worker. Regulation 2 defines such a worker as a Turkish national who is ordinarily resident in the United Kingdom and Islands, and is, or has been lawfully employed in the United Kingdom, this includes periods of self employment;
- he is ordinarily resident in the United Kingdom on the first day of the first academic year of the course; and
- he has been ordinarily resident in the EEA, Switzerland and Turkey throughout the three year period preceding the first day of the first academic year of the course.

EU Member States

137. The following countries are EC Member States:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

138. From the date of accession, a state that has joined the EC or the EEA is considered to have always been part of the EEA (Paragraph 1(6) of Part 1 of Schedule 1). This will mean that students, who have lived within that state for 3 years or more (or a combination of that state and existing EEA countries or Switzerland), prior to the commencement of their course, may be able to satisfy the EEA/Switzerland residence requirement. The amount of support and the period in respect of which support may be payable is determined in accordance with the main body of the Regulations.

139. Regulation 17 provides that a student may qualify for fee support during the course of the academic year in which the state of which they are a national or one of their family members (as defined in Part 1 of Schedule 1) is a national accedes to the EC. A student will only qualify for fee support for the academic year in which that event occurs if it occurs within the first three months of the start of the academic year. For example a country joins the EC on 1 January 2012. Students who are nationals of that country or family members of nationals of that country and whose academic start date was 1 September 2011 would not qualify for fee support for the 2011/12 academic year. They may, however, qualify for fee support for the 2012/13 academic year onwards.

Eligibility for fee and living costs support and determination of standard entitlement

140. The personal eligibility requirements covered earlier in this guidance (regulation 4) apply both to support for fees and support for living costs. Additional eligibility requirements are described in this section for grants for fees and fee contribution loans for old system students (Regulations Part 4, Chapters 4 and 5) and fee loans for current system students (Part 4, Chapter 3 - regulation 19 covers the general criteria which determine the availability of fee support for current system students).

141. The term 'fees', for this purpose, has the meaning given in section 41(1) of the Higher Education Act 2004 (available at www.opsi.gov.uk/acts/acts2004/20040008.htm). Section 41(1) provides that fees means fees in respect of, or otherwise in connection with, undertaking the course including admission, registration, tuition and graduation fees other than:

- fees payable to an institution for awarding or accrediting any qualification where the institution does not provide the whole or part of the course and it is not a publicly funded institution (within the meaning of section 41(2) of the 2004 Act);
- fees payable for board or lodging;
- fees payable for field trips (including any tuition element of such fees);

- fees payable for attending any graduation or other ceremony;
 - such other fees as are prescribed by regulations made by the Secretary of State (in relation to England) or the National Assembly for Wales (in relation to Wales).
- 142.** Eligibility requirements are set out separately for grants for living and other costs under Part 5 of the Regulations and for loans for living costs under Part 6. Provided that students meet those eligibility requirements and the general eligibility requirements in Part 2 of the Regulations, they will be eligible for grants and loans for living costs in respect of attendance on the course.
- 143.** Broadly speaking, a student who started his course before 1st September 2006 may be eligible for a tuition fee grant, fee contribution loan, loan for living costs, disabled students' allowances, childcare grant, adult dependants' grant, parents' learning allowance, travel grant and higher education (HE) grant (eligibility for HE grant includes criteria that they would not have started the course prior to 1st September 2004); while a student who started his course on or after 1st September 2006 may be eligible for a tuition fee loan, loan for living costs, long courses loan (or the extra weeks element of loan for living costs), disabled students' allowance, grants for dependants, grant for travel and either the maintenance grant or the special support grant. There are exceptions to these principles.
- 144.** A student will not qualify for fee support in an academic year which is a bursary year (defined in regulation 2(1)), an ERASMUS year (defined in regulation 2(1)) or when the student is on a flexible postgraduate ITT course (defined in regulation 2(1) which lasts less than six weeks). Also students are not eligible for grants for living costs for any academic year which is a bursary year (as defined in regulation 2(1)).
- 145.** Current system students starting their current course from 1st September 2009 will generally not be eligible for fee support for a further course if that course is equivalent or lower in level than their previous course (taken in the UK or overseas). Current system students who started their current course before 1st September 2009 will generally not be eligible for fee support for a further course if they already have an Honours degree from a UK institution.
- 146.** Where a student is ruled out of tuition fee support due to their previous study (see paragraphs 157-161) or because they already have an Honours degree from a UK institution (for those who started their current course prior to 1 September 2009) or they already hold an equivalent or higher level qualification from a UK or overseas institution (for those who started their current course on or after 1st September 2009), they will not qualify for some grants. This affects the Maintenance Grant (regulation 56(3)), Special Support Grant (regulation 60(3) and the Higher Education Grant (regulation 66(3)).
- 147.** The loan for living costs is available to eligible students who do not already have a UK Honours Degree for those who started their current course before 1st September 2009 or do not hold an equivalent or higher level qualification from an institution in the UK or elsewhere for those who started their current course on or after 1st September 2009. Where a student has already achieved an Honours Degree or an equivalent or higher level qualification, they will not qualify for the loan for living costs unless one of the

exceptions listed in regulation 69(2) (current system students) or 70(3) (old system student) applies.

148. All students will continue to have access to *supplementary grants* (e.g. *Disabled Students' Allowances, Childcare Grant*) provided that they meet the other eligibility criteria applicable.

ELQs and previous study changes from academic year 2009/10

149. It is the intention that funding should be focussed on those students studying in higher education for the first time and that, by and large, students should only be funded for one undergraduate degree to honours level. The Student Support Regulations state that a person who studies for a qualification which is deemed to be equivalent to or lower than a qualification they already hold are not entitled to financial support i.e. tuition fee loans or maintenance grants/loans. This rule applies whether their previous qualification was:

- studied in the UK or elsewhere
- self-funded or publicly-funded
- studied on a full-time, full-time distance learning, compressed or part-time basis

Under regulation 2(5) of the Education (Student Support) Regulations the Secretary of State has the discretion to determine what is an equivalent or lower qualification where the qualification already held is of an academic level which is equivalent to or higher than the qualification to which the current course leads and the qualification held is an Honours degree.

150. When assessing applications for student support from students who wish to study a second higher education qualification, the Department is of the opinion that assessors should take into account a range of factors in assessing the academic level of the second degree, and hence whether it is a qualification which is equivalent or lower to their first qualification. These include: the whole qualification, the title and final award, the entry requirements for the qualification and how the final award allows progression to postgraduate qualifications. They may also seek advice from the higher education institution or awarding body. Furthermore, **if the HE qualification which someone already holds is an honours degree from a UK HEI, then consideration does not need to be given to the academic level of the course: it is automatically an ELQ.** The following table sets out the Department's opinion on academic levels, however, the list is not exhaustive.

E	Masters MBAs PGCE
D	Honours Degree LLB Integrated Masters Medicine, Dentistry and Veterinary courses Scottish MA's Oxford and Cambridge MA's

C	Ordinary Degree
B	HNDs Dip HE Foundation Degrees
A	HNCs AAT (These courses are currently funded as HE where they are the minimum of a year and at a Uni. Cert HE

Integrated Masters

- 151.** For the purpose of providing student support, an integrated masters is an undergraduate entry first degree the same as an Honours degree and should therefore be treated in the same way when assessing eligibility for student support. Therefore, students who hold an Honours degree and subsequently undertake one of these courses are not entitled to any further support.

Medicine, dentistry, veterinary science, architecture, social work, courses which attract an NHS bursary and Initial Teacher Training (ITT) courses

- 152.** The Student Support Regulations make an exception for students taking courses in medicine, dentistry, veterinary science, architecture, social work and undergraduate Initial Teacher Training (ITT). Students will continue to be eligible for loans for living costs, even if they already hold an equivalent or higher level qualification. Please note that medicine, dentistry and veterinary science courses may be listed as level 7 on the QAA framework. The Framework does not form part of the Student Support Regulations and for the purpose of providing student support such qualifications should be treated as equivalent to an Honours degree. Therefore, students who already hold an Honours degree or the equivalent qualification and are studying these courses as a second undergraduate degree, will not be eligible for any further fee support or maintenance grant.

Students eligible to apply for a means-tested NHS bursary will continue to be eligible for a reduced rate loan whether or not they already hold an equivalent or higher level qualification.

For AY 2012/13 entry only, graduates entering graduate entry accelerated medical and dental courses will be allowed some tuition support in addition to maintenance loan. Please see Annex 1 point 6 for more detail.

Postgraduate qualifications

- 153.** Postgraduate qualifications are taken into account when assessing previous study. Therefore, students who have already attained a postgraduate qualification and subsequently undertake an undergraduate course are not entitled to any further funding unless they fall into one of the specified exceptions.

ITT courses

- 154.** Students starting full-time ITT courses of up to 2 years in length in will be eligible to apply for the full package of fee and maintenance

(grant and loan) support even if they hold an equivalent or higher level qualification.

Holders of sub degrees eg Lower level qualifications such as HNCs, HNDs, Foundation degrees etc

155. Pre 2006/07 academic year, in order to be considered as 'end-on', a student who held a sub-degree would need to continue on to a 'top up' course in the academic year immediately following the award of their sub degree qualification without any break in their higher education. This provision no longer applies and even though 'top up' courses are still referred to as "end-on" courses or are undertaken end-on to another course, they can now be undertaken at any time.

Where a student has achieved a lower level HE qualification on a full-time, part-time, full-time distance learning or compressed degree basis, wherever obtained and however funded, fee and maintenance support will be available to top-up to a qualification that is at a higher level than the one they already hold. It does not allow funding to complete a second full-length course. Previous study must be taken into consideration in making the calculation for the duration of that support.

Holders of an HNC, HND, Dip HE, Cert HE or foundation degrees who are studying for an Honours degree should have their entitlement to fee support calculated in accordance with regulation 22. Please note that ALL preliminary courses previously undertaken should be taken into account when assessing further entitlement to fee support.

For example:

A student has studied for 1 year on an HNC, 2 years on an HND and now wishes to study on a 3 year degree course from year 1

The student is studying end-on and therefore their entitlement is calculated in accordance with regulation 22 taking into account all previous courses as follows:

$$(D + X) - PrC$$

In this case $D = 3$

$$X = 2$$

$$PrC = 3$$

$$3 + 2 - 3 = 2$$

The student will have to self fund their fees in the first year but will pick up fee support from year 2. They will be entitled to maintenance loan and supplementary grants for the full duration of the course.

In all other circumstances entitlement should be calculated in accordance with regulation 21.

For example:

A student has studied on a 1 year Cert He and now wishes to study on a 2 year HND.

The student's entitlement is calculated using regulation 21 as follows:

$$(OD + 1) - PC$$

OD is the ordinary duration of the current course and is therefore 2

PC are the years spent on the previous course and is therefore 1

$$2 + 1 - 1 = 2 \text{ years}$$

The student will be entitled to apply for fee support for the full duration of the HND.

Ordinary to Honours

- 156.** Students who hold an ordinary degree can receive further funding to top-up to Honours degree level. Fee entitlement for these students should be calculated in accordance with regulation 21.

There may be certain circumstances where a student wishes to enrol on a stand alone, 1 year 'top up' course. Fee support should be calculated in accordance with regulation 21. The top-up course should be treated as a 3 year course to allow these students to receive support to top-up to an honours degree.

PREVIOUS STUDY

- 157.** The general principle is that eligible students can have tuition fee support for the standard length of their HE course plus an additional year if needed. The number of years support available for their current course will, however, generally be reduced if the student has studied on a previous HE course. Students who commence study in the 2012/13 academic year who have studied on a previous full-time, compressed degree, distance learning or initial teacher training course at a publicly funded UK or overseas institution where a qualification was not achieved, will have the number of years of support available to them reduced by the number of years of previous study.

Previous part-time study which did not lead to a qualification and self-funded study at a private institution which did not lead to a qualification are not taken into account for previous study purposes. Students who commenced a new period of study prior to 2009/10 and do not have a UK Honours Degree only have the years of study on any previous full-time (or part-time ITT) courses at publicly funded UK institutions taken into account.

