

studentfinance *ni*

Postgraduate

Tuition Fee Loan

2018/19



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Who should read this guide?

This guide is for students who commence study on postgraduate certificate, postgraduate diploma, taught Masters or research Masters courses during Academic Year 2018/19, either on a full-time or part-time basis. It applies to students who are either in attendance or undertaking a course via distance learning.

It applies to postgraduate students whose homes are in Northern Ireland (whether you study in Northern Ireland, England, Scotland or Wales), and to EU students who are studying in Northern Ireland.

It outlines what finance is available as well as how and when to apply.

You can also get more information from our website at www.studentfinanceneni.co.uk and from your university or college.

What student finance is available?

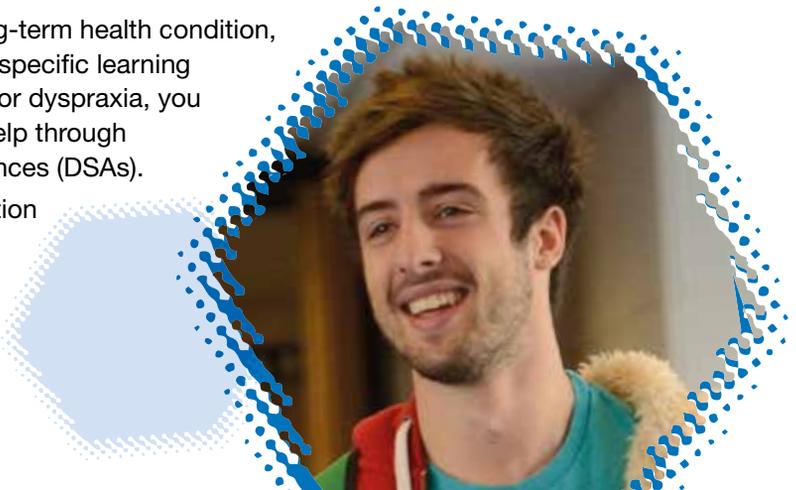
Postgraduate Tuition Fee Loan

If you are due to start on a postgraduate certificate, postgraduate diploma, taught Master's or research Master's during the 2018/19 Academic Year, you may be eligible to apply for a Postgraduate Tuition Fee Loan of up to £5,500 for the course, to help with the cost of your course fees. The Postgraduate Tuition Fee Loan can't be more than the actual fee charged by the university or college, it isn't based on household income, and you must repay it. It is paid directly to your university or college. More details on the repayment terms can be found at page 10.

Disabled Students' Allowances

If you have a disability, long-term health condition, mental health condition or specific learning difficulty, such as dyslexia or dyspraxia, you may be able to get extra help through Disabled Students' Allowances (DSAs).

You can find more information on DSAs on page 6.



Do you qualify?

Where you want to study

Students from Northern Ireland will be eligible to apply for a Postgraduate Tuition Fee Loan regardless of where in the United Kingdom they undertake their course.

Northern Ireland domiciled students planning to attend a Higher Education postgraduate course (including Open University courses) in Northern Ireland, England, Scotland or Wales should be aware that postgraduate tuition fees vary. The maximum Postgraduate Tuition Fee Loan available to Northern Ireland domiciled students is £5,500 for the course, and Northern Ireland students will have to financially make up the difference of any tuition fee charged by their Higher Education Institution.

You should establish the amount of tuition fees with your Higher Education Institution before committing to a course.

The course you want to study

The course you plan to study must be a postgraduate certificate, postgraduate diploma, taught Masters or research Masters level course, at a publicly funded Higher Education Institution within the UK. It can be undertaken on a full-time or part-time basis, 'in attendance' or via 'distance learning', and must be completed in three academic years or less.

