

Student Finance Flow Chart 2019/20



Information, advice and guidance on fees and applying for your student finance.

Information on how to apply for Student Finance is available on our website and in your Course Application & Information Pack.

Please read the Student Finance England information in your Course Application & Information Pack for details on applying for a **Tuition Fee Loan** and repayment of the loan.

Offer letter

After your interview you will receive an **Offer Letter** from the college. This includes an **Acceptance Slip** to return to the Senior Admissions Officer (contact details below) and you can now go ahead and apply for your student finance. We advise that you apply immediately. The offer letter will include the following information:

- Course fee.
- What type of Tuition Fee Loan you can apply for from Student Finance England (part-time or full-time).

Submit your Tuition Fee Loan application on-line to Student Finance England

To apply for your student finance, go to Student Finance England's (SFE) website at: www.gov.uk/apply-online-for-student-finance. You will need to register, create and submit your **Tuition Fee Loan** application on line by searching for the appropriate HE institution and course name (**as detailed in your Offer Letter**).

It normally takes less than 15 minutes to apply online, and you will need your passport to hand as proof of identity. You can access a wide range of helpful tools and guidance at www.gov.uk/studentfinance or by visiting: www.thestudentroom.co.uk/studentfinance.

This also includes details on:

- Maintenance Loans (full-time students and certain part-time students from September 2018. Please refer to the student finance leaflets in your application pack)
- Disabled Student Allowance (full-time and part-time students)
- Support Grants (full-time students)

You will receive a Notification of Entitlement Letter from Student Finance England showing details of your approved loan

You must sign the Student Finance Declaration on your online application to accept your loan. Until you do this, Student Finance England will not confirm your loan is in place.

You can check to see if your application is complete by logging into your SFE student account. If after checking your loan status you are unsure or have any questions, please contact SFE by telephone on **0300 100 0607**.

As soon as you receive your **Notification of Entitlement Letter** from SFE please pass a copy to the **Senior Admissions Officer** (details below).

Submit a copy of your Notification of Entitlement Letter to the Senior Admissions Officer ASAP and absolutely no later than the 15th November 2019 deadline.

Please note that if you are unable to present your letter by 15th November 2019 you will automatically be expected to pay your fee either in full or by 5 instalments (30/11/19, 31/12/19, 31/1/20, 28/2/20, 31/3/20). You will only be able to remain on programme and progress if you have presented your entitlement letter or are making timely payments. The College will commence withdrawal proceedings where accounts are not up to date.

At all times it is important to communicate with the Senior Admissions Officer about your circumstances. Contact Details: Lisa Pagan, ljp@asfc.ac.uk, 0161 6668215.