Where previous study was undertaken but no qualification attained then regulation 21 should always be used to assess further entitlement for fee support and Maintenance Grant / Special Support Grant.

The previous study rules apply to fee loans and the Maintenance Grant / Special Support Grant of £3,250 ('2012 cohort' students) or £2,984 (all other current system students), and to the fee grant and £1,000 Higher Education grant and to any fee contribution loan taken out by old system students to cover the balance of their fee contribution. The rules do not apply to supplementary grants such as the Disabled Students' Allowances or Childcare Grants.

Definition of a previous course

158. Regulation 12 sets out what is a previous course for the purposes of Part 4 of the Regulations (tuition fee support). Generally a course is a "previous course" if:

(a) the current course began before 1st September 2009, and paragraph (d) does not apply, any full-time higher education course, part-time course for the initial training of teachers or a specifically designated course which the student attended or, in the case of a compressed degree course or a designated distance learning course, undertook before the current course and which meets one or both of the conditions below:

- (i) the course was provided by an institution in the United Kingdom which was publicly funded for some or all of the academic years during which the student attended or undertook the course; or
- (ii) a scholarship, exhibition, bursary, grant, allowance or award of any description which was paid in respect of the student's attending or, in the case of a compressed degree course or a designated distance learning course, undertaking the course in respect of tuition fees was from public funds or funds attributable to public funds.

(b) where the current course begins on or after 1st September 2009, and paragraph (d) does not apply, a full-time or part-time higher education course, part-time course for the initial training of teachers or a specifically designated course, which the student attended or, in the case of a compressed degree course or a designated distance learning course, undertook before the current course, where the student studied and achieved a qualification.

(c) Where the current course begins on or after 1st September 2009, and paragraph (d) does not apply, a full-time higher education course, part-time course for the initial training of teachers or a specifically designated course which the student attended, or in the case of a compressed degree course or a designated distance learning course, undertook before the current course where the student studied but did not achieve a qualification and which meets one or both of the conditions below:

- (i) the course was provided by an institution whether or not in the United Kingdom which was publicly funded for some or all of the academic years during which the student attended or undertook the course; or
- (ii) any scholarship, exhibition, bursary, grant, allowance, or award of any description which was paid in respect of the student's attending or, in the case of a compressed degree course or a designated distance learning course,

undertaking the course in respect of tuition fees was from public funds or funds attributable to public funds.

(d) Where the current course begins on or after 1st September 2009, and the student's status as an eligible student has been transferred to the current course from a designated course which began before the 1st September 2009, a full-time, higher education course, part-time course for the initial training of teachers or a specifically designated course, which the student attended or, in the case of a compressed degree course or a designated distance learning course, undertook before the current course and which meets one or both of the conditions below:

- (iii) the course was provided by an institution in the United Kingdom which was publicly funded for some or all of the academic years during which the student attended or undertook the course; or
- (iv) any scholarship, exhibition, bursary, grant, allowance or award of any description which was paid in respect of the student's attending or, in the case of a compressed degree course or a designated distance learning course, undertaking the course in respect of tuition fees was from public funds or funds attributable to public funds.

Years of previous study

159. Once it has been determined that the student has been on a previous course, paragraphs (7) to (12) of Regulation 12 set out which years of that previous course count as previous study for the purposes of regulations 21 and 29.

The general rules are:

- all academic years that the student completed on the previous course are included; and
- an academic year that the student started but did not complete or began part way through the year is treated as one academic year (regulation 12 (7)).

Despite these general rules

- where a student who started their current course before 1st September 2009 did not qualify for fee support for an academic year of the previous course (the 'relevant year') other than as a result of the relevant year being a bursary or Erasmus year and he qualified for fee support for some but not all of the academic years of the previous course, the relevant year is not to be treated as a year spent on the previous course (regulation 12(8) of the Regulations);
- where the student repeated a year of the previous course for compelling personal reasons, that year is not to be treated as a year spent on a previous course (regulation 12(9));
- where the student qualified for fee support for an academic year of the previous course (the 'relevant year') because he failed to complete a previous course for compelling personal reasons, the relevant year is not to be treated as a year spent on a previous course (regulation 12(9));

- where the student transfers from one course (first course) to another before completing the academic year from which he is transferring, the time spent on the first course during that academic year is not counted as a year spent on a previous course (regulation 12(10));
- where the student undertook a previous course but was not in attendance because of a reason relating to his disability, the relevant year is only to be treated as a year spent on the previous course if it began on or after 1st September 2006 (regulation 12(11)).

Exception for ITT courses

- 160.** Students who intend to take a full-time course of initial teacher training (ITT) of not more than two years (or a part-time course the duration of which is not more than two years full-time) are exempt from the previous study rules unless they have already gained Qualified Teacher Status (QTS) (regulation 12(5)).

Compelling Personal Reasons (CPR) – Current and Old System Students

- 161.** Regulations 19(10) and 30(1) make provision for a year of fee support - in addition to the standard entitlement to be allocated - in certain circumstances where students need to repeat a year of the current course for compelling personal reasons. Generally, academic performance alone would not normally be deemed a compelling personal reason but SFE should consider all cases carefully.

A student cannot be allocated an additional year for compelling personal reasons unless the year to be repeated was a qualifying year of study (as defined in regulation 2) and the year of repeat study is not a bursary or Erasmus year.

Additionally, Regulation 19(7) provides that where a current system student to whom regulation 21 applies did not complete the most recent previous course because of compelling personal reasons, fee support is available in respect of the first year that the student takes of the current course that is not a bursary or Erasmus year. Provided that it was the most recent course that the student withdrew from for compelling personal reasons, it does not matter how long ago he withdrew from that course.

The student will need to apply for fee support for any year for which they wish to claim support due to compelling personal reasons. Only one such year can be awarded at a time.

Where a student has failed a year for compelling personal reasons, an additional year will need to be added to the current course and the CPR year taken as the repeat year. In these circumstances, if the student fails the repeat year and SFE determines that the CPR criteria have been met then a further CPR year may be awarded. However, if CPR does not apply, then SFE will need to assess whether the student has sufficient standard entitlement remaining to complete the course with fee support for all remaining years of the course (including the possibility of allocating fee support to a year of repeat study where the year is repeated for reasons other than CPR) or whether self funding is required for some of them.

Evidence of compelling personal reasons: for both “current” and “old” system students

- 162.** As far as is reasonably practicable, evidence should be obtained from the student or elsewhere to support a claim that the withdrawal was for compelling personal reasons or the need to repeat a year is for compelling personal reasons. For instance, the student might be able to provide medical evidence from his GP; or perhaps a HEI's student support advisory service could (with the student's permission) attest to a personal or family crisis. Other possible sources might include social services or the clergy. (However, the Department would not reimburse any costs incurred by the student in obtaining such evidence.) This guidance is not exhaustive and SFE should look at all cases carefully.

SFE will be able to identify potential cases of this kind from Section 5 of the PN1 application (no equivalent on PR1) and from the Eligibility, Continuing Course section from the online application form.

Self-funded Years – ‘Current’ and ‘Old’ System Students

- 163.** When allocating fee support from the standard entitlement to the remaining standard academic years of the course, it may be the case that there is insufficient standard entitlement to allocate fee support to all of those years. The student will need to self-fund the tuition fees in the years to which support has not been allocated.

The standard entitlement cannot be allocated to non-standard academic years of the course. However, a student who is required to repeat a year of the course for reasons other than compelling personal reasons may still be eligible for fee support for that academic year. A student who is not repeating will need to self-fund his tuition fees for the relevant repeat year.

Standard entitlement of ‘old system’ students who are continuing students

- 164.** Regulation 25 makes provision for an old system student who began a designated course before 1 September 2006 and is continuing on that course in the 2012/13 academic year.

The standard entitlement to fee support of a continuing student is the number of years remaining on his course after 31st August 2006 plus one, minus any academic years that begin after 31st August 2006 for which it was determined the student does not qualify for a grant for fees in the course of assessing an application for support in respect of an academic year of the designated course that began before 1st September 2006.

Students who attend a full-time course on a part-time basis

- 165.** When a student is deemed eligible for support on a designated course he is generally eligible for the duration of the course, subject to the rules on tuition fee and living costs support and regulations 3 and 5. The fact that the student attends part of the course on a part-

time basis does not render the course itself part-time. As long as the course is full-time the student should remain eligible for full-time support. A possible scenario might be a student who is unable to continue to attend full-time because of some unforeseen circumstance such as ill health. The student might request to undertake a particular year of the course on a part-time basis over two years and their entitlement to fee support will be determined in accordance with Regulation 13(5).

Students who attend a full-time course on a part-time basis are subject to the following previous study provisions.

Examples:

A 'current system' student on a 3 year course having successfully completed year 1 of their course, is unable to attend their course full-time. It is agreed with their HEI that the student can complete year 2 of their course over the next two years. The second half of year 2 which is being completed in 2012/13 is treated as a standard academic year. Fee support is allocated from the standard entitlement first to year 3, then the second half of year 2. Fee support can only be allocated to the first half of year 2 if the conditions in regulations 19(11) are satisfied. The additional year of support is allocated to the first half of year 2 which is being completed in 2012/13 and is treated, under regulation 13(5) as a year of repeat study for reasons other than CPR.

Students repeating whole or part years of a full-time course on a part-time basis - living costs and fee support

- 166.** The examples below assume that the first day of the academic year is 1st September and should be adapted accordingly for students whose academic year starts at a different time.

Example 1 - old system student

Student A failed the third year of his full-time course and is repeating term 1 only, for the first time. Therefore the student only attends term 1 of the repeated year and is absent for terms 2 and 3. Living costs support is automatically payable for term 1. There is no automatic entitlement to living costs support for terms 2 & 3 although SFE may exercise its discretion in the student's favour, where it considers it appropriate to do so (Regulation 116(12)). The amount of tuition fee support to be taken into account in the financial assessment is the amount actually charged by the institution up to the maximum full-time fee rate of £1,380.

Example 2 - current system student

Student B failed the first year of his full-time course and is repeating term 2 of first year for the first time. Therefore the student only attends term 2 of the repeated year and is absent for terms 1 and 3. Living costs support is automatically payable for term 2. There is no automatic entitlement to living costs support for terms 1 & 3 although SFE may exercise its discretion in the student's favour, where it considers it appropriate to do so (Regulation 116(12)). The amount of tuition fee support to be taken into account in the financial assessment is the amount actually charged by the institution up to the maximum full-time fee rate of £3,465.

TRANSFERRING STUDENTS

Criteria for assessing eligibility

- 167.** Regulation 7 sets out the circumstances in which students may have their status as an eligible student transferred to another course. SFE is required to transfer the student's status where:

they receive a request from the eligible student to do so;

they are satisfied that one or more of the grounds for transfer in regulation 7(2) applies; and

the period of eligibility has not terminated.

The grounds for transfer are:

(a) on the recommendation of the academic authority the eligible student ceases one course and starts to:

- (i) attend another designated course at the same institution;
- (ii) undertake another compressed degree course in the UK at the institution or
- (iii) undertake a compressed degree course in the UK at the institution;

(b) the eligible student starts to -

- (i) attend a designated course at another institution; or
- (ii) undertake a compressed degree course in the UK with another institution;

(c) after commencing a course for the Certificate of Education the eligible student is, on or before completing that course, admitted to a designated course leading to a BEd (including a course leading to the BEd (honours)), whether or not the course is at the same institution;

(d) having commenced a course leading to a non-honours BEd, the eligible student is admitted to a designated honours BEd course, whether or not the course is at the same institution; or

(e) having commenced a course for a first degree (other than an honours degree) the eligible student is, before the completion of that course, admitted to a designated course leading to an honours degree in the same subject(s) at the same institution.

Receiving institutions should notify course details to SFE so that SFE can check, and if necessary reassess, support. The notification will be taken as the receiving institution's consent to the transfer.