Please note, however, that courses that are currently funded through the undergraduate student funding system will not be eligible for the Postgraduate Tuition Fee Loan:

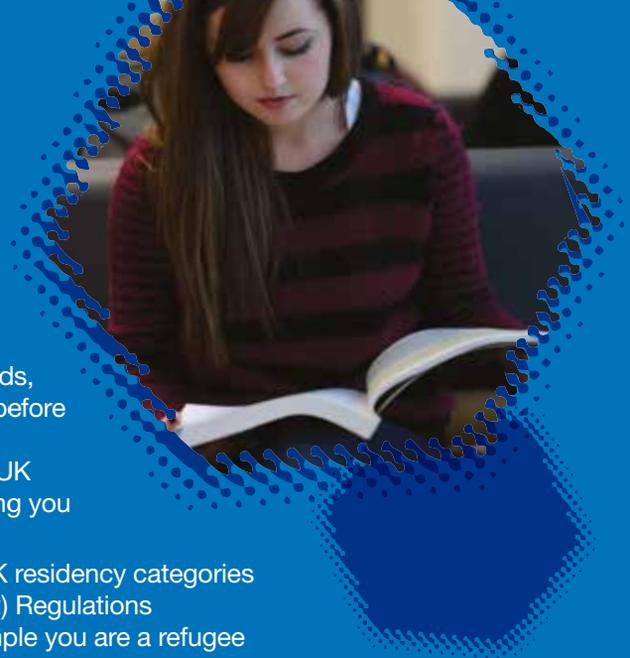
- Postgraduate Certificate of Education (PGCE);
- Master of Architecture (MArch)*;
- Integrated Master's degrees.

(*You may access a Postgraduate Tuition Fee Loan for a MArch where undergraduate funding is not available – contact the Student Finance NI Postgraduate Office for details.)

The Postgraduate Tuition Fee Loan will not be available in respect of doctoral (PhD) study.

When your course begins

The Postgraduate Tuition Fee Loan is available for courses starting after 1st August 2017.



Where you live

Residency requirements for the Postgraduate Tuition Fee Loan are the same as those for undergraduate student support in Northern Ireland. Normally, you must be living in Northern Ireland on the first day of the first academic year of your course, and:

- have been living in the UK, the Channel Islands, or the Isle of Man for the 3 years immediately before that date, and have ‘settled status’ in the UK (meaning that you can live permanently in the UK without any Home Office restriction on how long you can stay); or
- meet the requirements of one of the other UK residency categories listed in the Education (Student Support) (No.2) Regulations (Northern Ireland) 2009, as amended (for example you are a refugee living in the UK); or
- if you are a European Union (EU) national, or a child of an EU national, studying in NI, you may be eligible for a Postgraduate Tuition Fee Loan on a similar basis to NI students.

More detail on the qualifying conditions for student finance is available in ‘A guide to Financial Support for Full Time Students in Higher Education 2018/19’, which is available at www.studentfinanceni.co.uk.

Your previous study

You are entitled to apply for one Postgraduate Tuition Fee Loan even if you already hold an equivalent or higher level qualification.

Please note, however, that if you receive a Postgraduate Tuition Fee Loan, from any government authority within the United Kingdom, you will not be eligible for a second – even if your new course is of a higher level than the first, and whether or not you have not previously taken out the maximum loan available.

It is also important to note that any Postgraduate Tuition Fee Loan that you receive in respect of an intercalated postgraduate course may affect your eligibility for any subsequent undergraduate support*.

(*Students studying for degrees in medicine, dentistry, veterinary science or architecture who undertake an intercalated postgraduate course are ineligible for undergraduate student support during that year but may apply for a Postgraduate Tuition Fee Loan.

They may subsequently access undergraduate support when they return to finish their undergraduate degree - contact the Student Finance NI Office for details.

Students who undertake an intercalated postgraduate course in other subjects will not be eligible for undergraduate support when they return to finish their undergraduate degree.)

Other sources of funding

Eligibility for other sources of postgraduate funding (including bursary support) will not affect your eligibility for a Postgraduate Tuition Fee Loan.



