PART-TIME STUDENT FINANCIAL SUPPORT INFORMATION

THIS INFORMATION IS RELEVANT TO STUDENTS WHO COMMENCED THEIR STUDIES BEFORE 01 SEPTEMBER 2012 ONLY.

Before completing the Application Form for Part Time Fee Support please read these guidance notes very carefully.

In 2015/16, Student Finance England (SFE) is offering a statutory fee grant of up to £1,285, and a course grant of £280.

STUDENTS STUDYING MODULES TOTALLING 60 CREDITS OR MORE, BUT LESS THAN 120 CREDITS

Students must apply to Student Finance England if ALL of the following apply:

- they are studying a course for at least one academic year which leads to a Higher Education qualification
- the course does not take more than twice as long as the equivalent full time course (i.e. taking a minimum of 60 credits per year.)
- do not already have a degree qualification.
- have a household income of less than £16,845 (2015-16) (single student) or are on income assessed benefits.

You may be able to get part of this support if you are earning between £16,845 and £28,065 (2015-16). (Students with partners will have £2,000 ignored from their combined income. Also, students who have dependent children will have £2,000 ignored from their income for the eldest child and £1,000 for each other dependent child).

Students should call Student Finance England on 0300 100 0607 for an application pack, help and advice or download an application form and information from the following website:
https://www.gov.uk/student-finance-for-existing-students

Students receiving an SFE tuition fee grant which does not cover their full tuition fee charge may be eligible to apply for the difference to be paid from the Access to Learning Fund (ALF) by way of the Additional Fee Support Scheme (AFSS). Students will need to complete Part C and the declaration of the Part Time University of Kent Fee Support application form for students studying less than 60 credits. Please see the application process below.

University Part-Time – LESS THAN 60 CREDITS ONLY

All ‘home’ students (new and continuing) who are studying less than 50% of a full-time course and whose gross household income (income before deductions) is less than £20,500 or who are receiving one or more of the following benefits – Income Support, Housing Benefit, Council Tax Benefit, Income based Job Seekers Allowance, Income-related Employment and Support Allowance, New Deal Allowance, Working Tax Credits or Pension Credits.

Students studying an Equivalent or Lower Qualification (ELQ) are NOT eligible for University Fee Support.

University of Kent Application Procedures

Students can only receive University Fee Support for part time courses totalling less than 60 credits per academic year.
Students can obtain application forms from the Financial Aid Office at the address below: -

Financial Aid Office, G43 Registry,
University of Kent
Canterbury
Kent CT2 7NZ
Telephone :- 01227 82 3488 / 01227 82 4876 / 01227 82 3851
Email:- FinancialAid@kent.ac.uk

Students should complete the application form provided and forward it, with all supporting documentation, to the above address for the eligibility of the application to be checked.

If the information provided with the application is insufficient then a request will be made for additional backup information.

Fee Support will not be granted until all relevant documentation has been received and agreed.

Please note decisions cannot be made until students are registered and attending their course. Once the fee award has been granted, the Financial Aid Office will forward a letter of confirmation to the applicant.

Applications will only be considered for registered students whose applications are received before the end of the academic year. The deadline date for applications for the academic year 2015/2016 is 10 June 2016.

Checklist of supporting documentation:

- **Proof of household income.** Proof includes the production of a self-assessment form and or P60 for yourself and partner. Wage slips/Pension and one months bank statements showing salary/pension for yourself and partner.

  or

- **Proof of benefits** (as per above list).

  or

- **Financial Notification Letter** confirming Tuition Fee Grant awarded by Student Finance England (SFE).