Transferring students – 'old system' students

- 168.** Regulation 26(8) provides that old system students transferring on or after 1 September 2006 onto a course that began before 1st September 2007 and is not listed in regulation 26(11) will have their standard entitlement determined by reference to the number of academic years remaining on the course that the student was undertaking as at 31 August 2006. For example, a student who was on a 4 year course and completed the first year on 31 August 2006 and transferred on 1 September 2006 to another course that began on 1 September 2006 should have standard entitlement of 3 years

(the number of years remaining on the first course) plus one additional year. No account is taken of the amount of support received on the course from which they are transferring.

Transferring students – ‘current system’ students

- 169.** Where a student transfers courses, the basic principle still applies, i.e. course length plus an additional year but less any years spent on previous courses (regulation 21). It is the length of the course that the student is transferring to which should be taken into account when determining the student's standard entitlement to fee support in respect of the second course.

Examples:

1. Student F started a four year degree course in 2010 (course A). Having completed the second year of the four year course she transfers into year one of a five year degree course (course B). Both of the years spent on course A count as years spent on a previous course. Student F applies for support for the 2012/13 academic year. Her standard entitlement is four years (i.e. five years plus one year minus two years on a previous course). The standard entitlement is exhausted before fee support is allocated to the first year of course B. She will need to self-fund her first year of course B but should then receive support to complete the remainder of the course.

2. Student G started a 3 year degree course in September 2011 (course A). The standard entitlement is three years support plus an additional year. Having passed the first year he decides to transfer onto a 4 year course in September 2012 (course B). The year spent on course A counts as a year spent on a previous course. The standard entitlement for course B is 4 years – i.e. 4 years plus an additional year less the year spent on course A. Assuming there is no repeat study, there is sufficient standard entitlement to complete the course with fee support allocated to each year.

3. Student H enrolled on a 4 year course in September 2010 (course A). Standard entitlement is 4 years support plus an additional year. Having completed 2 years of course A, the student transfers in September 2012 to the 2nd year of a 3 year course (course B). Both years on course A count as years spent on a previous course. Student H's standard entitlement for course B is ordinary course length (course B) plus an additional year less the 2 years spent on course A (i.e. $3+1-2 = 2$). The standard entitlement therefore is 2 years support which, assuming no repeat study, is sufficient to complete the course.

See Annex 8 for general principles determining standard entitlement and the allocation of tuition fee support

Eligibility for support for living costs

General

- 170.** Support for living costs covers both loans and supplementary grants for living costs. Details of the general additional eligibility criteria for these are set out below.

Students aged 60 and over

171. In order to qualify for a loan for living costs, eligible students will need to be (or have been) below the age of 60 on the relevant date. "Relevant date" is defined under regulation 68. In most cases it will be the first day of the first academic year of the current course. Please refer to the 'Assessing Financial Entitlement' Guidance Chapter for further details.
172. If a student becomes eligible part way through their course as a result of the increase in the age limit to 60 (which was introduced in the 2006/07 Regulations), only loan payments in respect of 2006/07 onwards will be made; no loan for living costs will be payable in respect of previous years of their course.
173. The age criterion does not apply to fee loans for current or old system students, nor does it apply to dependants' grants, including childcare grants and travel grants and DSA.

Other eligibility requirements

174. The following old and current system students will not be entitled to *grants for living and other costs* (regulation 38):
 - EU students who fall within Paragraph 9 of Part 2 of Schedule 1 to the Regulations and in no other paragraph of Part 2 will not be eligible for *any support* towards living costs (regulations 38(2), 69(3) and 70(4).
 - Students who are eligible to apply for an income assessed "healthcare bursary" regardless of whether they have receive any payment of the healthcare bursary (see definition of "healthcare bursary" in Regulation 2 and paragraph 11/Annex 1 of this Chapter); or
 - Students who are eligible to apply for an income assessed Scottish Healthcare Allowance (as defined in regulation 2)
 - Students on part-time courses of initial teacher training (ITT) during which the periods of full-time attendance, including attendance for the purposes of teaching practice, are in aggregate less than 6 weeks, where the course began before 1st September 2010; except that they are eligible for Disabled Students' Allowance (see the 'DSAs' Guidance' chapter);
 - Students on part-time courses of initial teacher training (ITT) of any length, where the course begins on or after 1st September 2010 (these students should apply for the part-time support package – see the 'Grants for Part-time Students' Chapter)
 - Students on sandwich years where the periods of full-time study are in aggregate less than 10 weeks, and the periods of work experience are not:
 - Unpaid service in a hospital or in a public health service laboratory or with a primary care trust in the UK;
 - Unpaid service with a local authority in the UK acting in the exercise of its functions relating to the care of children and young persons, health or welfare or with a voluntary organisation

- providing facilities or carrying out activities of a like nature in the UK;
- Unpaid service in the prison or probation and aftercare service in the UK;
 - Unpaid research in an institution in the UK or, in the case of a student attending an overseas institution as part of his course, in an overseas institution; or
 - Unpaid service with a Health Authority, a Strategic Health Authority or Special Health Authority or Local Health Board in England or Wales, or their Scottish or Northern Irish equivalents.

175. These groups of students will, however, be eligible for modified amounts of loans for living costs (with the exception of part-time ITT students whose course begins on or after 1 September 2010). Detailed guidance on these matters is provided in the 'Assessing Financial Entitlement' chapter of this guidance.

Designated courses

176. Only designated courses will attract support. Regulations 5 (full-time including full-time distance learning courses that begin on or after 1 September 2012), 139 (part-time), 122 (full-time distance learning courses that began before 1st September 2012) and Schedule 2 of the Regulations set out provisions in relation to the designation of courses for tuition fee support, living cost support and supplementary grants. Regulation 161 sets out provisions in relation to the designation of Postgraduate Courses for Postgraduate Disabled Students' Allowances only.

General criteria for automatic designation of courses

177. A course will automatically be designated under regulation 5 if it is:

1. Of a type which is listed in Schedule 2 of the Regulations. This list is set under paragraph 178 below
2. One of the following:
 - A full-time course (including full-time distance learning courses that begin on or after 1st September 2012);
 - a part-time course of initial teacher training (ITT) which began before 1 September 2010 (including one leading to a first degree); or
 - a sandwich course;
3. not a designated distance learning course which started before 1st September 2012;
4. of at least
 - (i) one academic year's duration; or
 - (ii) six weeks' duration in the case of a flexible postgraduate course for the initial training of teachers where the course began before 1st September 2010;
5. Wholly provided by a publicly funded educational institution or institutions in the UK, or by such an institution in conjunction with an overseas institution; For courses beginning on or after 1st September 2012 which fall within paragraph 1, 2, 4, 6, 7 or 8 of Schedule 2 the course should lead to a qualification which is granted by a body which

is recognised to award UK degrees i.e. a Recognised Body or by a body that is permitted to act on behalf of the recognised body in the granting of degrees (i.e. a Listed Body)

Part-time

6. A course will be automatically designated for part-time support under regulation 139 if it is:
- mentioned in Schedule 2 (other than part-time courses of ITT which began before 1st September 2010 and are designated for full-time student support under regulation 5); and
 - of at least one academic year's duration and
 - for courses which began before 1st September 2012 does not exceed twice the period normally required to complete a full-time course leading to the same qualification; or
 - for courses which begin on or after 1st September 2012 does not exceed four times the period normally required to complete a full-time course leading to the same qualification, and
 - wholly provided by a publicly funded educational institution or institutions in the UK, or by such an institution in conjunction with an overseas institution For courses beginning on or after the 1st September 2012 which fall within paragraph 1, 2, 4, 6, 7 or 8 of Schedule 2 the course should lead to a qualification which is granted by a body which is recognised to award UK degrees i.e. a Recognised Body or by a body that is permitted to act on behalf of the recognised body in the granting of degrees (i.e. a Listed Body)

Further explanations of the criteria for full and part-time designation are provided below. Please also refer to regulation 5, regulation 139 and separate guidance on part-time courses.

Distance Learning

7. Full time distance learning courses that started before 1st September 2012 are not automatically designated for student support. However under regulation 118 the Secretary of State has the discretion to specifically designate these courses. Further information is provided in paragraphs 180-186 below.

Postgraduate Disabled Students' Allowance

8. A postgraduate course (designated under regulation 161) will be automatically designated for Postgraduate Disabled Students' Allowance only if it is:
- a course for which entry requirements are normally a first degree (or equivalent qualification) or higher;
 - at least one academic year's duration and in the case of a part-time course, should not exceed
 - twice the period normally required to complete a full-time course leading to the same qualification, where the student starts the course before 1 September 2012; or

- four times the period normally required to complete a full-time course leading to the same qualification, where the student starts the course on or after 1 September 2012;
- wholly provided by a publicly funded UK educational institution or institutions, or by such an institution in conjunction with an overseas institution.

Schedule 2 courses

178. The following types of course are designated automatically providing they meet the other criteria in regulations 5 and 139. (See below for further information on these courses):-

1. A first degree course.
2. A course for the Diploma of Higher Education (DipHE).
3. A course for the Higher National Diploma (HND) or Higher National Certificate (HNC) of;
 - (a) The Business and Technician Education Council; or
 - (b) The Scottish Qualifications Authority
4. A course for the Certificate of Higher Education.
5. A course of initial training for teachers.
6. A course for the further training of youth and community workers.
7. A course in preparation for a professional examination of a standard higher than that of:
 - (a) the examination at advanced level for the General Certificate of Education or the examination at the higher level for the Scottish Certificate of Education; or
 - (b) The examination for the National Certificate or the National Diploma of either of the bodies mentioned in paragraph 3

not being a course for entry to which a first degree (or equivalent qualification) is normally required.

8. A course:
 - (a) providing education (whether or not in preparation for an examination) the standard of which is higher than that of courses providing education in preparation for any of the examinations mentioned in Paragraph 7(a) or (b) above but not higher than that of a first degree course; and
 - (b) for entry to which a first degree (or equivalent qualification) is not normally required (e.g. an NVQ level 4 where this is awarded along with a first degree, Dip HE or HND).

Interpretation of provisions on automatically designated courses

179. The Department does not normally maintain any lists of courses which are automatically designated under regulations 5 (full-time) and 139 (part-time). All of these courses should appear on the SLC HEI database. However not all of the courses which appear there will meet the criteria. It will be for SFE to decide which of them are eligible for support. SFE may find that the information they need to

establish whether a course is eligible (for example, the entry qualification required, if any, and the qualification it leads to) should be relatively easy to obtain, for example from the student or from the institution.

Further Information on Courses in Schedule 2

First Degree Courses – (Schedule 2 – Paragraph 1)

- 180.** For the purposes of student support a first degree includes honours degrees and ordinary degrees (e.g. BA, BSc, LLB etc), first degrees in Medicine, Dentistry and Veterinary Science (e.g. MBChB or BMBS, BDS, BVetMed and BVSc), integrated Masters degrees (eg Meng, Mchem, Mphys, Mpharm) and Foundation Degrees.
- 181.** A first degree course that began on or after 1 September 2009 is not a designated course where it leads to the award of a professional qualification and where a first degree (or equivalent qualification) would normally be required for entry to a course leading to the award of that professional qualification.

First Degree Courses – Integrated Masters Degree

- 182.** Integrated Masters are generally four year programmes of study in science, engineering and mathematics disciplines. They comprise an integrated programme of study including typically three years study at undergraduate level and one year postgraduate leading to a single integrated undergraduate qualification. Students enrol at the outset for the full course. For the purposes of student support ELQ policy, they are treated as equivalent to an honours degree.

First Degree Courses – Cambridge Tripos

- 183.** Courses at Cambridge University are divided into parts, each lasting one or two years. In some subjects there are two parts – Part I and Part II, while in others, especially in science and engineering there is an optional Part III. Students enrol at the outset for the full course. If they have successfully passed each part, they continue onto Part III. This three part degree is known as a Cambridge Tripos. On successful completion of all three parts students may be awarded an undergraduate Masters award such as MEng or MSci. Cambridge students must state that it is their intention to take Part III of the Tripos before completion of the third year of the course.