Find out what you're entitled to

| Postgraduate Tuition Fee Loan | | |
|-------------------------------|--|--|
| What is it for? | <p>The Tuition Fee Loan helps towards the cost of tuition fees charged by your university or college.</p> <p>You can get up to £5,500 towards the tuition fees on your postgraduate certificate, postgraduate diploma, taught Master's or research Master's course. The Tuition Fee Loan can't be more than the actual fee charged by the university or college.</p> | |
| How much can I get? | Course Duration | Maximum Postgraduate Tuition Fee Loan available |
| | Courses completed in 1 Academic Year or less | Up to £5,500 for the year. |
| | Courses completed in 2 Academic Years | Up to £2,750 per year. |
| | Courses completed in 3 Academic Years | Up to £1,833 per year. |
| How is it paid? | We pay the Tuition Fee Loan directly to your university or college. | |
| Do I have to pay it back? | <p>Yes. Postgraduate Tuition Fee Loans will be added to the balance of any undergraduate student loans that you have, and repaid under existing Plan 1 income contingent repayment terms.</p> <p>As such, you will pay 9% of anything you earn over the minimum income threshold (for Academic Year 2018/19 this is £18,330 per year, £1,528 per month, or £352 per week before tax and National Insurance) towards any loan balance that you have.</p> <p>You will become eligible to begin repayment from the start of the tax year (April 6th) after you complete or withdraw from your course.</p> | |
| Anything else? | <p>You will normally be entitled to a maximum of one postgraduate Tuition Fee Loan only. If you subsequently decide to undertake a further course at postgraduate certificate, postgraduate diploma, taught Masters or research Masters level, you will not be eligible for a second Postgraduate Tuition Fee Loan. The same principle applies even if your previous Postgraduate Tuition Fee Loan was provided by a government authority elsewhere in the United Kingdom.</p> | |

Disabled Students' Allowances

| | |
|---------------------------|--|
| What is it for? | DSAs can help with the extra costs you may have in relation to your course as a direct result of your disability, long-term health condition, mental-health condition or specific learning difficulty. |
| How much can I get? | There is a single DSA allowance to meet all costs of up to £10,469 a year for both full-time and part-time postgraduate students. You can use this for specialist equipment, non-medical helpers, extra travel costs or other course-related costs. How much you can get does not depend on your household income but will depend on an individual needs assessment. |
| How is it paid? | We'll pay the money directly to the supplier of the service (or services) - for example, your university, college, or equipment supplier - or into your bank account, whichever applies. |
| Do I have to pay it back? | No. |
| Anything else? | <p>EU students are not eligible for DSA support.</p> <p>If you're also applying for a Postgraduate Tuition Fee Loan, fill in the application form (PGL) or apply online. Then apply for DSAs by downloading a slimline version of the DSA application form (DSAL) from www.studentfinanceni.co.uk. Fill this in and return it to us with up to date evidence of your disability.</p> <p>If you're only applying for DSAs and no other form of student finance, simply download the DSA application form (DSA1) from www.studentfinanceni.co.uk. Fill this in and return to us with up to date evidence of your disability.</p> <p>For more detailed information, you can download the guide 'Bridging the gap: A guide to the Disabled Students' Allowances (DSAs) in Higher Education 2018/19' from www.studentfinanceni.co.uk.</p> <p>You can order forms and guides in Braille, in large print or in audio by emailing your name and address, along with what form and format you need, to: brailleandlargefonts@slc.co.uk.</p> <p>You can also phone us on 0141 243 3686. (Please note that this email address and the phone number can only deal with requests for alternative formats of forms and guides.)</p> |

How and when to apply

You will need to submit a loan application for each Academic Year of your course. You can submit an online application at **www.studentfinanceni.co.uk**

Alternatively you can download a paper application form from this website.

- 1.** Please forward any evidence we have asked for or forward your paper application form to the Student Finance NI office (contact details can be found on page 12). Make sure you sign and date your form.
- 2.** Once we've received your application, we'll assess it to make sure you're eligible for student finance. We'll also check you've sent all the information and evidence we asked for.
- 3.** The Student Loans Company will write to you to let you know whether you are entitled to receive a Postgraduate Tuition Fee Loan. If you are, they will pay the loan directly to your college or university.

Late applications

If you decide after your course has started that you would like to apply for a Postgraduate Tuition Fee Loan, you must submit an application no later than 9 months after the first day of the academic year of your course. For example, if your course starts in September, you will have until 31 May 2019 to apply.

Please note that if you apply for a Postgraduate Tuition Fee Loan after your course has begun, and you have not attended your course from the beginning, the amount of Postgraduate Tuition Fee Loan available to you will be reduced accordingly (i.e. you will not be eligible for support in respect of terms that you were not in attendance).

