

# Higher education Student Finance applications

If you live in England and are starting a university course in September 2019, but have not yet applied for your student tuition loan and/or grant but intend to, you need to take action immediately. If you are a progressing student you need to reapply each year for your tuition loan it will not happen automatically. There are some restrictions on applications so we strongly recommend that you check your eligibility at <https://www.gov.uk/student-finance/who-qualifies>

Go online today at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) and complete your student finance application as soon as possible. Don't leave it any longer. The sooner you apply, the more likely you are to have all your money in place for the start of term.

Your application is only completed when you have done all of the following:

**COMPLETE AND SUBMIT ONLINE** – You must correctly fill in all of the sections, of the online application, that apply to you and provide all the information that Student Finance England ask you for. Once you've completed this remember to press 'SUBMIT APPLICATION';

**SUPPLY EVIDENCE** – you must send all of the evidence Student Finance England ask for immediately – this may include financial evidence your parents, step-parents or your parents' partners;

**SIGN AND RETURN ONLINE DECLARATION FORM** – once you've submitted your application online, Student Finance England will send you a form by post called the 'Online Declaration Form' which you must sign and return. If you've already completed your student finance application, you don't need to do anything further at this stage.

**Don't forget**, your maintenance loans and grants will be paid in 3 instalments but only once you have enrolled on your course. Your Tuition Fee Loan is paid directly to us on your behalf.

## What happens next?

If you have applied to Student Finance England for assistance, including a student tuition fee loan you will be sent a support notification from them directly. This will detail the amount of tuition fees for which you are liable and any additional grants that you may be entitled to. You will need to bring this with you to enrolment (new 1st years) or scan and email to [hefinance@southessex.ac.uk](mailto:hefinance@southessex.ac.uk).

**Please note** however, that until you are in receipt of a finalised support notification from Student Finance England which means that all relevant information has been processed you remain liable for tuition fees and as such will be enrolled as paying by private means. If our Finance team have not received a notification from Student Finance England by Friday 16th October you will be liable for the first instalment payment (please refer to 'regulations relating to registration' and 'Fee & Payment Table'). It is therefore important you liaise with [hefinance@southessex.ac.uk](mailto:hefinance@southessex.ac.uk) to supply evidence of your application and why it has been delayed.

**It is imperative that you therefore make an early application to Student Finance England to allow them time to process and approve your application as until our Finance team confirm your attendance this also delays grants and maintenance payments.**

## How do I receive my loan/maintenance grant?

If you are entitled to a student maintenance loan/maintenance grant it is paid in three instalments and you are sent a payment schedule by Student Finance England to advise when you can expect monies to be received. The first instalment, due at the beginning of the academic year is subject to confirmation by the College Finance team that you have enrolled and all details you have supplied are accurate.

**Please note** – confirmation of your enrolment will not be made until you have enrolled and support notification has been provided

**Bursaries** see <http://www.southessex.ac.uk/higher-education/fees-and-funding>

To be considered for any bursary you will need to have a live student finance application if you have any queries regarding these bursaries please contact [hefinance@southessex.ac.uk](mailto:hefinance@southessex.ac.uk). These will be received after confirmation of your attendance on the programme. Payment is made directly into your bank account.

## What if I haven't received my support notification?

It is your responsibility to chase Student Finance England for your support notification and to supply any additional information and/or supporting documentation, which may be required.

Please note that until you are in receipt of a finalised support notification from Student Finance England you remain liable for tuition fees. If our Finance team have not received a notification from Student Finance England by Friday 16th October you will be liable for the first and subsequent payments for tuition fees (please refer to 'regulations relating to registration' and 'Fee & Payment Table'). It is therefore important you liaise with [hefinance@southessex.ac.uk](mailto:hefinance@southessex.ac.uk) 01702 220428 to supply evidence of your application and why it has been delayed or any appeal is being processed.

## What happens if I leave my course?

You will be liable for tuition fees, even if you leave your course early. See document entitled 'Regulations relating to Registration' and 'Fee Table & Payment Schedule'.

Students who withdraw or intermit after

**Monday 11th October 2019 and before Thursday 19<sup>th</sup> December 2019**

25% of fees payable

Students who withdraw or intermit after

**Monday 6<sup>th</sup> January 2020 and before Friday 3<sup>rd</sup> April 2020**

50% of fees payable

Students who withdraw after

**Monday 6th April 2020**

100% of fees payable

### Student Finance applications

**\*Note:** If you have applied for a tuition fee loan however, and leave before December 1st you will need to fund your study independently, as under the terms and conditions of the loan funds are not paid unless you are in attendance on this date. As stated at the beginning of this guide this is only intended to cover general information regarding your tuition fees. If you have any queries regarding any aspect of this guide, please contact the College Finance Department 01702 220428 [hefinance@southessex.ac.uk](mailto:hefinance@southessex.ac.uk) or alternatively Student Finance England direct on 0300 100 0607.