

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

2016/17



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WHAT IS STUDENT FINANCE SERVICES?

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

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



WHAT TYPE OF SUPPORT CAN I GET?

If you are an EU student studying a part-time course in England in 2016/17 you can apply for student finance to help you pay for your course.

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

If you started your course on or after 1 September 2012

You can get a Tuition Fee Loan of up to:

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

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

If you started your course before 1 September 2012

You can get a Fee Grant of up to:

- £1,285

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

How is course intensity worked out?

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

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

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

So, the formula to work this out is:

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

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

Studying in Wales, Northern Ireland or Scotland?

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

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

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

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

DO I QUALIFY?

Personal eligibility

Where you live

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

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

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

Your nationality

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

Previous study

You will not normally be able to get student finance if you already hold a qualification equal to or higher than the one you are studying for.

As a general rule, tuition fee support is available for the full length of your course, plus one extra year if needed, for example:

- you change your course, or
- you leave your course but decide to start again.

The number of years for which you are eligible for funding is calculated as:

Length of current course **plus** one additional year **minus** years of previous study

However, if you hold an Honours degree or higher level higher-education qualification and plan on starting a part-time honours degree level course in engineering, technology or computer science you will be able to get a Tuition Fee Loan.

Your university or college

The university or college you plan to study at must be in England and can be either publicly or privately funded. If you are studying at a private university or college you should check with them that your course is one that qualifies for student finance from us.

Your course

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

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

HOW DO I APPLY?

If you started your course on or after 1 September 2012 you can apply now. You should fill in a EUPTL1 form if you are applying for the first time, or an EUPTLC form if you are continuing on your course.

If you started your course before 1 September 2012 you should fill in a EUPTG1 form. This form will be available from summer 2016. Once you have filled in the form you need to take it to your university or college so they can confirm your course intensity and the fees they are charging you.

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

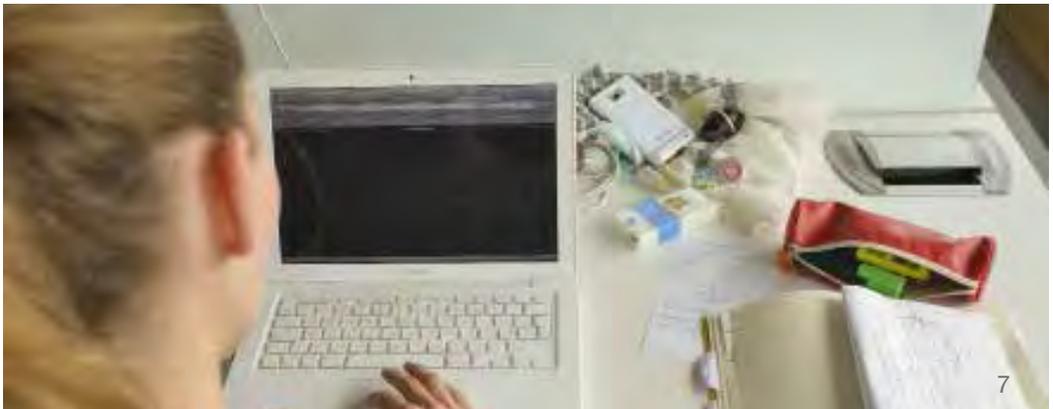
What evidence do I need to send?

Proof of identity

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

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

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



Proof of household income

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

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

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

Please do not send original financial documents. We are happy to accept photocopies. We will not return copies of anything you send us as proof of your household income. Once we have finished with them we will destroy them securely.

Deadline

You can apply for student finance up to nine months after the start of the academic year. Check with your university or college when your academic year starts as it might not be the first day of your course. For 2016/17 applications this will be 1 September 2016, 1 January 2017, 1 April 2017 or 1 July 2017.

WHAT HAPPENS AFTER I HAVE SENT MY APPLICATION?

We will:

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

WHAT IF MY CIRCUMSTANCES CHANGE?

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

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

HOW DO I REPAY MY LOANS?

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

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

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

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

HOW DO I CONTACT YOU?

Student Finance Services

PO Box 89

Darlington

County Durham

DL1 9AZ

Telephone: **0141 243 3570**

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

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