Evidence you need to provide

If you're applying for a Postgraduate Tuition Fee Loan for the first time*, you'll need to prove your identity – this is to help us check if you're eligible for student finance.

You can send us your passport, or if you don't have a valid passport you'll need to send us your birth or adoption certificate. You'll also need to fill in a 'Postgraduate Tuition Fee Loan Birth/ Adoption certificate declaration form 2018/19' available from **www.studentfinanceni.co.uk** and send this with your certificate.

If you're a non-UK passport holder, you'll need to send your valid non-UK passport to us at the address on page 12.

These must be original documents, not photocopies. We'll return them once we've confirmed your identity and checked you're eligible for student finance.

If you received a Postgraduate Tuition Fee Loan for the same course last year, you won't have to send your identity evidence again.

(*If you received student support from Student Finance NI for your undergraduate degree and you're going to start your postgraduate course straight away – e.g. you graduated in Summer 2018 and start your postgraduate course in Autumn 2018 – you'll not need to prove your identity unless you're specifically requested to do so by the Education Authority.)

What if your circumstances change?

You must notify the Student Finance NI office immediately of any change in your circumstances which may affect your entitlement to student finance. The most common changes of circumstance are:

- you've changed university or college;
- you've changed your course (but stayed at the same university or college);
- you've changed your course duration;
- you've suspended your study;
- you've left your course;
- your name has changed; or
- your address and contact details have changed.



Taking a break from your studies or withdrawing from your course

We recognise that circumstances can change and in some cases you may need to take a break from your postgraduate studies or leave your course. Taking a break (suspending) or withdrawing from your studies can affect your student finance, so it's important that you let us know straight away.

Suspending your studies

If you suspend your studies your Postgraduate Tuition Fee Loan payments will stop. As long as your university or college has agreed that you can suspend your studies, your Postgraduate Tuition Fee Loan payments will resume when you return to your course. However, if you suspend your studies for two years or more during your course you'll only be entitled to further Postgraduate Tuition Fee Loan payments if you can provide compelling personal reasons for each period of suspension.

Withdrawing from your course

If you withdraw from your course your Postgraduate Tuition Fee Loan payments will stop. In most cases you won't be eligible to apply for a further Postgraduate Tuition Fee Loan, unless you can provide compelling personal reasons for withdrawing from your initial course.

Repeating a year

Funding will not be available for repeat years, or part repeat years, even if you have chosen not to take the maximum amount of loan available to you.

Compelling personal reasons

If you suspend your studies or don't finish your course because of personal reasons, such as illness or bereavement, you'll be asked to provide evidence to support this.

Each case will be considered individually, but academic performance alone will generally not be classed as a compelling personal reason.

Please note that if you are deemed to have a compelling personal reason for withdrawing from your initial course, a further Postgraduate Tuition Fee Loan will be available in respect of a new course only (i.e. a second Postgraduate Tuition Fee Loan will not be payable in respect of the same course).

Reapplying next year

You'll need to submit a fresh application for each year of your postgraduate course that you would like to avail of a Postgraduate Tuition Fee Loan.



Repayment

Postgraduate Tuition Fee Loans will be added to the balance of any undergraduate student loans that you may have, and repaid under Plan 1 income contingent repayment terms. As such, from the beginning of the tax year (April 6th) after you complete or withdraw from your course, you'll be eligible to pay 9% of anything you earn over the minimum income threshold (for Academic Year 2018/19 this is £18,330 per year, £1,528 per month, or £352 per week before tax and National Insurance).

How are repayments made?

If you're employed, your employer will take repayments directly from your salary along with tax and National Insurance contributions. If you stop working or your income drops below the minimum income threshold, repayments will automatically stop until you're earning over the threshold again. Your employer will pass your repayments to HM Revenue and Customs (HMRC) at the end of the tax year.

If you're self-employed, HMRC will tell you how much you need to repay towards your Postgraduate Tuition Fee Loan once you've completed your Self Assessment tax return.

After the end of the tax year, HMRC let us know how much you've repaid and we'll send you a statement. They'll let your employer know when it's time to stop taking repayments. If you're planning to work or travel abroad for more than three months after you finish or leave your course, you must let us know. We'll make alternative arrangements for you to repay your Postgraduate Tuition Fee Loan. You can find out more about repaying your loans at www.slc.co.uk/studentloanrepayment



How much will I repay towards my Postgraduate Tuition Fee Loan?