As a whole, the four year course can attract student support. However, Part III is also offered as a separate one-year postgraduate course. Graduates of other universities who wish to take Part III of the Tripos at Cambridge would not be enrolled on the four year course but on the separate one year course which, as a stand-alone postgraduate course, does not qualify for student support.

First Degree Courses – Foundation Degrees

- 184.** Foundation degrees (Fds) are vocational higher education qualifications that feature work-based learning. Many Fds, particularly part-time ones, combine academic study with learning in the workplace. Fds were introduced to help address the skills gap at the associate professional and higher technician level. Fds are typically developed with substantial help from employers and other

stakeholders such as professional bodies. Foundation degrees constitute 240 credits, and provide a defined progression route to some bachelor's degrees.

Many foundation degree courses are automatically designated for support, provided they meet all parts of regulation 5(1). However, HEIs have been encouraged to be flexible in their provision of foundation degrees, and consequently a number may be organised so that days of learning in the workplace and days of study are combined in the same week. We do not want students on these courses to be penalised relative to those doing a similar amount of study but via a more traditional route.

Foundation degree courses are usually 2 years in duration though some may take longer to complete. They may be full-time courses or sandwich courses. Some may be part-time in that (a) they do not contain enough full-time study per year on average to meet the definition of a sandwich course, and (b) they meet the definition of a part-time course at regulation 139.

Some foundation degree courses feature learning in the workplace, which should be treated as full-time study in an institution for the purposes of the definition of a sandwich course and of determining levels of support.

Initial Teacher Training (ITT) Courses (Schedule 2 – Paragraph 5)

- 185.** Courses for the initial training of teachers taken as part of an employment based teacher training scheme are not designated courses.

ITT Courses for students starting on or after 1 September 2010

- 186.** Students commencing ITT courses on or after 1st September 2010 are eligible for either the 'full-time' or 'part-time' student support package. They are no longer defined in the Regulations according to the number of weeks of study plus teaching practice undertaken, and the definitions 'Type 1', 'Type 2' and 'Type 3' ITT students do not apply. Students continuing on courses which commenced prior to 1st September 2010 or students transferring to ITT courses on or after 1st September 2010 from ITT courses which commenced prior to 1st September 2010 are not affected by this change and continue to be eligible for the package of support they received in 2009/10.

Guidance on the definition of ITT courses starting on or after 1st September 2010 is as follows:

Full-time ITT courses

- 187.** Full-time ITT courses that lead to a first degree are defined in the regulations as per all full-time non-ITT courses that lead to a first degree.

Full-time ITT courses that do not lead to a first degree (PGCE and equivalent courses) are courses of at least one academic year but no more than two academic years in length, where the periods of study in each academic year are at least 300 hours. A week of study can be considered as 30 hours.

Part-time ITT courses

- 188.** ITT courses that are at least one academic year in length and do not meet the minimum hours criteria as set out above for full-time non-first degree courses are considered to be part-time ITT courses if they meet the appropriate intensity of study conditions (i.e. for courses beginning before 1 September 2012 intensity of study is at least 50% of an equivalent full-time course over the duration of the part-time course or for courses beginning on or after 1 September 2012 intensity of study is at least 25% of an equivalent full-time course over the duration of the part-time course and in each year. These courses attract the part-time support package only, regardless of whether or not the course leads to a first degree.

Student Support for ITT students

- 189.** All new students commencing full-time PGCE and equivalent ITT courses from 2010/11 (formerly known as 'Type 2' ITT students) are eligible for a fully means-tested Maintenance Grant or special support grant as per new undergraduate full-time students from AY 2010/11.

All new students commencing part-time undergraduate courses (formerly known as 'Type 3' ITT students) or part-time ITT courses that do not lead to a first degree (formerly known as 'Type 1' ITT students) will be eligible for the part-time support package. The support that all new eligible part-time ITT students receive from AY 2010/11 is therefore aligned with all eligible part-time undergraduate students on non ITT courses.

Flexible PGCE Courses (Old and Current System Students who started their course before 1 September 2010)

- 190.** In 2007/08, the Training and Development Agency for Schools (TDA) paid the tuition fees directly to HEIs for all students on flexible PGCE courses which were recognised and funded as meeting the TDA's flexible modular criteria. Old and existing current system students on these courses are therefore not eligible for any fee support (regulations (19(1)(d), 25(3), 26(5), 28(2)(b) and 29(2)(b)).

Since Academic Year 2008/09, students starting flexible PGCE courses of at least one academic year in length have been eligible to receive tuition fee support in addition to living costs support.

Students who started flexible PGCE courses in either 2008/09 or 2009/10, where the course lasts between six weeks and less than one academic year in length, are eligible for tuition fee support as these courses are designated under the Regulations. They remain ineligible for living cost support. (Students starting flexible PGCE courses of less than one year in length from 2010/11 are not eligible for any support under the Regulations as these courses are no longer designated.)

Flexible PGCE courses are designed for students who choose not to follow the traditional 1 year PGCE course (the course may be less than one year in length provided that it starts on or after 1 September 2010). At the start of the training there will be an initial assessment of the candidate's training needs. That assessment will last several weeks. It will be used to design a training programme to meet the individual's needs. In cases where candidates already have appropriate teaching experience, no

further training may be necessary for the award of Qualified Teacher Status (QTS) for school teachers. Other candidates will be told how much longer they need to study to gain QTS.

Most students on flexible PGCE courses will be employed, or be in receipt of a training salary, or both. It is likely therefore that few students, if any, will apply to SFE for support. However, such students on courses of at least one academic year in duration will be eligible for loans and grants for living costs (subject to applicable means-testing provisions), should they apply for support.

Returning applicants for student support are advised to complete the appropriate application only when they know how long their flexible PGCE course will last. Section 3 of the PR1 application asks the student for details of course start date, expected finish date and length of course. Section 3(d) on the PR1 application asks the student to indicate which course they are on, one of the options that can be chosen is 'flexible postgraduate initial teacher training (ITT)' course. If this box is ticked the student is then asked to 'give the number of weeks you will be studying full-time and the number of weeks you will be on full-time teaching practice in 2011/12. The notes for guidance on the PR1 application tell the student to provide a letter from the HEI to confirm the number of weeks they will be on full-time study and full-time teaching practice. The Personal Entitlement, Course Details section on the online application asks for the same information as above. SFE should decide their own arrangements for confirming course details.

Where the student is a continuing student, the SFE will also need to determine whether the periods of full-time attendance on the course (including periods of attendance for the purpose of teaching practice) are in aggregate less than 6 weeks. Old and current system students on ITT courses of less than 6 weeks will not qualify for grants for living and other costs (regulation 38(3)(b)). They will only qualify for the reduced rate of loan for living costs (regulation 80(1)(b)) plus Disabled Students' Allowance where appropriate.

School Centred Initial Teacher Training (SCITT) scheme

191. SFE should note that approved courses on the School Centred Initial Teacher Training (SCITT) scheme are treated as ITT courses. The list of approved SCITT courses can be found on the Student Finance England website at http://practitioners.studentfinanceengland.co.uk/portal/page?_pageid=133,4210374&_dad=portal&_schema=PORTAL

Further Education ITT courses

192. Regulations were introduced in September 2007 (The Further Education Teachers' Qualifications (England) Regulations 2007) (SI 2007/2264) to reform the training and qualifications of all teachers, tutors, trainers, lecturers and instructors in the Further Education Sector from September 2007. The reformed ITT pathways will see all new Further Education teachers working towards either Associate Teacher Learning and Skills (ATLS) status or Qualified Teacher Learning and Skills (QTLS) status.

Qualified Teacher Learning and Skills (QTLS) in the Further Education Sector is the equivalent of Qualified Teacher Status (QTS) in schools (but does not currently lead to QTS).

When a prospective teacher enters the FE sector the onus is on the employer to assess the role they will play and to specify the qualification needed. If they need to be trained, the Department would expect the employing colleges to ensure that contracts of employment cover their legal obligations within the Regulations.

Teachers will achieve ATLS status by studying a Certificate in Teaching in the Lifelong Sector (CTLLS) and QTLS by studying a Diploma in Teaching in the Lifelong Learning Sector (DTLLS). Courses may continue to be badged as CertEd or PGCE course or given new titles e.g. Professional Diploma in Education (PDE) and Professional Graduate Diploma in Education (PGDE) courses at Bolton University. ITT courses provided by higher education institutions can attract student support under the Regulations.

From Academic Year 2008/09, DTLLS courses validated by awarding bodies can also be designated for student support. This means that students enrolling on such courses will be eligible to apply for fee and living costs support under the Regulations. SFE should ensure that courses meet the criteria set out in regulation 5 or 139.

ITT and Private Institutions

- 193.** If a student was undertaking an ITT course at a privately funded institution, then they would not be eligible to apply for funding, unless the course was specifically designated. If a student is employed by a private institute and undertaking an ITT course at a publicly funded institution, then they can apply to SFE for funding.

PGDE Courses in Scotland only

- 194.** Teaching in Scotland confirmed that the PGCE course run by Scottish universities was renamed PGDE (Professional Graduate Diploma in Education). This is an ITT course and therefore eligible for student support. This is not the same as the PGDE (Post Graduate Diploma in Education) in England which is not ITT and therefore not eligible for student support. There is also a Professional Graduate Diploma in Education which is eligible for support. SFE should satisfy itself that the PGDE course it is being asked to support is the Professional rather than the Postgraduate course.

A full list of endorsed courses can be found at

<http://www.standardsverificationuk.org/3196.htm>

A courses for the further training of youth and community workers (Schedule 2 – Paragraph 6)

- 195.** As a general principle, courses which may be designated under Paragraph 6 of Schedule 2, will lead to a specific qualification related to youth and community work. SFE will be able to identify these in many cases from the course title and from the name of the qualification to which it leads.

Previously this also referred to the further training of teachers.

Courses for the *further* training of teachers are not in the list of courses at Schedule 2.

A list of youth and community worker qualifications endorsed by the National Youth Agency can be found at http://nya.org.uk/dynamic_files/workforce/Comprehensive%20List%20of%20Recognised%20Schemes%20-%2016.09.10.pdf

Courses falling under Paragraphs 7 & 8 of Schedule 2

- 196.** In order to ensure a consistent approach to the designation of courses across all types of institutions delivering higher education both in the public and private sector and to ensure that all qualifications supported under these paragraphs are subject to the same standards with regard to quality, a new condition has been introduced to course designation which will apply to all courses starting on or after 1st September 2012. The condition requires that in order to be designated all courses falling under paragraphs 1, 2, 4, 6, 7 and 8 should lead to qualifications which are either validated or awarded by a body with UK degree awarding powers.

Paragraph 7 of Schedule 2 specifies courses leading to professional examinations, i.e. above A-level/Scottish Higher/NC/ND and not higher than first degree and for which a first degree or equivalent qualification is not normally required – these must now also lead to qualifications which are awarded by a body with UK degree awarding powers in order to attract student support.

In establishing whether a course is within either of Paragraphs 7 and 8 of Schedule 2, SFE will, as well as determining the level of the qualification which the course leads to, need to establish the normal entry requirement. Courses are only within these paragraphs if a first degree or equivalent qualification is not a *normal* entry requirement. It will not be sufficient to establish that entry may be obtained without a first degree; the issue is whether entry without a first degree or equivalent qualification is the normal route. In the case of many courses leading to postgraduate qualifications, the likelihood is that they will not meet this criterion, as the normal entry route will be via a first degree or equivalent.

The provision under Paragraph 8 of Schedule 2 is a very general one. It has the effect of designating any course which meets the other requirements of regulation 5 and:

Which is at a standard higher than GCE A levels, Scottish Highers, the National Certificate and National Diploma; but

Which is at a standard not higher than a first degree course; and

For which a first degree or equivalent qualification is not normally required.

The SFE will therefore find in many cases that they can establish whether a course falls under Paragraph 8 of Schedule 2 without having to establish whether it falls under either of Paragraphs 3 or 4.

