

Top tips

Remember you'll need to apply for student finance for each year of your course. If you're applying for DSAs you'll also have to apply for these each year.

For more information and to apply, visit www.gov.uk/studentfinance

For a range of helpful tools and guidance, visit www.studentfinanceengland.co.uk

student finance
matters
to me

Part time
2012/13

A quick guide on how and when to apply

Thinking about studying part-time and wondering how you're going to pay for it? Student Finance England is here to help.

Student Finance England (SFE) is a partnership between the Department for Business, Innovation and Skills and the Student Loans Company (SLC) and provides financial support on behalf of the UK Government to English students in higher education in the UK.

This quick guide gives you some fast facts about student finance if you're planning to study part time and includes a flowchart covering how and when to apply.

More detailed guides called '**A guide to student finance for new part-time students in higher education 2012/13**' and '**A guide to student finance for continuing part-time students in higher education 2012/13**' are available to download at www.studentfinanceengland.co.uk.

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Open University (OU)

OU students starting part-time courses on or after 1 September 2012 are eligible to apply for a Tuition Fee Loan. The Tuition Fee Loan isn't based on household income and there's no upper age limit for applying.

Continuing OU students, studying part time, will apply to the OU for funding and should visit www.open.ac.uk for further information. All OU students should apply directly to the OU for Disabled Students' Allowances.

Fast facts on student finance for part-time students

Continuing Students

(students who started their course before 1 September 2012):

- Students continuing on a part-time course at university or college will be able to apply for a Fee Grant and Course Grant based on their household income. These grants don't need to be paid back.
- Continuing students, who applied for part-time funding last year, will get an email from Student Finance England (SFE) mid August 2012 with a copy of the application form to fill in. They must have this form signed and stamped by their university or college and return it to SFE.
- To qualify for the Fee Grant and Course Grant students must be studying at a course intensity of at least 50% of the full-time equivalent a year, taking no longer than twice the time it would take to complete the course if studied full time (up to a maximum of 8 years).
- Continuing part-time students applying for student finance for the first time can apply for a Fee Grant and Course Grant based on their household income. They can do this by downloading a PTGN form from www.studentfinanceengland.co.uk from 3 September 2012.
- You can apply up to nine months after the start of your course.

New Students

(students starting their course on or after 1 September 2012):

- New part-time students won't have to pay any tuition fees up front and will be eligible to apply for a Tuition Fee Loan. The Tuition Fee Loan isn't based on household income and there's no upper age limit for applying.
- To qualify you must be studying at a course intensity of at least 25% of the full-time equivalent per year, taking no longer than four times the time it would take to complete the course if studied full time (up to a maximum of 16 years).
- Students who already hold a qualification equal to or higher than the one they are studying for won't normally be eligible for a Tuition Fee Loan.
- You can apply for a Tuition Fee Loan of up to £6,750 if you're studying at a publicly funded university or college.
- If you're studying at a privately funded university or college you can borrow up to £4,500.
- The amount of Tuition Fee Loan you can get depends on your course intensity and the cost of the fees charged by your university or college.
- You'll be due to start repaying your loan in the April four years after the start of your course or the April after you leave your course - whichever comes first. However, you'll only start making repayments if your income is more than £21,000 a year.
- If you leave or finish your course before April 2016, you won't start making repayments until after this date.
- You can apply up to nine months after the start of your course.

Additional support available to part-time students:

Part-time students with a disability, long-term health condition, mental-health condition or a specific learning difficulty such as dyslexia or dyspraxia can get extra help through Disabled Students' Allowances (DSAs).

SFE/PTL1pack/V12



Top tips



You don't need a confirmed place at university or college to apply for student finance. Simply use your first choice of course, you can easily change this later by filling in a Change of Circumstances form available on our website
www.studentfinanceengland.co.uk

New part-time students

If you're starting your course on or after 1 September 2012 you can apply for a Tuition Fee Loan. The Tuition Fee Loan **isn't** based on household income and **does** need to be paid back. There's no upper age limit for applying.

Apply now

Apply online now at www.gov.uk/studentfinance to make sure your student finance is in place for the start of your course.

You can also download a 'Tuition Fee Loan application form' (PTL1) for new part-time students from www.studentfinanceengland.co.uk or ask your university or college for an application pack.

We process your application and send you your Student Finance Entitlement letter. This will have your customer reference number (CRN) on it. Please quote this CRN whenever you contact us.

You show your Student Finance Entitlement letter to your university or college, if this is necessary.

You start your course.

Your university or college confirms your attendance.

We pay your tuition fees direct to your university or college.

Continuing part-time students

If you're continuing on a course you started before 1 September 2012 you'll still be able to apply for a Fee Grant and Course Grant. The Fee Grant and Course Grant **is** based on household income and **doesn't** need to be paid back.

Continuing part-time Open University (OU) students apply for funding from the OU and should contact them for further information.

Continuing students who applied for student finance last year
Apply from mid August 2012

You will be emailed the 'Grant application form' (PTGC) for continuing part-time students. Please ensure you've kept your contact details up-to-date. This form will also be available to download from www.studentfinanceengland.co.uk from 3 September 2012.

Continuing students applying for student finance for the first time

If you haven't previously applied for student finance but now wish to apply, download the 'Grant application form' (PTGN) for new part-time students from www.studentfinanceengland.co.uk. This form will be available from 3 September 2012.

Complete your application form, take it to your university or college to have it stamped then return it to us.

We process your application form and send you a Student Finance Entitlement letter. This will have your customer reference number (CRN) on it. Please quote this CRN whenever you contact us.

We pay any Course Grant direct to you and Fee Grant to your university or college.

WHO DOES WHAT?

You

Student Finance England

- Processes student finance applications
- Pays loans and grants to students
- Pays Tuition Fee loans direct to universities or colleges

Your university or college

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