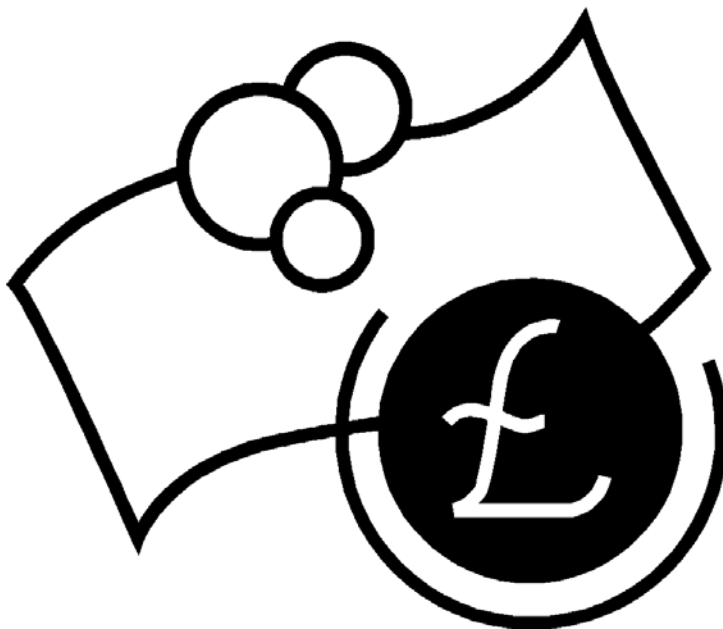


# Financial Support for Part-Time Students

Home Undergraduates 2011/12

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## What financial assistance is available for part-time students (2011/12)?

Part-time home undergraduate students have access to two main sources of financial support:

- **Statutory Support** available from Student Finance England;
- **University Funding** (Access to Learning Fund, Additional Fee Support Scheme, University administered Trust Funds, Fee Concession Scheme).

## Can I apply for part-time funding?

All home students can apply to Student Finance England for **Statutory Support** if:

- The part time course is at least 50% of an equivalent full-time course - ask the relevant College or Department for details;

### **AND**

- You do not already hold a degree or other qualification which is equivalent to or higher than your new chosen programme of study.

All home students can also apply for **University Funding**, but if you are eligible to apply for the **Statutory Support** above, you must do that first (except for short courses such as "**Introduction to Counselling**" which can only be supported by University Funds because of the 50% full-time equivalent rule).

## When and how do I apply?

**Statutory Support:** you can get an application form (PTG1) and a "Guide to Financial Support for Part-Time Students in Higher Education" from the Student Finance information line Tel: 0800 7319133, or contact Student Finance England on 0845 300 5090. The form is also available from the Direct Gov website at: [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

There are deadlines for applying for statutory support depending on when your course starts - refer to "Guide to Financial Support for Part-Time Students in

Higher Education” for details. At busy times such as September to October, applications may take several weeks to assess.

**University Funding:** there are various types of University support, all of which can be applied for by completing a Part-Time Funding Application Form. Contact the Student Welfare Service (details on the back of leaflet) to request a form.

Once the application is returned to the University you will be assessed for eligibility for the most appropriate source of funding, and you will normally be informed of the outcome within fourteen days of receipt of your form.

## What can I get help with?

### Statutory Support

You can receive a grant towards your fees and course costs. See table below for potential maximum awards for academic year 2011/12.

Most part-time university programmes offer 60 credits per year, which equates to 50% of a full time course. Most modules are 20 credits each, and therefore the intensity of your course can in most cases be established by the number of modules you will undertake per year.

<b>Course Intensity</b>	<b>Maximum Fee Grant</b>	<b>Maximum Course Grant</b>	<b>Total Support</b>
Course equivalent to 50%-59% of full time course (60-71 credits)	£820	£265	<b>£1085</b>
Course equivalent to 60%-74% of full time course (72-89 credits)	£985	£265	<b>£1250</b>
Course equivalent to 75% or more of full time course (90-120 credits)	£1230	£265	<b>£1495</b>

## University Funding

The University manages four sources of funding from which you may be able to receive help towards part-time fees and course related costs. These funds are primarily aimed at supporting students who are entering higher education for the first time although if you attained a degree level qualification more than five years ago your application may also be considered. Only in very exceptional circumstances will consideration be given to applicants who graduated less than five years ago.

University funding available:

### **Additional Fee Support Scheme (AFSS) may provide:**

- Additional fee support, if you are a low income student who qualifies for statutory support, but your award is insufficient to meet your full tuition fee.

### **Access to Learning Fund may provide:**

- **Fee support:** if you have little or no prior experience of Higher Education and you
- are studying at least 10% but less than 50% of a full-time equivalent course.
- These courses are sometimes referred to as taster modules e.g. Introduction to Counselling;
- **Childcare support:** childcare costs will only be paid where the child/ren are
- being looked after whilst you are attending your course;
- **Other course-related costs:** such as books, travel and field trips.

