



Full-time Funding Application Guidance Notes Advice, Information & Funding Service (AIFS)

We're delighted you have applied to London Metropolitan University.

We know that securing funding for your studies can be a daunting prospect, and so we have created these guidance notes to help you with the application process.

1. To ensure your student funding is in place for the start of your course you need to have submitted your application by **31 May 2016** if you are starting your course in September 2016, though you can still apply after this date, or by **30 September 2016** if you are starting your course in January 2017. You don't need to wait for a confirmed offer: you should apply with your first choice of university/college. This can be changed afterwards.



2. You can apply for both tuition fee and maintenance support (including the London Met Bursary) in the same application.

For full details of the funding available from Student Finance England, please check out our web pages: www.londonmet.ac.uk/funding

3. If you are under 25 and wish to be considered for the full maintenance package, your parents will normally need to support your application by filling out their income details. Ideally get them to do this at the same time as you are submitting your funding application.

If you are 25 or over and have a partner, your partner will need to provide details of their income if you want to be assessed for full support.

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Please note these guidance notes are for UK students who reside in England and are applying to Student Finance England for financial support.

4. To make your application you will probably need:

- your passport (if you have one). If you have a current British passport and fill out the passport details in the online application ***you won't need*** to mail your passport to Student Finance England.
- details of the university or college and course you're applying for
- your course start date
- your bank details
- your National Insurance number
- information about your current income (if you have any)
- the names and addresses of anyone who will be supporting your application, if appropriate

5. If your parents are supporting your application they may need their National Insurance numbers and the following tax forms if they used these for their returns to HMRC:

- P60
- P11D
- SA100 to SA107
- SA200

6. The quickest way to apply for your funding is online:

- Go to www.gov.uk/student-finance
- Click **Apply online for student finance**

Student finance – GOV.UK

Home > Education and learning > Student finance, loans and universities

Student finance

- 1. Overview
- 2. [Loans and grants](#)
- 3. [Extra help](#)
- 4. [Eligibility](#)
- 5. [Further information](#)

1. Overview

The main student finance package includes a:

- [Tuition Fee Loan](#)
- [Maintenance Loan](#) - full-time students only
- [Maintenance Grant or Special Support Grant](#) - full-time students only

You might get [extra help](#) on top of this, eg if you [study abroad](#).

The rules are different if your course started [before September 2012](#).

Tuition Fee Loans pay for your course. Maintenance loans and grants help with living costs (eg accommodation, books, bills). You have to [pay back](#) loans but you don't need to pay back grants.

You can use our [repayment calculator](#) to find out what your repayments might be.

You apply for student finance every year. You don't need a confirmed place at university or college to apply.

How to apply or support an application

Find out [how to apply](#) for student finance.

You'll normally need to [support a student finance application](#) if you're the

Student finance, loans and universities

- [Student finance login](#)
- [Apply online for student finance](#)
- [Student finance: how to apply](#)
- [Student finance forms](#)
- [Student finance calculator](#)
- [Contact Student Finance England](#)
- [Student finance if you started before 1 September 2012](#)
- [More](#)

Elsewhere on the web

- [Student finance data protection statements](#)

