

FUNDING FOR PART-TIME STUDENTS

This booklet is a guide to funding available to students studying on part-time undergraduate courses.

The information is arranged under the following headings:

1. Eligibility
2. How do I apply for financial support?
3. How will my income be assessed?
4. What support could I receive?
5. Fee Waiver Scheme
6. Access to Learning Fund

1. Eligibility

To be eligible for government financial support for a part-time undergraduate course you must meet certain criteria:

- You must have 'settled status' in the UK i.e. a UK citizen or have been granted 'indefinite leave to remain' by the Home Office.
- You must also have lived in the country for at least three years prior to the beginning of your course. *This does not apply to people granted refugee status.*
- You must be enrolled on a course which is at least the equivalent of 50% of a full-time course. (So you must be able to complete your course in no more than twice the time it takes to complete the full-time equivalent.)
- Your course must last for at least one year.
- You are not entitled to either the fee grant or the course grant if you already have a bachelor's degree.

2. How do I apply for financial support?

You apply for financial support at the start of the academic year when you enrol on the course. You will need a form called a PTG1 – these are usually available in August. You can telephone the Student Finance England on 0845 300 50 90 to request a form to be sent to you. Alternatively you can download an application form from: www.direct.gov.uk/studentfinance.

Fill in the form and take it to the University Finance department so that they can confirm in section 6 of the form:

- that you are enrolled on your course;
- the 'intensity of study' i.e. the % of a full-time equivalent course
- The amount of fees charged for your course.

You should then send the form to Student Finance England. You must apply within six months of the first day of the academic year of your course – before the end of February for courses which start in the autumn.

3. How will my income be assessed?

Student Finance England will use the information you have given to work out what financial help is available to you.

The amount of help you receive will depend on your gross income (income before deductions) and the income of your spouse or partner. The income of your parents is not included for the assessment (unlike full-time funding).

For 2009-2010, the Government has set the income threshold level for maximum support at £16,510. This means that if you are a single student and you are earning less than £16,510 a year then you will receive the maximum fees and study grants.

If you are married, or you live with a partner, and/or you have dependent children, the income level at which you qualify for a full awards is raised by the following amounts:

- £2,000 for a husband, wife or partner.
- £2,000 for the eldest dependent child.
- £1,000 for each subsequent dependant child after the eldest.

So if a student with a partner and 2 children has a joint income of less than £21,510 (£16 510 + £2000 + £2000 + £1000) they will receive the maximum fees and course grant.

The income threshold level therefore increases with the size of your household.

If you are in receipt of means-tested welfare benefits (Income Support, Housing Benefit, Employment and Support Allowance, income-based Job Seekers Allowance, or Council Tax Benefit), you should provide evidence of this – you should be entitled to the maximum fees and course grants.

The table on the next page indicates what a single person with no children might receive depending on their income.

Household income	Part –Time Fee Grant	Course Grant
Up to £16509	Full Grant	£260
£16 510	Fee grant reduced by £50	£260
£16 511 - £24 914	Partial Grant	£260
£24 915	£50	£260
£24 916-£25 509	Nil Grant	£260
£25 510-£27 504	Nil	£260 less £1.00 for every £9.50 of income (before tax) over £25 510
£27 505	Nil	£50
£27 506+	Nil	Nil

4. What support could I receive?

For 2009/2010, there will be three levels of fee grant. You can get a fee grant of up to:

- £805 where the intensity of study is less than 60%.
- £970 where the intensity of the study is 60%-74% fte
- £1210 where the intensity of study is 75%+fte

If your actual tuition fees are less than the fee grant you are entitled to receive then only the actual fees amount will be paid. If your fee grant is less than the amount of actual fees then you are responsible for paying the difference to the University.

There is also a course grant of up to £260 to help pay for books, travel and other course costs.

If you have a disability or a specific learning difficulty (e.g. dyslexia) and are studying at least 50% of a full time course, you may be eligible for a Disabled Students Allowance (DSA). DSAs can help pay the extra costs involved in studying related to your disability or learning difficulty.

For further information and assistance in applying for the DSA contact our Disability Services Unit in Student Services – telephone (01642) 342277 or e-mail disability@tees.ac.uk

5. Fee Waiver Scheme

The University of Teesside operates a fee waiver scheme for part time students who have low incomes. Students who are eligible to apply for the fees grant explained above are expected to do so rather than apply to the fee waiver scheme. Students wishing to apply to the fee waiver scheme should submit evidence of their household income to the University's Finance Department, on the ground floor of the Middlesbrough Tower building on campus. If your household income is less than £16,510 you may be eligible for a fee waiver.

6. Access to Learning Fund (ALF)

The Access to Learning Fund is government funding available from the University. ALF can help part-time students with study related costs e.g. travel, books, childcare. The assessment takes into account your income and expenditure.

You can get an application form from:

- The Information Desk in Student Services
- Telephone 01642 342277 for a form to be sent out to you.
- E-mail SFO@tees.ac.uk

Further information

If you would like further information or assistance you can contact, or arrange to see one of our Student Finance Advisers in Student Services. Meetings usually last up to 30 minutes.

Telephone us at (01642) 342277

Or e-mail us at: studentfinance@tees.ac.uk

The government provides information about student funding at the website: www.direct.gov.uk/studentfinance

This information is correct at the time of printing. April 2009.