

student finance services 

**GUIDE FOR PART-TIME FEE ONLY  
STUDENTS STUDYING IN  
NORTHERN IRELAND  
2021/22**



# CONTENTS

<b>What is Student Finance Services?</b>	<b>3</b>
<b>What type of support can I get?</b>	<b>4</b>
<b>Do I qualify?</b>	<b>5</b>
<b>How do I apply?</b>	<b>6</b>
<b>What happens after I have sent my application?</b>	<b>7</b>
<b>How do I repay my loan?</b>	<b>7</b>
<b>How do I contact you?</b>	<b>9</b>



# WHAT IS STUDENT FINANCE SERVICES?

Student Finance Services is a service provided by the Student Loans Company. We provide financial support on behalf of the UK Government to students from the EU entering higher education in Northern Ireland.

We are here to help and can offer you financial support when you need it most – during your studies.

For more information, visit [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)



## WHAT TYPE OF SUPPORT CAN I GET?

If you are an EU student studying a part-time undergraduate course in Northern Ireland in 2021 to 2022, you can apply for a Tuition Fee Loan of up to £3,397.50 to help you pay for your course. You can also get a Fee Grant. The amount of Fee Grant you can get will depend on your household income and your course intensity. The Fee Grant does not have to be repaid.

### How is course intensity worked out?

Course intensity is how long it takes to complete a part-time course compared to the equivalent full-time course.

You must be studying at an intensity of at least 25% to get a Tuition Fee Loan, and at least 50% to get a Fee Grant.

Course intensity is worked out by taking the number of part-time units (such as credits, credit points or modules) you will be studying in the academic year and dividing it by the number of units you would complete in one academic year if you were studying your course full time. The result is then multiplied by 100 to give the course intensity as a percentage.

### So the calculation to work this out is as follows:

**Part-time units ÷ full-time units x 100**  
**= your course intensity as a percentage**

You do not need to work out your course intensity yourself.  
Your university or college will do this for you on your application form.

### Studying in England, Wales or Scotland?

If you are studying in another country in the UK, the student finance you can apply for may be different.

If you are studying in England, visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

If you are studying in Wales, visit [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

If you are studying in Scotland, visit [www.saas.gov.uk](http://www.saas.gov.uk)

# DO I QUALIFY?

## Personal eligibility

### Where you live

You must have been ‘ordinarily resident’ in the UK, Gibraltar, European Economic Area (EEA) or Switzerland for the three years before the start of your course.

‘Ordinarily resident’ means where you usually live, apart from temporary or occasional absences.

There is more information about the residency requirements on our website [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)

### Previous study

You won’t normally be able to get student finance if you already hold a qualification equal to or higher than the one you are studying for.

You can usually only get student finance for your first higher-education course. If you have already studied a higher-education course, you might not get help for a second course.

### Your university or college

The university or college you plan to study at must be in Northern Ireland.

If you are studying at a private university or college you should check with them that your course is one that qualifies for student finance from Student Finance Northern Ireland.

### Your course

The course you plan to study must be in Northern Ireland and one of the following:

- a first degree, eg BA, BSc or BEd
- a Certificate of Higher Education
- a Higher National Certificate (HNC)
- a Postgraduate Certificate in Education (PGCE)
- a Foundation Degree
- a Diploma of Higher Education (DipHE)
- a Higher National Diploma (HND)
- Initial Teacher Education (ITE)

## HOW DO I APPLY?

You should fill in an EUPTL1 form. Once you have filled in the form you need to take it to your university or college so they can confirm your course intensity and the fees they're charging you.

For more information and to download an application form, visit [www.studentfinanceni.co.uk](http://www.studentfinanceni.co.uk)

### **What evidence do I need to send?**

#### **Proof of identity**

If you are applying for the first time you will need to send evidence of your identity. You can send your valid passport or national identity card.

When you send evidence it can be certified copies or original documents. A certified copy is a photocopy of an original document which has been stamped, signed and dated to confirm it is a true copy of the original by a person of good standing in the community, such as a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must not be a relative and must provide their name, job title, address and contact number.

Download a Certifier Checklist form at [www.studentfinanceni.co.uk](http://www.studentfinanceni.co.uk), complete and return this checklist with any certified evidence you send us.

#### **Proof of household income**

If you are applying for a Fee Grant you will need to send us evidence of your household income - that is your income and your partner's income if you have one. We need this to make sure you get all the Fee Grant you are entitled to.

You should send evidence (for example a P60 or payslips) of any financial information you tell us about in your application.

Please do not send original financial documents. We are happy to accept photocopies. We will not return copies of anything you send us as proof of your household income. Once we have finished with them we will destroy them securely.

## Deadline

You can apply for student finance up to nine months after the start of the academic year. Check with your university or college when your academic year starts as it might not be the first day of your course. For 2021 to 2022 applications this will be 1 September 2021, 1 January 2022, 1 April 2022 or 1 July 2022.

## WHAT HAPPENS AFTER I HAVE SENT MY APPLICATION?

Student Finance Services will:

- confirm that your application has been received
- work out how much you can get
- write to you to confirm how much you will get
- pay the Tuition Fee Loan and Fee Grant directly to your university or college

## HOW DO I REPAY MY LOAN?

Repaying your Tuition Fee Loan is straightforward. The amount you repay each month is linked to your income, not what you borrow.

You are charged interest from the day your first payment is made until your loan is repaid in full or cancelled. The interest rate is based on the UK Retail Price Index\* and will vary depending on your circumstances.

You will start making repayments the April after you finish or leave your course or the April four years after the start of your course, whichever comes first. But you will not have to repay until your income is over the repayment threshold, which is currently £382 a week, £1,657 a month or £19,895 a year. If your income changes, either rising or falling, your repayment amounts will change to reflect this. If you stop working, your repayments will stop until you start working again and your income is over the threshold.

You can make voluntary repayments at any time. If you leave your course early, you will still have to repay your loan. In this case, the repayment process might be different.

\*The Retail Price Index is a measure of UK inflation. It measures changes to the cost of living in the UK.

If you live outside the UK for more than 3 months after you finish your course, you must let us know. You will still have to make payments to your loan, but the repayment threshold might be different depending on which country you are in. You can find out more about repaying your loan in the UK and overseas at [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)



## HOW DO I CONTACT YOU?

Student Finance Services  
PO Box 89  
Darlington  
County Durham  
DL1 9AZ

Telephone: 0141 243 3570  
From outside the UK: +44 (0) 141 243 3570  
Opening hours: Monday to Friday – 8am to 8pm