7. First you will need to create an account, which will take around 10 minutes.

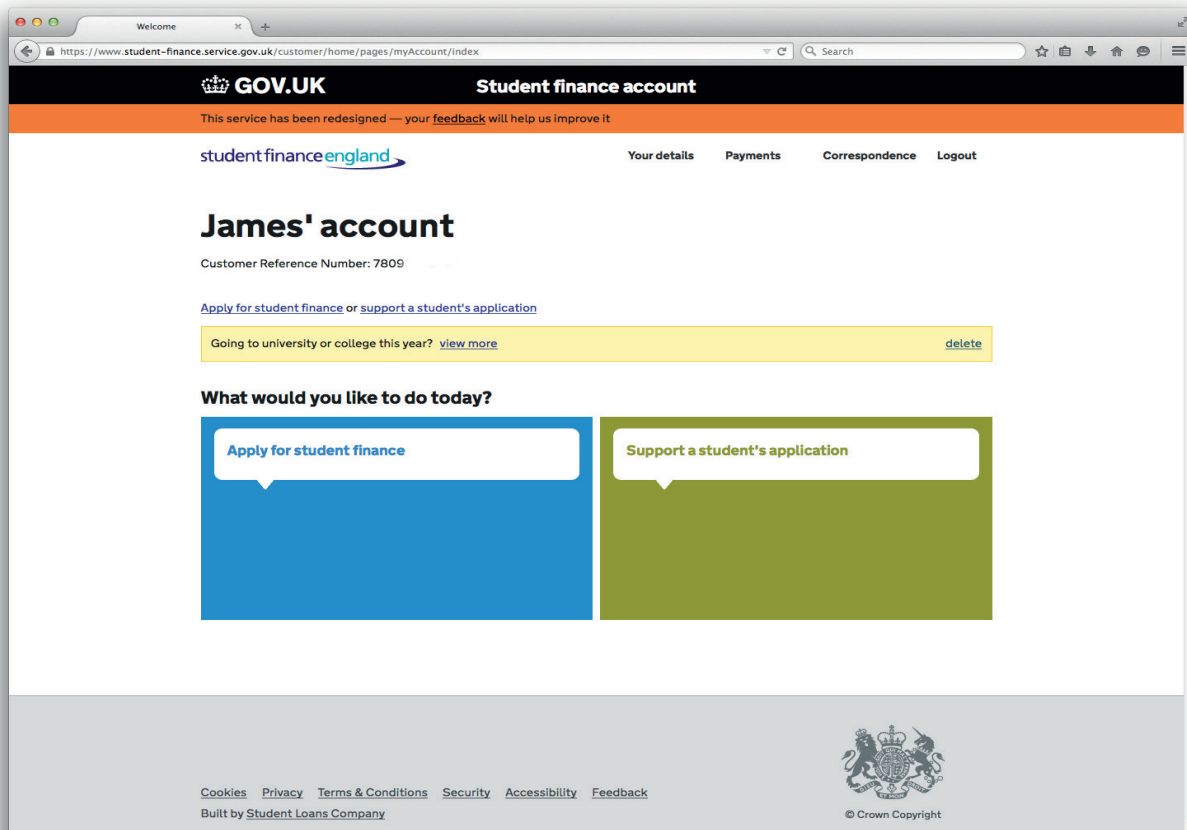
The screenshot shows the 'Create an account' page on the student finance service website. The page has a dark blue header with the GOV.UK logo and the text 'Register for a student finance account'. Below the header, the 'student finance england' logo is displayed. The main heading is 'Create an account'. A message states: 'Please provide the following information so we can create your account.' The form includes fields for: Title (a dropdown menu), First name(s), Last name, Gender (a dropdown menu), Date of birth (with separate dropdowns for day, month, and year), Town of birth, and National Insurance number (optional). A green 'Next' button is at the bottom of the form. The footer contains links for Cookies, Privacy, Terms & Conditions, Security, Accessibility, and Feedback, along with the text 'Built by Student Loans Company' and the Royal Coat of Arms.

8. Once you have created your account, you will be asked to choose a **password** and a **secret question/answer**. You will then be shown a screen with your **customer reference number** on it. You'll need your password, secret answer and customer reference number in order to log in to your account, so make a note of them and keep them safe and secure.