Special Cases

Access Courses

- 197.** Access courses are separate and distinct courses which prepare students for entry to courses in HE. They are courses of further education and assume successful completion before progression to HE takes place. They are not therefore likely to be capable of designation for student support purposes in their own right because they do not lead directly to one of the qualifications shown in Schedule 2. At the same time they are unlikely to meet the criteria for foundation years (see below) as part of a designated extended degree course and so will not attract support on that basis either.

Twin-track access courses

- 198.** Some access courses have been introduced which also allow students to treat attendance on them as part of a later degree course for credit transfer purposes. In the Department's view, such courses should be regarded as access courses for the purposes of the Regulations. A twin-track course should be treated as part of a designated course only if it meets the criteria set out for foundation years (see below).

Compressed Degree Courses (Regulation 2(2))

- 199.** These courses are full-time undergraduate honours degree courses delivered over two long academic years (24 months) by higher education institutions. Compressed degree courses differ from two year accelerated courses (also defined in regulation 2) as compressed degree courses may include an element of distance learning. For the purposes of student support students on compressed degree courses are considered to be in attendance whilst undertaking the distance learning.

A number of compressed degree courses were introduced from 2006 through a pilot scheme supported by HEFCE as Flexible Learning Pathfinders. These are specifically designated for the purpose of student support and an up to date list of compressed degree courses supported by the pilot can be found on the specific designation website at:

http://practitioners.studentfinanceengland.co.uk/portal/page?_pageid=133,4210374&_dad=portal&_schema=PORTAL

Regulation 2(2) defines a "compressed degree course" as a course meeting certain specific criteria that has been determined to be a compressed degree course by the Secretary of State.

Regulation 2(1) defines a "compressed degree student". SFE will wish to note the criteria that a student must satisfy in order to be treated as a compressed degree student for the purposes of the Regulations. In particular, SFE should note that, unless he is a disabled student who cannot attend the course for a reason connected to his disability, a student can only be treated as a compressed degree student for the 2011/12 academic year if he is required to be in attendance on the course for part of that year.

Other compressed degree courses which are not part of the HEFCE pilot may be specifically designated for support by the

Secretary of State provided they meet the criteria set out in regulation 2(2). These courses will be listed on the SFE specific designation website.

Foundation years as part of an extended course

- 200.** Some courses are extended beyond their normal length to include a foundation year designed to prepare for study in their chosen subject those entrants whose qualifications or experience, while acceptable for entry to higher education, are not entirely appropriate for normal entry to their particular course. The whole of this type of extended course is designated for support provided that:

the foundation year is an integral part of the course and that the course as a whole is designated by or under the Regulations; and

students enrol at the outset for the full duration of the extended course.

Foundation years are not the same as foundation degrees and the two should not be confused (see paragraph 184 for guidance on foundation degrees).

Free standing foundation and conversion courses

- 201.** Free-standing foundation or conversion courses are not normally designated in their own right if they are not an integral part of a designated course. The following additional tests may help SFE to determine whether or not a foundation year is an integral part of a designated course. In the Department's view, it may be regarded as such a part, provided that:

where the foundation year is undertaken at another institution, students are enrolled with the parent institution providing the designated course and for the full duration of the extended course;

the foundation year does not normally lead to any separate award or qualification in its own right; and

the whole course provides for students to proceed automatically on successful completion of the foundation year to the next year of the course.

Irish Colleges

- 202.** Higher Education colleges and universities in the Republic of Ireland, such as Trinity College Dublin, are not in the United Kingdom and are therefore classed as overseas institutions for students resident in England.

Courses at Republic of Ireland institutions are therefore not designated for support under the Regulations and English domiciled students undertaking courses at these institutions are not eligible for student support from the English Government.

Assessors should note that courses at institutions in the Republic of Ireland do however appear on the HEI database. This is because students from Scotland and Northern Ireland are eligible for student loans for study in the Republic of Ireland and in order to allow payments to these students to be authorised the courses need to be listed on the database.

SFE, should not provide advice on the support available to English students intending to study at Irish Colleges but may refer them to the Higher Education Authority (HEA) in Dublin who should be able to advise on possible sources of financial assistance.

HEA can be contacted at the following address:-

Higher Education Authority
3rd Floor
Marine House
Clanwilliam Court
Dublin 2
Telephone: 00 353 1 661 2748
Fax: 00 353 1 4392 172
Email: info@hea.i

Mixed Mode courses

- 203.** Mixed mode courses are not supported, e.g. 3 year course with years 1 & 2 part-time and the final year full-time.

Part-time courses

Please refer to the separate guidance on part-time courses.

60 credit courses

Please refer to the separate guidance on part-time courses.

Definition of full-time course (Regulation 5(1)(b)(i))

- 204.** Although “full-time” is not defined in the Regulations, the following guidance may be used to decide whether a course is full-time. ‘Full-time’ courses should require that:-

students are normally required to undertake the course for a period of a minimum of 24 weeks in each academic year, and for courses of two years or more, for a minimum of eight weeks in the final year;

that a whole year full-time fee is chargeable by the institution for the current year of the programme of study (exceptions to this will be made for students who are repeating part of a year); and

students are required to undertake their course on most days of the week and for most weeks of the academic year for its duration, excluding weekends and the usual vacations.

Full-time ITT courses that do not lead to a first degree (PGCE and equivalent courses) are courses of at least one academic year but no more than two academic years in length, where the periods of

study in each academic year are at least 300 hours. A week of study can be considered as 30 hours.

SFE will need to satisfy themselves that the student's course is either full-time (see above), a sandwich course (see below) or a full-time course of ITT (see regulation 5(1)(b)(iii)), before determining whether the student is eligible for support.

Study at premises outside the institution (for example at another institution) should be taken into account in determining whether it is a full-time course. Such study outside the institution need not necessarily be at another higher education institution or, indeed, at an institution in the United Kingdom. Therefore, a student who is required to attend the institution providing the course for 16 weeks in the academic year, and to attend another institution for a further eight weeks, would be considered to have been required by the institution to attend the course for 24 weeks.

When determining whether the course is full-time, the number of weeks that a student undertakes a course for are those which the student would normally be required to undertake, rather than those which he actually undertakes.

Additionally, such courses at HEFCE or TDA funded institutions which meet the criteria set out above would be subject to the tuition fee cap and should have an OFFA (Office for Fair Access) agreement.

Learning in the Workplace

- 205.** For the purposes of determining whether a course is a full-time course, the period for which the student is required to undertake the course can include *learning in the workplace*, where that learning forms a compulsory part of the course. Such learning is frequently a feature of foundation degree courses, but it may also occur in other courses e.g veterinary degrees.

Learning in the workplace is a structured academic programme, controlled by HE institutions, and delivered in the workplace by academic staff of the institution, or staff of the employer, or both.

Unlike *work experience*, which is one element of a course, learning in the workplace is at the heart of an individual's learning programme and must be subject to the same level of academic supervision and rigour as any other form of assessed learning. It includes.

The imparting of relevant knowledge and skills to students.

Opportunities for students to discuss knowledge and skills with their tutors

Assessment of students' acquisition of knowledge and skills by the institution's academic staff, and perhaps jointly with an employer

Learning in the workplace should, in the Department's view, be a substitute for learning that would normally take place within an institution.

The actual machinery (whether lectures, tutorials, examinations or other means) is not crucial in identifying learning in the workplace, so long as knowledge and skills can be shown to be effectively imparted and assessed.

Sandwich courses (Regulation 5(1)(b)(ii))

- 206.** Regulation 2(10) defines a sandwich course. A course is a sandwich course if it is not a course for the initial training of teachers, it consists of alternate periods of full-time study in an institution and periods of work experience; and taking the course as a whole, the student attends the periods of full-time study for an average of not less than 18 weeks in each year.

Regulation 2(10)(b) provides that, for the purposes of calculating the student's attendance, the course shall be treated as beginning with the first period of full-time study and ending with the last such period.

Regulation 2(10)(c) provides that where periods of full-time study and work experience alternate within any week of the course, the days of full-time study shall be aggregated with each other and with any weeks of full-time study in determining the number of weeks of full-time study in each year.

Only *full* days of full-time study (not part days) should be counted. Also, when counting days of study to make up a number of weeks of study, the divisor should be 5 rather than 7 – see the following example.

As an example, a course that required 3 days' full-time study and 2 days' work experience per week, over a 30-week academic year, would give an aggregate of 18 weeks' study (3 days x 30 weeks = 90 days, which, divided by 5, gives 18 weeks). If that were the pattern in each academic year of the course, so that the average of (not less than) 18 weeks' full-time study in a year was maintained throughout, this course would attract support as a sandwich course.

Conversely, a course would not attract support as a sandwich course if it required 2 days' study and 3 days' work experience per week over 30 weeks, in each academic year of the course, because the number of days of full-time study would add up to less than 18 weeks in each year (and thus less than 18 weeks a year on average). It could however attract part-time support if it met the definition of a part-time course in Regulation 139.

Another possible example is of a 2 year sandwich course that required:

Year 1 - 4 days' study and 1 day's work experience each week for 30 weeks.

Year 2 - 2 days' study and 3 days' work experience each week for 30 weeks.

There would be an aggregate of 24 weeks' study in Year 1 and 12 weeks' study in Year 2, averaging 18 weeks a year. The course would attract support.

Where students will be undertaking weeks which alternate periods of full-time study in an institution and periods of work experience, the term dates from the HEI course database provided by the SLC will not provide sufficient information for SFE to determine the appropriate level of support (including extra weeks of support where appropriate). SFE will need to refer to the information provided by students in their applications; and they may also need to contact HEIs to ascertain attendance patterns.

Full-time study in an institution does not in the Department's view include *learning in the workplace*. Such learning is a feature of some foundation degree courses but it may also occur in other courses. There is further guidance and a definition of learning in the workplace in paragraph 205 of this chapter.

Provisions relating to the support available for old system students on sandwich placements are in regulations 31(2) and 32(2) (Amount of grants for fees), regulation 35(2)(a) (Amount of the Fee Contribution Loan), regulation 38(5) (General qualifying conditions for grants for living and other costs), and regulation 80(1)(b) (Maximum amounts of loans for living costs).

Provisions relating to the support available for current system students on sandwich placements are in the appropriate parts of regulations 23(2)& (3) (Amount of the fee loan), regulation 38(5)(General qualifying conditions for grants for living and other costs), and regulation 80(1)(b) (Maximum amounts of loans for living costs).

Further guidance on support available for sandwich placements is in the 'Assessing Financial Entitlement' chapter of this guidance, which explains how the principle of aggregating days of study applies also to determining levels of support.

The intention of the definitions of full-time and sandwich courses is to distinguish those courses which consist entirely of full-time study from courses which involve work experience. Courses involving periods of study and of work experience, even if the work experience placements are very short and amount to only weeks or parts of weeks (as they often do in the case of full-time HNC courses), should be treated as sandwich courses, and whether they are designated for student support will depend, among other things, on whether they meet the definition at Regulation 2(10).

SFE will need to be observant of the difference between a sandwich course with periods of work experience and a part-time course. Regulation 2(10) specifies that the periods of experience must form part of the course and that they must be associated with full-time study at an institution.

'Periods of work experience' are defined in regulation 2(1) and may include periods during which modern language students spend living and working in a country whose language they are studying on their course.

Intercalated study (Regulation 5(7) & (8))

- 207.** Certain courses which are not higher than first degree level and which lead to more than one qualification, either as an optional or

integral part of the course, will be considered to be single courses (regulations 5(7) and (8)). These are:

Medical, dental and veterinary science courses which include an intercalated first degree such as a BSc;

Courses in architecture, landscape architecture, landscape design, landscape management, town planning and town and country planning where qualifications are awarded both at an intermediate point in the course and at the end. However, SFE should note that where the second part of a course leads to a postgraduate degree, that part should not attract support;

Courses in architecture which are prescribed by the Architects Registration Board and which cover Part 1 and Part 2 but not Part 3. Part 2 of the course (years 4-5 of study) will attract support even if the student is additionally awarded a postgraduate degree (such as MArch) as long as the content of the course is undergraduate level and undergraduate level fees are charged. However, SFE should note that Part 2 should only be funded when taken by a student who has already taken Part 1 (or is exempted from Part 1)

Note that there is no support provided during a year that a masters degree level course is intercalated into an undergraduate degree. On achieving a masters there is no further funding available on return to the original degree course.