### **University-administered Trust Funds (Faire and Allaway / Gwendoline Marie Edwards) may provide:**

- Help towards fees, travel, childcare or other course-related costs if you do not meet the eligibility criteria for other support detailed above.

### **Fee Concession Scheme may provide:**

- A 30% reduction in fees if you are in receipt of Disability Living Allowance/ Attendance Allowance/Incapacity Benefit/Severe Disablement Allowance/Employment Support Allowance. For more information please refer to the "Fee Concession Scheme" leaflet available from the Student Welfare Service.

## How is my situation assessed?

**Statutory Support** will depend on your income and that of your partner if applicable. There are maximum income limits above which you cannot get any financial support. For example, a couple with two children and an income less than £21,845 would receive the full fee and course grant, but with an income in excess of £33,066, they would receive **NO** support. Between these figures, the fee and course grant is reduced on a sliding scale. For more information refer to "Guide to Financial Support for Part-Time Students in Higher Education"

**University Support** will be determined via an assessment which takes into account your course, your financial situation and personal circumstances, previous study and any support you have received from University funds before.

There is no guarantee of an award from any of the University managed funds and where an award is approved, you will normally be expected to pay at least 10% of the fees yourself. Your contribution may be higher depending on the outcome of your assessment, the cost of your course and funding availability.

If you require support with **childcare costs** and receive the maximum statutory support for your course, you will be automatically entitled to a childcare grant of up to £750 or the full costs of childcare, whichever is lower.

***N.B.** For all funding you must re-apply for each new academic year of your course.*

## What if my application is unsuccessful?

**Statutory Support:** if you are unhappy with the decision regarding your Statutory Support please refer to the appeals process of Student Finance England.

**University Funding:** you can make an appointment to see a Student Finance Adviser or you can request to speak to them on the telephone to discuss your application and consider other possible funding routes to meet your needs. If you are unhappy with the decision, there is an appeals procedure you can follow. This will be detailed in your notification letter.

## What other help is available?

**Student Finance Advisers:** The Student Finance Advisers in the University of Leicester Student Welfare Service can advise on a range of financial matters, including how to maximise your income, the availability of external funding (such as state benefits) and can offer help with budgeting. See back of leaflet for contact details.

**Disabled Students Allowance (DSA):** DSAs are available to provide assistance with costs incurred as a direct result of a disability or specific learning difficulty. DSAs are not income assessed. For further information and advice, please contact the University of Leicester AccessAbility Centre at

Tel: +44 (0)116 252 5002 or e-mail: [accessable@le.ac.uk](mailto:accessable@le.ac.uk) .

**Charities/Trust Funds:** There are a number of grant-making organisations that may consider giving help to students, particularly in certain priority groups (e.g. lone parents, students with disabilities). Directories are held at most reference libraries.

## Useful websites

### General Finance:

DirectGov: [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

Money Saving Advice: [www.moneysavingexpert.com](http://www.moneysavingexpert.com)

EGAS Online: [www.family-action.org.uk](http://www.family-action.org.uk)

Databases of UK Charities: [www.guidestar.org.uk](http://www.guidestar.org.uk)  
[www.turn2us.org.uk](http://www.turn2us.org.uk)

## Useful publications

***Guide to Financial Support for Part-Time Students in Higher Education  
2011/12***

Tel: 0800 731 9133

***Educational Grants Directory***

Directory of Social Change

24 Stephenson Way

London, NW1 2DP

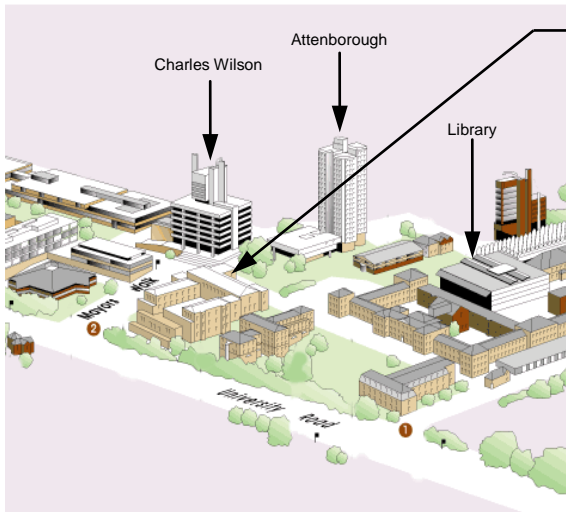
Tel: 08450 77 7707

\* available in most large reference libraries

***Disabled Students' Allowances – Bridging the Gap***

Tel: 0800 731 9133

## Where to find the Student Welfare Service



### Student Welfare Service

The Student Welfare Service is located on the first floor of the Percy Gee Building, (above the Student Support Centre) on the main University Campus.

## How to contact the Student Welfare Service

Student Welfare Service  
1<sup>st</sup> Floor Percy Gee Building  
University Road  
University of Leicester  
Leicester  
LE1 7RH

T: 0116 223 1185  
F: 0116 223 1196  
E: [welfare@le.ac.uk](mailto:welfare@le.ac.uk)

[www.le.ac.uk/welfare](http://www.le.ac.uk/welfare)