

Apply and Get Paid



Student Finance Fact Sheet (FS03)

You don't have to wait until you've accepted a place on a course to apply for student finance. If you haven't accepted a place yet, create your student finance account and apply using your first choice of course. You can easily change your course or university details online later. So apply online now and have everything in place for starting your course.

The deadline for 2011/12 applications is 31 May 2011.

Fill in the application online

Apply online at www.direct.gov.uk/studentfinance. Our online application is designed to make sure you only see the sections that are relevant to you and that you need to fill in. You can also save the application as you go along. If you're only applying for the Tuition Fee Loan and the basic Maintenance Loan entitlement (the bit that doesn't depend on your household income), you can fill in and send us your application without your parent's or partner's involvement. If you're applying for finance that does depend on your household income, we will ask your parents or partner to give us some information about themselves and your household income. If you're not filling in the application at the same time, your parents or partner can log on and fill in their part at another time. But remember, your application isn't complete and can't be assessed until we have all the information we need.

So before you start your online application, make sure you have the following to hand:

- passport;
- university and course details;
- bank details;
- National Insurance Number; and
- your parent's or partner's details, including their National Insurance Number and household income information.

Make sure you fill in all the relevant questions correctly as this will help us process your application quickly.

We don't normally need you, or your parents or partner to send any evidence of your household income to us when you apply for student finance. However, we may contact you at a later date and ask you to send us evidence to support your application.

Deadline

If you are a new student you need to fill in and return your application for student finance before **31 May 2011** to be sure you have your money when you start your course. Returning students should apply by **30 June 2011**. If you apply after this you might not get all your money on time, but we will try to make an initial assessment so you have some money as close to the start of your course as possible.

If any of your details change after you have sent us your application for student finance, don't worry - it's easy to update. Using your online student finance account you can make changes to:

- your course details;
- the university or college details;
- the loan amount; and
- your personal details.

Evidence

We can't process your application until we have all the information we ask for.

In most cases it is easy to provide the evidence we need by filling in the appropriate details on the application. For example, your UK passport number gives us the identity evidence we need and providing your parent's or partner's National Insurance Number allows us to check your household income. However, in certain situations you, or your parents or partner may have to send us evidence (such as a non-UK passport, P60 or a birth or adoption certificate). Once you have filled in your application, you will see a list of evidence that you may need to send. Remember if you are asked to provide evidence you should send it straight away. If you don't, your student finance might be delayed and you might not be paid on time. Remember to include your customer reference number on everything you send us. To see the types of evidence you might be asked to send us, go to www.direct.gov.uk/studentfinanceevidence.

Notification

Once we have assessed your application, we will send you a Financial Notification letter showing what student finance you are entitled to. You should keep this letter as you might have to show it to your university or college when you register. **This letter will include a declaration that you must sign and return to us.**

Starting university or college

Finally, remember to register – we can't pay you until you do!

You have to register at your university or college before we can make your first payment. You will usually do this in the first week and you may have to take along your Financial Notification letter, so make sure you keep this safe. Once you have registered, your university or college will let us know you are attending your course and we will make your payment. You don't need to do anything other than register. It can take two to three days for the money to reach your account, depending on your bank. We will pay your Tuition Fee Loan to your university or college and any Maintenance Grant or Loan to your bank account.