Architecture courses (Regulation 5(7) & (8))

- 208.** The Department's understanding is that in order to potentially qualify to register as an architect a student must complete five years' study - years 1 to 3 being Part 1 (leading to a first degree) and years 4 and 5 being Part 2 (leading to a professional Diploma or equivalent qualification). Students are also required to complete two years worth of relevant practical experience. Students following the typical pattern of study normally complete one year of practical experience between Parts 1 and 2 and a further year at the end of Part 2.

Regulations 5(7) and 5(8) allow the two parts of the architecture course, which may be undertaken at different institutions, to be treated as one single course for student support purposes. The Department is of the view that this position is unaffected by a student undertaking a year's practical experience between the two parts. The final year of Part 1 will therefore attract the full-year loan rate, rather than the final- year loan rate. The Department is also of the view that the two Parts can still be treated as a single course even if a student takes a break of more than one year between them provided it is clear that the student had not withdrawn from the overall course at the end of Part 1. So, for example, if a student completes Part 1 and a year of practical experience and then decides to take a year out before starting Part 2, he can still be treated as attending the same single course provided the facts of his case do not show that he withdrew from the course at the end of Part 1.

The Regulations do not require a student to declare, before starting or completing Part 1, his intention to attend both Parts 1 and 2 in order for the two Parts to be treated as a single course. However, establishing the student's intentions at the outset of or during Part

1 may assist the SFE in determining how to treat a student who does not follow the typical pattern of study.

The Department is of the view that a student who takes more than a single year out between Parts 1 and 2, and notifies his SFE of this and his intention to resume his studies at a later date, should be treated in the same way as any other student who has temporarily suspended his studies. For example, if after completing his year of practical experience a student decides to take a year out, then provided that he has notified his SFE that he is doing so, he should normally remain eligible for full support for Part 2 of the course. This would apply equally if a suspension of study notice was received from the student's HEI.

If a student does not follow the typical study pattern and the SFE has not received a notification from the student or the relevant HEI, the Department is of the view that an SFE should only treat that student as having temporarily suspended his studies if it is clear on the particular facts of the case that the student had not withdrawn from the course at the end of Part 1. The Department is of the view that where a period of three years has elapsed since the student completed Part 1 (in other words two years after one would expect the period of practical experience to have been completed), it may be reasonable to determine that the student has withdrawn from the single course. However, SFE will need to satisfy itself, on a case by case basis, that such a decision would be appropriate.

The previous study rules should apply in the case of any student who is treated as having withdrawn from the original single course. Consequently, such a student would not be eligible for tuition fee support for a Part 2 course.

If a student applies to SFE for support in respect of Part 2 of the architecture course where this is not being undertaken in conjunction with a Part 1 course, and thus cannot be treated as part of a single course, the student is not likely to be eligible for fee support or maintenance grant for the Part 2 course. The reason for this is that the student will probably already hold a first degree or equivalent qualification and as a result they would be ruled out of any further fee support, and consequently maintenance grant or special support grant, by regulation 19(1)(a).

Students who are on courses covered by regulation 5(8) that meet the definition of a sandwich course in regulation 2(10) are potentially eligible for support during their year of practical experience. They may only be eligible for reduced amount of fee support if their periods of full-time study are below certain levels (under regulation 23(7)(b) if they are current system students or under regulation 31(2) if they are old system students). Any student whose periods of full-time study in the relevant academic year are in aggregate are less than 10 weeks and whose periods of work experience do not constitute periods of unpaid service will qualify only for the reduced loan for living costs under regulation 80(1)(b) in that year (because regulation 38(6) will apply). This is of course subject to the student satisfying the other eligibility criteria for the loan.

In cases where a student takes a free-standing Part 1 course followed by a year of practical experience, then subsequently takes a free-standing Part 2 course, it is the Department's view that he or

she cannot be said to be on a sandwich course as defined in regulation 2(10). Consequently, such a student will not be eligible for support during the year of practical experience.

Specific designation (Regulations 5(9), 122, 139(7), 161(4))

- 209.** The Secretary of State has the power to designate courses which are not automatically designated under the Regulations: regulation 5(9) for full-time courses, regulation 122 for full-time distance learning courses which start before 1 September 2012, regulation 139(7) for part-time courses and regulation 161(4) for postgraduate courses. The Department considers applications for designation for courses of HE at publicly funded institutions, private institutions and NHS colleges. These can be for full-time or sandwich courses, part-time courses, as well as Postgraduate courses for the purpose of awarding DSAs. These courses would need to be satisfactorily validated by a recognised UK awarding body – in most cases a body with UK degree awarding powers. An up-to-date list of specifically designated courses is on the Student Finance England website at

http://practitioners.studentfinanceengland.co.uk/portal/page?_pageid=133.4210374&_dad=portal&_schema=PORTAL

Franchising arrangements

- 210.** Many institutions of higher education have entered or are considering franchising arrangements for their courses with other institutions of higher and of further education (including private institutions). Franchising arrangements take a number of forms. For example, the parent institution may determine to a varying degree the course content, may provide some or all of the course materials and may provide some or all of the lecturers. The parent institution may also enrol the students itself and receive grant from its Funding Council in respect of them, and be responsible to its Funding Council for the quality of the teaching on the course.

Where a whole course is franchised, it should be regarded for the purposes of the Regulations as being provided by the franchisee, as long as the franchisee is providing the training and supervision. A course is provided by the institution which provides the teaching and supervision of the course (regulation 5(6)(a)). If the franchisee is a publicly funded institution, and the course is one which is capable of designation under regulation 6, it will be automatically designated. However, if it is a private institution, specific designation for it will have to be sought from the Department. The public rate of fees would apply to a franchised course. [More details on the maximum fee loans available to private institutions with franchise arrangements in place are provided in the Assessing Financial Eligibility guidance chapter]

Courses which have been partly franchised should be regarded as courses which are being jointly provided by both institutions. Courses which are jointly provided by two publicly funded institutions satisfy regulation 5(1)(e). Courses which are jointly provided by a publicly funded institution and a private institution may be specifically designated by the Secretary of State.

Distance Learning

- 211.** Distance learning, sometimes called flexible or open learning, is a programme of study that allows students to study at home. Distance learning programmes have become increasingly popular over the last few years, as the Internet has developed into a reliable channel of tuition.

Most colleges and universities offer some distance learning programmes now, from language courses to full undergraduate degrees, postgraduate programmes and MBAs. Some even offer courses or programmes entirely over the Internet, often called e-courses or online courses. They provide a mode of delivery for students who do not attend traditional on-campus courses, although there may be some short periods of attendance.

For the purposes of this guidance, we are only concerned with undergraduate study.

Distance learning courses can be classed as full-time or part-time. All full-time distance learning courses at both public and private institutions that started prior to 1 September 2012 must be specifically designated by the Secretary of State in order to be a designated distance learning course. Full-time distance learning courses at public institutions that begin on or after 1 September 2012 are automatically designated; those provided by private institutions that begin on or after 1 September 2012 still have to be specifically designated. Part-time distance learning courses at publicly funded institutions can be automatically designated provided they meet the other criteria for part-time courses in regulation 139.

Requirements for specific designation of full-time distance learning courses starting before 1 September 2012

A distance learning course may be deemed full-time by the HEI because of the number of hours of study but only courses which meet all of the criteria below would in our view be a full-time course for the purposes of regulation 5(1) of the Regulations.

Students are normally required to undertake the course for a period of a minimum of 24 weeks in each academic year, and for courses of two years or more, for a minimum of 8 weeks in the final year.

That a whole year full-time fee is chargeable by the institution for the current year of the programme of study (exceptions to this will be made for students who are repeating part of a year).

Full-time means that students are required to undertake their course on most days of the week and for most weeks of the year.

Additionally, such courses at HEFCE or TDA funded institutions which meet the criteria set out above would be subject to the tuition fee cap and should have an OFFA agreement.

Only those full-time distance learning courses specifically designated by the Secretary of State under regulation 122 will be designated distance learning courses. Details of these courses will be kept on the Student Finance England website, and they include courses offered by publicly funded institutions (where they begin before 1st September 2012). HEIs and students should note, if a course is a full-time distance learning course and it is not

specifically designated, students undertaking that course will not be able to qualify for support under Part 11 of the Regulations.

Students undertaking full-time distance learning courses in England that are not specifically designated will not be eligible for support under Parts 4-7 of the Regulations.

Distance Learning – Disabled Students

- 212.** The exception to this rule is disabled students who are undertaking their course but not in attendance on it because they are unable to attend for a reason which relates to their disability. Such students are treated as if they were in attendance. Disabled students who are undertaking full-time distance learning courses but not treated as being in attendance on their course are potentially eligible for DSAs at the full-time rate.

Students who are unable to attend an HEI for a reason related to their disability but who are able to undertake the course by distance learning will, however, remain eligible for the full-time student support package. This will be the case even if the course they are undertaking has been specifically designated under regulation 118(2). They will continue to apply for student support via the full-time student support application form.

Distance Learning and Student Support Students starting courses on or after 1st September 2012

- 213.** Full-time distance learners who start a course on or after 1st September 2012 are potentially eligible for tuition fee loans at rates equivalent to full-time students who are in attendance on their course, and are also potentially eligible for full-time rates of DSAs. These students are not eligible for any maintenance support (including targeted grants) as they are not in attendance.
- 214. Students starting courses before 1st September 2012** Full-time distance learners who start a course before 1st September 2012, in addition to being potentially eligible for full-time rates of DSAs, are also potentially eligible for a package of support equivalent to the fee and course grant available to part-time students who study at a level of 75% or more of the full-time equivalent (FTE).

Students on full-time distance learning courses who are not covered by the disability exemption described in paragraph 212 will receive funding under Part 11 provided that they meet the various eligibility and qualifying criteria. This group of students will include disabled students who are electing to study on a distance learning basis.

For the 2012/13 academic year continuing students will complete the shorter part-time student support application form to apply for support in connection with a full-time distance learning course using part-time application form PTG1.

The package of support offered to eligible distance learning students in connection with their undertaking designated distance learning courses is similar to that offered to eligible part-time students. Authorities, HEIs and students will, however, wish to be aware of the following key differences:

Regulation 120 sets out the criteria that a student must satisfy in order to be an “eligible distance learning student”. These criteria are not identical to those found in regulation 137 (eligible part-time students). The criteria in regulation 120 take into account that DSA will be payable to distance learning students (other than those who are treated as in attendance) under Part 11 of the Regulations and not Part 4 of the Regulations;

Support is only payable to eligible distance learning students in connection with their undertaking designated distance learning courses. A “designated distance learning course” is a full-time distance learning course which has been specifically designated by the Secretary of State under regulation 122(2). If a full-time distance learning course is not specifically designated under regulation 122(2) then students on that course will not be eligible for the distance learning support package;

The support payable to eligible distance learning students is set out in regulations 124 (covering fee grant and course grant) and 127 (covering disabled distance learning students’ allowances);

The maximum amount of fee grant payable to eligible distance learning students will be £1,230, which is the maximum payable to part-time students, and the maximum amount of course grant will be £265. SFE does not need to calculate a student’s intensity of study to determine the maximum fee grant payable to a particular student. In all cases, this will be the lesser of; (a) the fees actually payable by the student; and (b) £1,230. The means test that applies to the fee and course grants is, however, identical to the part-time means test.

All full-time distance learning students who are currently eligible for DSAs and are not treated as in attendance for the purposes of the Regulations will be paid DSA under regulation 127. DSAs are payable under regulation 127 at the full-time rates provided for in regulation 41 to reflect the position prior to 1 September 2007. Regulation 131 makes provision for the transfer of status of these students from eligible student to eligible distance learning student;

Provision is also made for the transfer of status of students who were previously deemed to be eligible students but who did not qualify for support solely because they were not in attendance on a designated course (regulation 131).