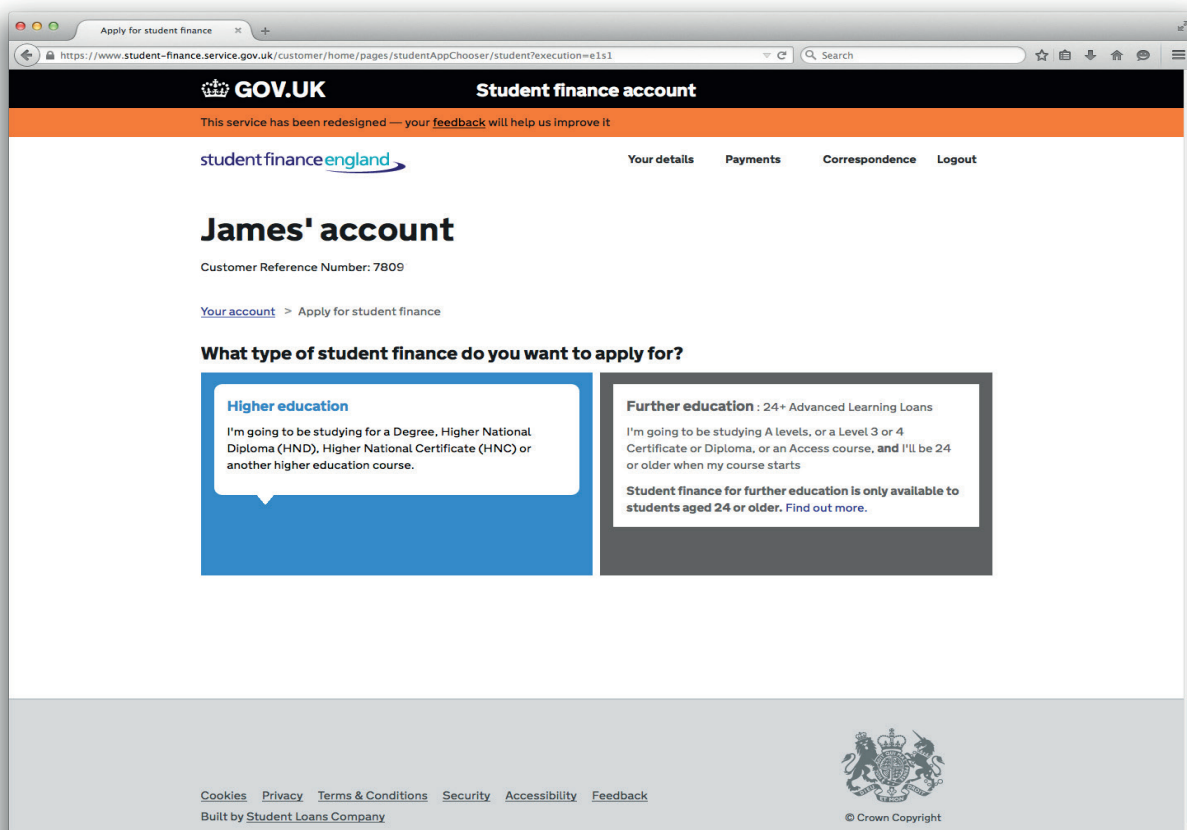
The first screenshot shows the 'Login or register for student finance' page. It features a yellow warning banner: 'You won't be able to log in on Friday April 1st. Sorry for the inconvenience.' There are two main sections: 'Login' and 'Create an account'. The 'Login' section asks for the 'Customer Reference Number (CRN) (or the email address you registered with)' (with the example '83698040925'), a 'Password', and a 'Continue' button. The 'Create an account' section explains that new users need an account and lists two scenarios: being a student or a parent/partner of a student. A 'Create an account' button is at the bottom of this section.

The second screenshot shows the 'Please confirm your secret answer' page. It also has the yellow warning banner. The heading is 'Please confirm your secret answer' with the instruction: 'Before you can login, we need you to enter the requested characters from your secret answer.' The question is 'In what town was your first job?'. Below this, there are three dropdown menus labeled 'Character 3', 'Character 6', and 'Character 8', each with a 'Select' option. A 'Forgotten secret answer?' link and a green 'Login to Account' button are at the bottom.

9. You can now apply for funding. It should take you about 30 minutes to make your application.



10. You will be asked whether you wish to apply for **Higher education** or **Further education**. Select the **Higher education** option.



11. You will then be asked if you want to study full-time or part-time, and for 2016/17 or 2015/16. If you are starting your course with us in January 2016, select the 2015/16 option. If you are starting in September 2016 select the 2016/17 option.

The screenshot shows a web browser window with the URL <https://www.student-finance.service.gov.uk/customer/home/pages/studentAppChooser/student?execution=e1s3>. The page is titled "Student finance account" and features the GOV.UK logo. A message states: "This service has been redesigned — your [feedback](#) will help us improve it". The "studentfinanceengland" logo is also present. Navigation links include "Your details", "Payments", "Correspondence", and "Logout". The user's name "James" is displayed, along with the "Customer Reference Number: 7809". A breadcrumb trail reads: "Your account > Apply for student finance > Higher education > Full Time". The main heading is "Full Time - which year do you want to apply for?". Below this, there are two pink-bordered boxes. The left box is for "2015/16" and contains the text: "I want to start my application for full-time student finance for 2015/16. This means the first, or next year of your course starts between 1 September 2015 and 1 July 2016." The right box is for "2014/15" and contains the text: "I want to start my application for full-time student finance for 2014/15. This means the first, or next year of your course starts between 1 September 2014 and 1 July 2015." The footer includes links for "Cookies", "Privacy", "Terms & Conditions", "Security", "Accessibility", and "Feedback", along with the text "Built by Student Loans Company" and the Royal Coat of Arms with "© Crown Copyright".

