Student Money and Accommodation Advice

Changing Mode of Study (Full-time

to Part-time / Part-time to Full-time)

This information is for full or part-time undergraduate students who receive student funding from Student Finance England (SFE). It covers the financial implications of changing your mode of study.

This information does not apply to students from Northern Ireland, Scotland and Wales, who should speak to a Student Money and Accommodation Adviser and contact their respective funding authorities to check their position.

# Mode of Attendance

Your mode of study is determined by the University based on the number of modules that you have registered in an academic year. While students are permitted to change their mode of study at the end of an academic year, they must be clearly registered as either full-time or part-time for each enrolment period.

You should be aware that a change in mode of study is a formal University process and you should therefore seek advice from your course leader, School Office and the Student Money and Accommodation Advice team before making any decision. Forms are available from your School Office.

A full-time programme of study will normally comprise 120 credits in an academic year. Part-time study will normally comprise a maximum of 90 credits in an academic year. Please contact our Fees and Funding team – [feequery@londonmet.ac.uk](mailto:feequery@londonmet.ac.uk) – for fee implications.

# Student support – How will my funding change?

The change in mode of study will affect the level of funding support for which a student can be considered. Full-time students do not usually have the capacity to hold a full-time job and so Student Finance England (SFE) offers higher levels of Maintenance Loan and tuition fee support for full-time students. Please see our [Full Time Undergraduate information sheet](https://student.londonmet.ac.uk/life-at-london-met/student-services/student-money-and-accommodation/) for further information, and the [Student Room website](https://www.thestudentroom.co.uk/student-finance/full-time).

Students on a part-time course receive lower rates of Maintenance Loan and Tuition Fee Loan that reflect their reduced study time. The amount of financial support you receive compared to the full time loan, depends on the intensity of the study. We have a [Part Time Loan information sheet](https://student.londonmet.ac.uk/life-at-london-met/student-services/student-money-and-accommodation/) which explains the main features of the part time loans. The [Student Room](https://www.thestudentroom.co.uk/student-finance/part-time) website also has information about part-time study loans.

Students who study part-time on a full-time course (often students who are repeating previously failed modules) may find they are entitled to the full-time rate of Maintenance Loan. You should see a Student Money and Accommodation Adviser to find out about the support available and how to apply. There is also additional information in the [Repeating, Suspending and Withdrawing](https://student.londonmet.ac.uk/life-at-london-met/student-services/student-money-and-accommodation/) information sheet

Any study on an earlier course, or repeated elements of the current course may have an impact on funding entitlement, and for this reason a discussion with a Student Money and Accommodation Adviser is recommended prior to changing study mode. When a student changes mode of study they are assessed as a new student for their entitlement assessment, but are still classed as a continuing student. This will affect maintenance eligibility for students who started their course before their 60th birthday, but change mode of study after their 60th birthday.

For students studying on the RIBA2 course, student support regulations allow the two parts of the architecture course (degree or part 1, and Professional Diploma or part 2) to be treated as one single course for student support purposes provided both parts are undertaken on a full-time basis. Please contact the SMAA team, and view our [Architecture Information Sheet](https://student.londonmet.ac.uk/life-at-london-met/student-services/student-money-and-accommodation/), for further information.

# Benefits

Switching mode of study will change your entitlement to receive means-tested benefits. Most full-time students are ineligible for means-tested benefits unless they have a registered disability, are a single parent, or are a student parent whose partner is also a student. We have a [Benefits information sheet](https://student.londonmet.ac.uk/life-at-london-met/student-services/student-money-and-accommodation/) which explains this further.

# Council Tax Discount

If you switch mode of study, it will also change your eligibility for the council tax discount. Only full-time students (studying for no fewer than 21 hours) are eligible to apply for a discount on Council Tax.

# How to contact us

Please visit [www.londonmet.ac.uk/advice](http://www.londonmet.ac.uk/advice) for contact information or complete our [booking form](https://forms.office.com/e/bLhQwsvH5e) to book an appointment with an adviser.

The content of this information sheet has been compiled using information from external sources as well as University data. The content has been carefully checked and is given in good faith. However, the University cannot accept responsibility for the consequences of any inaccuracy. July 2023