Students on a course in Scotland lasting four years or more

- 215.** With the exception of gap year students who started their courses in 2006/2007, this paragraph does not apply to any students who started their course on or after 1 September 2006.

‘Old system’ English domiciled students continuing on an honours degree course at a Scottish HEI which they began in September 2001 or after AND English domiciled gap year students starting in 2006/07, will have any assessed contribution to their tuition fee waived in their final year of study. This arrangement is referred to as the Quigley agreement and was agreed in September 2001 by the Scottish Executive (SE). To qualify the student has to be enrolled on an honours course of four or five years duration and at the time of commencing their studies, there was an equivalent course over a lower number of years in their home domicile. The

Student Awards Agency for Scotland (SAAS) paid the tuition fee contribution on behalf of the Scottish Executive, though this is only for eligible students who have been assessed to make a part or *full* contribution to their fees.

Eligible English students under the Quigley agreement are identified by the SFE using the single system and a 'potentially eligible flag' applied to all identified student records. From the single system, the SFE is able to identify Quigley students by the 'potentially eligible flag' when they apply for student support for the following academic year. SFE then issues the Financial Support Notification (FSN) to the eligible student which shows they are entitled to full fee support. The Quigley flag will then update to 'eligible'. Students are not informed of the details regarding their exemption from payment of tuition fees under the Quigley agreement. Instead, they are just notified that their tuition fees will be waived in their final year of study and their HEI receives the funds direct.

SFE should be aware that the amount of assessed contribution that is being waived and paid for by the Scottish Executive should not be applied against any dependants' grants or the means-tested element of the loan and reduced by that amount. If the student is assessed for a contribution which exceeds the maximum amount of grant for fees then, in these circumstances, the amount above the maximum should continue to be offset against any dependants' grants or the maintenance loan which they are eligible for.

SLC in conjunction with other external stakeholders will ensure that Scottish HEIs receive the Quigley payment the following February once SLC has received attendance reports.

Annex 1

NHS BURSARY HOLDERS

1. NHS Bursaries are available to students on full or part-time courses leading to professional registration in:
 - Audiology (for courses recognised by the British Association of Audiological Technicians (BAAT)), the British Association of Scientists (BAAS) and the British Society of Hearing Therapists (BSHT);
 - Chiropody;
 - Dental hygiene;
 - Dental therapy;
 - Dietetics;
 - Nursing (including courses to convert from second to first level registration);
 - Midwifery;
 - Occupational therapy;
 - Operating department practice (Dip HE only);
 - Orthoptics;
 - Physiotherapy;
 - Prosthetics and orthotics;
 - Radiography;
 - Speech and language therapy.
2. NHS-funded students on diploma level courses in nursing, midwifery and operating department practice receive support for fees and non-means tested bursaries via the NHS Bursary Scheme. They are not eligible for any support under the Regulations. Note that for courses starting on or after 1st September 2012, the non-means tested bursary will no longer be available. All healthcare students who are eligible to apply for an NHS bursary and who start a course on or after 1st September 2012 will be assessed a means-tested NHS bursary.
3. All healthcare students on eligible courses which start on or after 1st September 2012 are eligible to apply for an NHS bursary. All eligible students will receive a small non-means tested grant and may also receive a means tested bursary. They are also eligible to apply under the Regulations for the non-means tested, reduced rate maintenance loan.
4. Students eligible to apply for NHS bursaries are not eligible for support for fees or supplementary grants under regulation 4(3)(c). (However see paragraphs 6 and 7 below for special arrangements for graduate entry medical and dental students starting a course on or after 1st September 2012.)
5. Students on the standard undergraduate medical and dental courses are eligible, under the Regulations, for support on the same terms as other students for the first four years of their courses. For the fifth and subsequent years of their courses they are eligible for a means-

tested NHS Bursary and the reduced rate maintenance loan (not means-tested). There are some exceptions to this rule: students who intercalated in the first four years of their course will only be in the fourth year of their medical or dental course when they reach their fifth year of study, but will still be eligible for the NHS bursary. Similarly, any students who undertook a foundation year as an integral part of their medical course will be eligible for the NHS bursary in the fifth year of *study*. Students who repeat a year, however, will not be eligible for a NHS bursary until the fifth year of their *course*.

6. Graduates on a graduate entry accelerated programme (a course leading to qualification as a medical doctor or dentist which normally requires a first degree (or equivalent) as an entrance qualification and does not take longer than 4 years to complete) are covered by the Regulations in the first year of their courses. Subject to meeting the usual eligibility conditions and income assessment, they are entitled to the full loan for living costs and supplementary grants. Graduate on a graduate entry accelerated programme will not be entitled to fee support (see regulation 13(1)) or the Maintenance Grant (regulation 56(3)) or Special Support Grant (regulation 61(3)) if they hold an Honours Degree or an equivalent or higher level qualification (for students starting their course in 2009/10 or later). However where the course starts on or after 1st September 2012 (AY 2012/13 only), these students will be eligible for a partial tuition fee loan for each year of their course (including the first year, which they would normally have to self fund). These students are required to self fund the first £3,465 of the fee charged in year one, and can receive a partial tuition fee loan for any additional fee loan charged above £3,465, up to a maximum fee of £9,000. In subsequent years of the course, the first £3,465 (or future uprated amount) will be paid by the Department of Health and the student can receive a tuition loan to fund the difference up to £9,000 or the actual fee charged if less.
7. In years 2-4 of the course, those students on the graduate entry programme become eligible for NHS bursaries, comprising of fee support and a means-tested bursary. They are also eligible to apply for the reduced rate maintenance loan on the same terms as other NHS means-tested bursary students. The 4 year courses are at Birmingham, Bristol, Cambridge, Leicester, Warwick, Newcastle, Nottingham, Oxford and Queen Mary's University College (London) Universities and also at St George's and Southampton Medical Schools, The Royal Free and University College Medical School and London and Liverpool Medical School.
8. Most of the information needed for dealing with applications from students who can apply for an NHS bursary for the 2012/13 year of their course is covered by the questions set out in the application and most of that information will be relevant to the student's eligibility.
9. SFE will need to determine, in particular, the course subject and qualification, to determine whether it is a pre-registration course, whether it leads to a diploma in nursing, midwifery or operating department practice, and whether it is a medical or dental course. They will also need to note the year of the course, in the case of a medical or dental course and whether it is an undergraduate or graduate entry degree course. Students who have been offered an

NHS or DH income-assessed bursary should send the letter which confirms this. It will be in order for SFE, if they wish, to ask the student for supplementary information about the bursary (such as a letter from the appropriate NHS grants unit) before determining their eligibility for the reduced rate loan. Such students will be subject to the same eligibility criteria for loans as other students. They will therefore need to be under 60 on the relevant date (see regulations 69(1) and 70(1)).

10. It will not be necessary to go through the financial assessment process if the student is eligible only for the reduced rate of loan. Where an applicant has indicated that they are eligible to apply for an income assessed NHS or DOH Bursary, the system will calculate their entitlement to living costs support at the reduced rate. For further information see the General Administration eligibility and Assessment chapter.
11. Responsibility for handling student applications for bursaries is dependent on where the student studies, but the student should apply to SFE where he is ordinarily resident for a loan. For example, a student ordinarily resident in England who is studying at an institution in Wales would apply to Wales for an NHS bursary and to SFE for a loan. Further information on NHS eligibility rules can be found on the NHS website at: <http://www.nhsbsa.nhs.uk/students>
12. The following are details of the bodies providing NHS bursaries to students in the United Kingdom.

England

Student Grants Unit
Hesketh House
200-220 Broadway
Fleetwood
Lancashire
FY7 8SS

Tel: 0845 358 6655
email : nhs-sgu@ukonline.co.uk

Wales

The (NHS) Wales Student Awards Unit
3rd Floor
14 Cathedral Street
Cardiff
CF11 9LJ

Tel: 029 2019 6167
www.wales.nhs.uk

Northern Ireland

Department of
Employment and Learning
(DELNI)
Student Support Branch
4th Floor, Adelaide House
39-49 Adelaide Street
Belfast
BT2 8FD

Tel: 028 9025 7777
www.delni.gov.uk

Scotland

Student Awards Agency for Scotland
Gyleview House,
3 Redheughs Rigg
South Gyle
Edinburgh
EH12 9HH

Tel: 0845 111 0243
www.saas.gov.uk

NHS Secondees

13. The Department of Health has confirmed that health care students who are employed by NHS trusts and seconded onto health care

courses are not eligible for NHS bursaries. These students continue to receive their salary and have their tuition fees paid by the NHS. The payment of their fees is outside of the NHS bursary scheme. Such students, who receive assistance from the NHS only for their fees, are not excluded from the student support provisions and can therefore receive grants and loans for living costs on the same basis as other students, subject of course to their satisfying all the usual eligibility criteria. Further information is provided in 'Update' Edition 63 (April 2004).

14. As seconded NHS employees will have their fees paid by the NHS, in order to prevent double funding of fee support, applications should be processed in the usual way through Protocol. However, when approving the application SFE should manually over-ride the tuition fee amounts and set them to zero. Setting the 'public contribution to fees' box to zero will ensure the HEI is not paid a fees contribution by the SLC. Setting the 'student contribution to fees' box to zero will ensure the HEI does not invoice the student for a contribution to fees.

Annex 2

MEMBER STATES OF THE EC AND THEIR DATES OF ACCESSION

The member states of the EC and their dates of accession are:

Belgium	1.1.58
France	1.1.58
Italy	1.1.58
Luxembourg	1.1.58
Netherlands	1.1.58
West Germany	1.1.58
Denmark	1.1.73
Ireland	1.1.73
United Kingdom	1.1.73
Greece	1.1.81
Portugal	1.1.86
Spain	1.1.86
Austria	1.1.95
Finland	1.1.95
Sweden	1.1.95

With effect from 1 May 2004 the following countries joined the EC:

Cyprus
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Malta
Poland
Slovakia
Slovenia

With effect from 1 January 2007 the following countries joined the EC:

Bulgaria
Romania

Cyprus – The Sovereign bases on Cyprus are not part of the EC.

Denmark: On 1 February 1985, Greenland, part of the Kingdom of Denmark, ceased to be part of the EC. The Faroe Islands are not part of the EC.

Germany: From 3 October 1990, the former German Democratic Republic became part of the Federal Republic of Germany. The enlarged Germany remains a member state and all nationals have full EC rights. Heligoland, although a tax-free port, is part of the EC.

Finland: The Åland Islands are part of the EC.

France: The French Overseas Departments (DOMs) (Guadeloupe, Martinique, French Guyana, Réunion) are part of Metropolitan France and the Treaties apply. But French Overseas Territories (French Polynesia, etc.) (TOMs) are not part of the EC.

Netherlands: The Netherlands Antilles and Aruba are not part of the EU.

UK: The Channel Islands and Isle of Man are not part of the EC (although many EC provisions relating to trade are applied there). Gibraltar on the other hand is part of the territory of the EC and the EEA (even though exempt from many EC rules). Depending on their circumstances, Gibraltarians may be eligible for a fees-only award or maintenance support as well. The Sovereign Bases on Cyprus, the Falklands and other UK Dependent Territories are not part of the EC.

Spain: The Balearic Islands and the Canaries are part of the EC as are Ceuta and Melilla.

Portugal: Madeira and the Azores are part of the EC (under special terms). Macao is not.

Andorra, Monaco, San Marino and The Vatican City are not part of EC.