12. The application process will cover 7 areas: About you; Previous study; Course and fees; Living costs; Financial info; Additional info; Confirm.

Funding application sections

1. About you

Details about you (marital status, nationality, etc). If you have a current British passport you can fill out your passport details here. You will **not** then need to send your passport to Student Finance England. Please note that your passport needs to be in-date. If your passport has expired, and you are planning on using it to confirm your residency, you will need to get it renewed. If you have a non-UK passport, you will need to send it to Student Finance England. As with all items of correspondence, it is recommended that you mail it by Recorded Delivery or Special Delivery.

2. Previous study

You will be required to list previous **higher education study** in this section. If you have previously studied on a higher education course anywhere in the world you may find you are not entitled to funding or that you have a reduced entitlement, so you may have to pay the university fees yourself. If you already hold a degree you may well find you are not entitled to receive any funding for your course.

3. Course and fees

If you're not sure about the correct tuition fee amount for your course, you can contact our course enquiries team on 020 7133 4200.

If you are starting a course in the spring, make sure you select the course title with Jan or Feb start.

If you are studying on an extended degree programme, you should select this as your course when you come to reapply for funding in future years, otherwise Student Finance England will think you have changed course, and this could affect your funding entitlement. For example, if you are studying the BA Social Sciences and Humanities Extended Degree, and, once you have completed the foundation year, you go on to specialise in Criminology, you should nonetheless select BA Social Sciences and Humanities Extended Degree as your course in each future funding application **not** BSc Criminology.

In response to the question, "Will your course lead to a healthcare profession?", you should only tick Yes if you will be studying the BSc Dietetics and Nutrition.

If you want to be considered for a London Met bursary, you should check the box allowing Student Finance England to share your information with London Met.

4. Living costs

Living in London is expensive, so we recommend you take out the maximum maintenance support available to you. Additional support may be available for student parents, students who have an adult who depends on them financially, and students with a registered disability.

5. Financial info

Most students who are under 25 will need to provide contact details for their parents here. When you submit your application, Student Finance England will then email your parents asking them to provide their financial information. It is important they provide this as soon as possible, as failure to do so could hold up the assessment of your funding application. Your parents will then be income-assessed by Student Finance England. This assessment will determine how much (if any) maintenance grant (15/16 starters only) you receive, and how much maintenance loan. If you are under 25 and wish to be assessed on your own, rather than your parents' income, you will usually need to show you have been self-supporting for the three years prior to the start of your course, or that you are estranged from your parents.

6. Additional info

Here you provide your National Insurance number, bank/building society details, and additional contact details.

7. Confirm

In this section you will be invited to print and return your declaration form. It's a good idea to do this straight away. Once you have submitted your application, you will be told what evidence you need to send to Student Finance England to support your application. You should clearly mark any documents sent with your **name** and **customer reference number**. We recommend you mail evidence by Special or Recorded Delivery.

It can take Student Finance England six to eight weeks to process your application. You will be able to check your online account for updates on the assessment process. Once your application has been approved you should receive a notice stating what your financial entitlement is.



If you encounter any problems making your funding application you can contact Student Finance England on Tel. 0300 100 0607; Textphone: 0300 100 0622. They are open Monday to Friday from 8am to 8pm and between 9am and 4pm on Saturday and Sunday.

You can also book a telephone advice session or face-to-face appointment with a student adviser at London Met if you require one-to-one support with elements of your application. Our Student Services department is open Monday to Friday, 9am to 5pm.

How to contact the Advice, Information & Funding Service

Telephone Student Services reception and ask to speak to a student adviser:

Aldgate campus – 020 7320 2370; Holloway campus – 020 7133 2094

Email: advice.studentservices@londonmet.ac.uk

Website: www.londonmet.ac.uk/advice

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.

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