The amount that you repay on your student loan(s) will depend on your income, not how much you borrowed. You'll pay 9% of your income over £18,330 per year, £1,528 per month, or £352 per week. So, if you're paid monthly and earn £2,500 per month before tax you'll repay 9% of the difference between what you earn and the monthly threshold (£1,528).

$$\mathbf{\pounds 2,500 - \pounds 1,528 = \pounds 972} \quad \mathbf{9\% \text{ of } \pounds 972 = \pounds 87.48}$$

Your Postgraduate Tuition Fee Loan repayment would be £87.48 in that month.

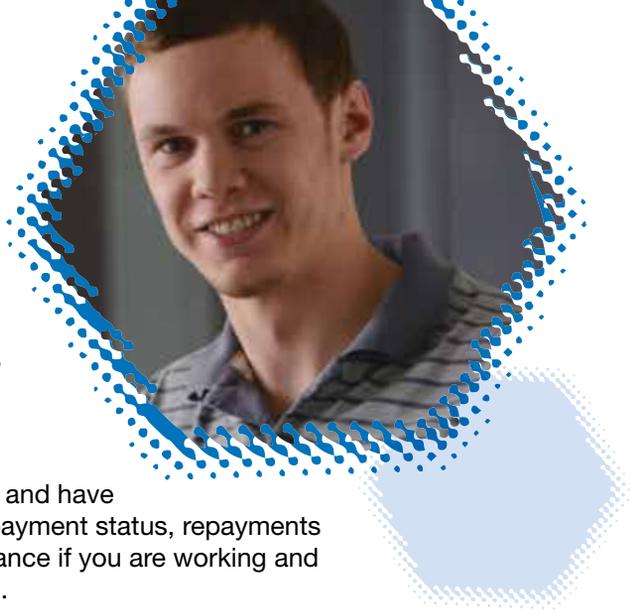
For students who also have an undergraduate student loan, as the Postgraduate Tuition Fee Loan is added to any undergraduate Tuition Fee Loan balance that you have, your total repayment would still be £87.48 in that month despite having two loans.

The table below outlines how much you'll repay towards your student loan(s) depending on your income:

Example repayment amounts

| Income each year before tax | Monthly salary | Monthly repayment |
|-----------------------------|----------------|-------------------|
| Up to £18,330 | £1,528 | £0 |
| £21,000 | £1,750 | £20 |
| £24,000 | £2,000 | £43 |
| £27,000 | £2,250 | £65 |
| £30,000 | £2,500 | £88 |

A repayment will be taken if you don't earn £18,330 in a year but exceed the monthly or weekly threshold at any time, for example if you work overtime or get a bonus. You can make a voluntary repayment towards your Postgraduate Tuition Fee Loan at any time.



What about interest?

Interest is charged on your Postgraduate Tuition Fee Loan from the day we make the first payment to you until your loan is repaid in full or written off. At the time of printing, the current interest rate for Plan 1 Income Contingent Repayment loans is 1.5%.

What if I already have a student loan?

If you're undertaking a postgraduate course and have an undergraduate loan balance that is in repayment status, repayments will be taken for the undergraduate loan balance if you are working and earning over the minimum income threshold.

If you're repaying an undergraduate student loan and also a Postgraduate Tuition Fee Loan, a single repayment of 9% above the minimum income threshold will be payable, i.e. two separate repayments will not be payable even though you have two loans.

When is a Postgraduate Tuition Fee Loan written off?

Any Postgraduate Tuition Fee Loan balance remaining 25 years after you became eligible to repay will be written off.

Further information

Further information on the Postgraduate Tuition Fee Loan is available on the Student Finance NI website www.studentfinancenl.co.uk; by calling us on **0300 100 0493** between 8am and 8pm Monday to Friday, and between 9am and 4pm on Saturday and Sunday; or by contacting the PG Office at:

**Student Finance NI
Postgraduate Office
Ballee Centre
Ballee Road West
Ballymena
BT42 2HS**

Email: StudentFinance-PG@eani.org.uk
Telephone: 028 2566 1444.



Department for the
Economy
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