Member states of the EEA as from 1 January 2007

The member states of the EEA are, as of 1 January 2007:

Austria	Belgium
Bulgaria	
Cyprus	Czech Republic
Denmark	Ireland
Estonia	Finland
France	Germany
Greece	Hungary
Iceland	Italy
Latvia	Lithuania
Luxembourg	Liechtenstein
Malta	Netherlands
Norway	Poland
Romania	
Portugal	Slovakia
Slovenia	Spain
Sweden	United Kingdom

Switzerland: Although Switzerland is not a member of the EEA, Swiss migrant workers and their spouses/civil partners and children are treated on the same basis as EEA migrant workers for student support purposes. This is consequential to the Agreement between the EC and Switzerland on the Free Movement of Persons, which was signed on 21 June 1999 and came into force on 1 June 2002

The amendments required to implement the agreement were first set out in the Education (Student Fees and Support) (Switzerland) Regulations 2003 (SI 2003/3280) which came into force on 8 January 2004 and were incorporated in the Education (Student Support) Regulations 2006

Turkey: Although Turkey is not a member of the EEA, children of Turkish migrant workers are treated on the same bases as EEA nationals for student support purposes. This is consequential to the European Court of Justice Ruling

Gibraltar: Gibraltar is part of the territory of the EEA

Dependent territories

The following is a dependent territory of an EEA member state:

Norway: Svalbard

Annex 3

EXTRACT FROM LORD SCARMAN'S JUDGEMENT

The following are extracts from the judgement given in the House of Lords on 16 December 1982, as reported in [1983] 2 WLR 16. *At page 31 H:*

"It is my view that LEAs, when considering an application for a mandatory award, must ask themselves the question:- has the applicant shown that he has habitually and normally resided in the United Kingdom from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences? If an LEA asks this, the correct, question, it is then for it, and it alone, to determine whether as a matter of fact the applicant has shown such residence. An authority is not required to determine his 'real home', whatever that means: or need any attempt be made to discover what his long-term future intention or expectations are.

The relevant period is not the future but one which has largely (or wholly) elapsed, namely that between the date of the commencement of his proposed course and the date of his arrival in the United Kingdom. The terms of an immigrant student's leave to enter and remain here may or may not throw light on the question: it will, however, be of little weight when put into the balance against the fact of continued residence over the prescribed period - unless the residence is in itself a breach of the terms of his leave, in which event his residence, being unlawful, could not be ordinary."

At page 27 B-G:

"There are two and no more than two, respects in which the mind of the 'propositus' (the student applicant) is important in determining ordinary residence. The residence must be voluntarily adopted. Enforced presence by reason of kidnapping or imprisonment, or a Robinson Crusoe existence on a desert island with no opportunity of escape, may be so overwhelming a factor as to negative the will to be where one is. And there must be a degree of settled purpose. The purpose may be one; or there may be several. It may be specific or general. All the law requires is that there is a settled purpose. This is not to say that the 'propositus' intends to stay where he is indefinitely; indeed his purpose, while settled, may be for a limited period. Education, business or profession, employment, health, family, or merely love of the place spring to mind as common reasons for a choice of regular abode. And there may well be many others. All that is necessary is that the purpose of living where one does has a sufficient degree of continuity to be properly described as settled.

The legal advantage of adopting the natural and ordinary meaning, as accepted by the House of Lords in 1982 and recognised by Lord Denning in this case, is that it results in the proof of ordinary residence, which is ultimately a question of fact, depending more upon the evidence of matters susceptible of objective proof than upon evidence as to the state of mind. Templeman L J emphasised in the Court of Appeal the need for a simple test for LEAs to apply: and I agree with him. The ordinary and natural meaning of the words supplies one. For if there is to be proved a regular, habitual mode of life in a particular place, the continuity of which has persisted despite temporary absences, ordinary residence is established provided only if it is adopted voluntarily and for a settled purpose.

An attempt has been made in this case to suggest that education cannot be a settled purpose. I have no doubt it can be. A man's settled purpose will be different at different ages. Education in adolescence or early adulthood can be as settled a purpose as a profession or business in later years. There will seldom be any difficulty in determining whether residence is voluntary or for a settled purpose: nor

will enquiry into such questions call for any deep examination of the mind of the 'propositus'."

Annex 4

REGULAR MILITARY AND AIR FORCES AND ROYAL NAVY FORCES

CERTIFICATE OF TEMPORARY EMPLOYMENT OUTSIDE THE UNITED
KINGDOM

ELIGIBILITY FOR STUDENT SUPPORT

I certify that:

Number.....Surname.....Initials.....

Rank

Unit.....

has been in continuous service as a member of the regular military or air forces or
of the Royal Navy forces since:

(date).....

and that he*/she* is the spouse/civil partner*/ parent*/ guardian*/ has parental
responsibility for */ has care of* (*delete as applicable)

Surname.....Initials.....Date of Birth.....

Signed.....

Name.....

Rank.....

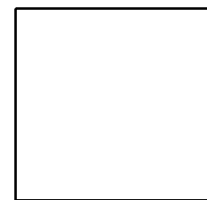
Unit Records Officer

Date.....

Telephone Number.....

Unit Address

.....
.....
.....
.....



Unit Stamp

[Note: this certificate should be used to support a claim for exemption from the UK
ordinary residence requirements.]

Annex 5

HOME OFFICE IMMIGRATION PASSPORT STAMPS

We have previously given examples of the stamps but as new stamps are introduced or perhaps changed since the chapter was issued, we will no longer print the stamps but instead give the direct link to the Home Office's Immigration and Nationality Directorate's website which is constantly updated.

The website is <http://www.ind.homeoffice.gov.uk/>

Annex 6

ORGANISATION CONTACT DETAILS

National Assembly for Wales
Cardiff Bay
Cardiff
CF99 1NA

Tel: 0845 0105500

www.wales.gov.uk

The Student Awards Agency for Scotland (SAAS)
Gyleview House
3 Redheughs Rigg
Edinburgh
EH12 9HH

Tel: 0845 111 1711

www.student-support-saas.gov.uk

Department for Education and Learning (Northern Ireland)
Higher Education, Policy, Research and Finance
Room 407
4th Floor
Adelaide House
39-49 Adelaide St
Belfast
BT2 8FD

Tel: 028 9025 7777

www.delni.gov.uk

Student Loans Company
European Team
SLC
Memphis Building
Lingfield Point
McMullen Road
Darlington
County Durham

Tel: 0141 243 3570

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/StudentsFromOtherEUCountries/index.htm>

SLC
Memphis Building
Lingfield Point
McMullen Road
Darlington
County Durham

Student Support Information Line: 0845 6020583

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>

Annex 7



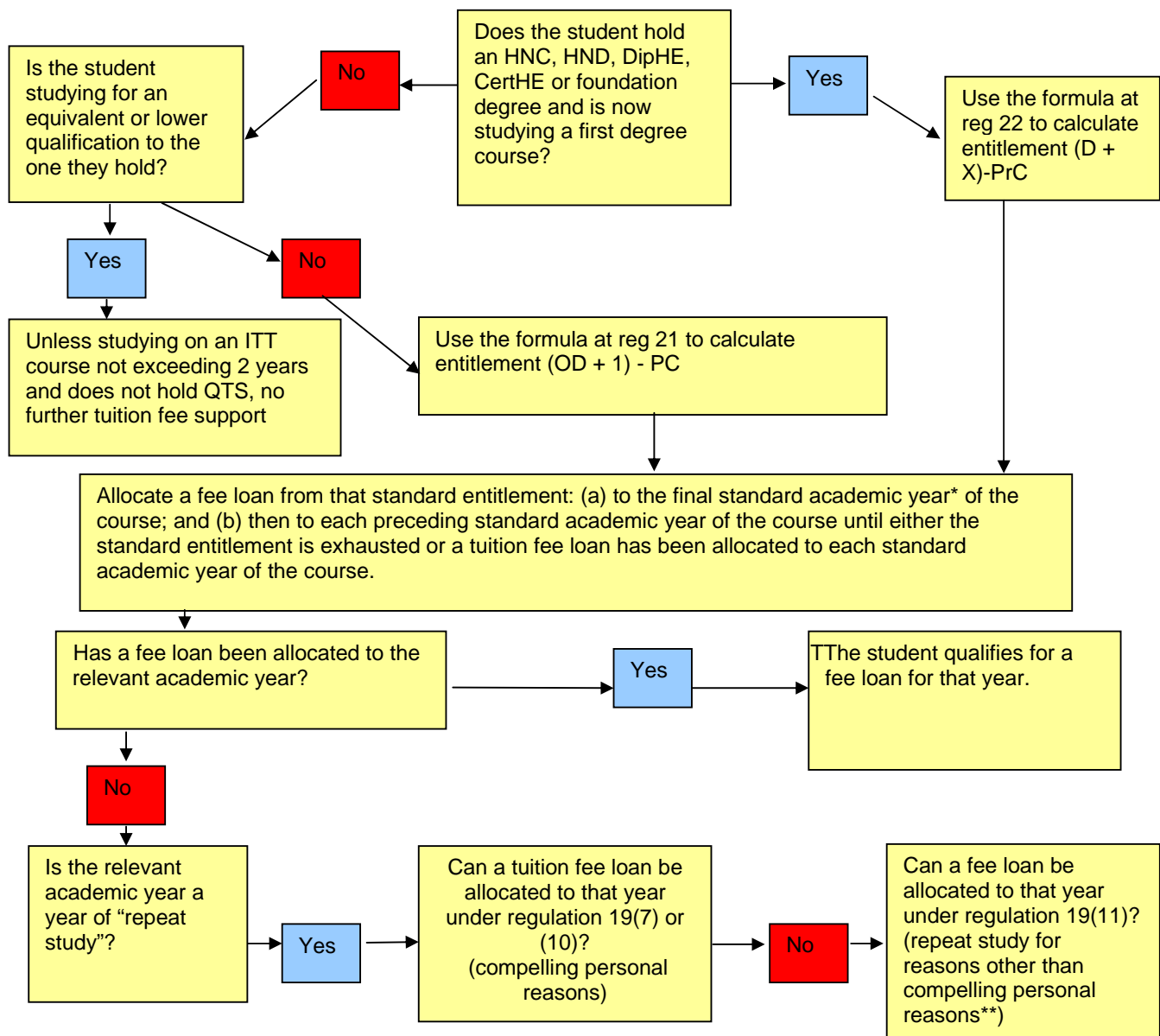
Students Finance Check proforma
CLASSIFICATION

Information source requesting check							
Name:							
Contact Tel:							
Date:							
Reasons for requiring this check			To verify the identity & immigration status for Students Loan applicants, ensuring eligibility.				
Details of check requested							
Name:							
Date of birth:			Nationality:				
Alias:							
Passport/ID document number/type:							
Visa/UK Entry stamp details:							
Check results							
Outstanding Asylum Claim		FAS (Failed Asylum Seeker)		EEA/EU National		Deportation Order Pursued	
Outstanding application or appeal		Illegal Entrant/Offender under the Immigration Act		Suspect Offender/No Evidence of Lawful Entry to the UK		Extant Leave to:	
UKBA Ref:							
<i>DPA justification</i>				<i>29. (3) Prevention and Detection of crime</i>			
Details of Command & Control officer who completed the check							
Name:							
Date:			Time:				

Email the completed form to the Home Office:

Annex 8

General principles for determining standard entitlement and the allocation of tuition fee support



* Regulation 2(1) explains that a standard academic year (SAY) is an academic year of designated course that-

- is not a bursary year or an Erasmus year;
- would be taken (in whole or in part) by a person who: (i) does not repeat any part of the course as from 1 September 2006; and (ii) enters the course at the same point as the eligible student.

** A student can qualify for a fee loan for a year of study that he is repeating other than for compelling personal reasons if-

- (a) the year he is repeating was a qualifying year of study – i.e. it was: (i) a bursary year; (ii) a year in respect of which he qualified for a fee loan (even if the amount was nil); or (iii) a year in respect of which he would have qualified for support (even if the amount would have been nil) if he had been an eligible student or his course had been designated at the beginning of that year;
- (b) the academic year of repeat study is not a bursary year; and
- (c) the number of repeat years the student has completed on the current course (including the proposed year of repeat study but disregarding any year of repeat study for compelling personal reasons) does not exceed the number of additional years support.