UK Student Support for Graduate Students

This document applies to applicants for:

(a) all MASTERS courses including those leading to a PhD, and PhD who are normally resident in England or Wales (Go to Appendix 1a)
(b) all MASTERS courses including those leading to a PhD, and PhD who are normally resident in Northern Ireland or Scotland (Go to Appendix 1b)
(c) the following Postgraduate courses (who are normally resident in England, Wales, Northern Ireland, Scotland or other states within the European Union (EU)): - (Go to Appendix 2)
   PGCE, MBBChir, Vet MB, Mus.B,
   MPhil Architecture & Urban Design.

and who will satisfy conditions on immigration status before 1 September 2018. *

To obtain finance for your studies at Queens’ College, you should apply for Student Support. The place to apply, and to find out more details about Student Support, is:

(ii) If you live in Wales: Student Finance Wales. Please see http://www.studentfinancewales.co.uk/. You can apply online.
(iii) If you live in Northern Ireland: Student Finance NI. Please see http://www.studentfinanceni.co.uk/. You can apply online.
(v) If you live in another EU state, UCAS will send you application forms, which are also available online. See: http://www.gov.uk/student-finance
   Tel: +44 141 243 3570, e-mail: EU_Team@slc.co.uk, or by post:
   Student Finance Services European Team
   Student Loans Company
   PO Box 89
   DARLINGTON
   DL1 9AZ
   United Kingdom

For convenience, we shall refer below to all the above bodies as your SFA.

Students in the above (a) or (b) Masters Courses including those leading to a PhD should apply for Postgraduate Support

Students in the above (c) PGCE, MBBChir, Vet MB, Mus.B, MPhil Environmental Design Option B, should apply for Undergraduate support

* If you currently do not qualify as a Home student because of immigration status, but you hope to do so by some change of immigration status, then that change must have been completed before 1 September 2018, otherwise, you will be liable for the higher overseas rate of University tuition fee.
Appendix 1a (Masters/PhD students normally resident in England or Wales)

What is Student Support and why should I apply?
Student Support differs according to your country of residence: please consult the sources on the previous page for details. The most important elements for students from England, and Wales is the Maintenance loan of up to £10,609 for a Masters, or £25,000 for PhD.

Application procedures
See the web sites quoted above for details of the application procedures. If you already had an Undergraduate loan your login and customer information will still be the same, otherwise you will need to register and set up an account. The following notes provide advice on answering some of the questions that you might be asked. Applications for Doctoral loans open much later (at the end of July) than Masters loans.

Name of institution:
The “University name” is: University of Cambridge and none of the other Cambridge or College options are acceptable. The UCAS code for Cambridge is C05.

Course details:
For “Course Name” you should search for the course you intend to study, and once you have found your course, choose the option with the campus “Queens’ College” beside it if your offer is confirmed. If your offer has not been confirmed choose “Cambridge University-College not yet known” and you can change it later. You can choose whether to split the loan over the duration of your course or receive it all in year 1.

Data Sharing Consents:
We recommend that you do not tick the boxes signifying refusal to allow data sharing from the SFA/SLC to us. If you signify consent, then the SLC can communicate directly with the college about your entitlement to support.

After your Student Support application and before you come to college:
If your Student Support application is successful, you will receive a Loan Entitlement Letter from Student Finance. Please forward a copy of this document to the Financial Office here at Queens’ College. It is likely this document will be sent to you electronically through your Student Finance account, and uploaded to your correspondence history as a document titled Loan Entitlement Letter. The page we need is titled Postgraduate Loan Summary; you may right-click and save the page as a picture, then e-mail it as an attachment directly to fees@queens.cam.ac.uk rather than posting it.

These loans are paid directly to you, in a schedule different to the University of Cambridge term dates. Notifying us that you have a loan does not automatically grant you permission to pay your tuition fee or College bill charges later than they are ordinarily due.
If you intend to use your loan for payment of your tuition fees OR your College accommodation charges, and you therefore will be unable to meet any, or each, of the payment dates because your loan has not been paid to you, you MUST liaise with the Financial office in advance to defer your payments, and have provided proof of your loan entitlement, otherwise you will incur late payments charges and penalties.
We aim to send out Fee Bills in mid-September. We accept payment of Fees in a single annual lump sum in advance (via our Online Payment Portal [http://studentaccounts.quns.cam.ac.uk/](http://studentaccounts.quns.cam.ac.uk/)) or in three termly instalments by means of post-dated cheques in advance. We must receive these by the first day of Full Term, just after you first come to Cambridge. College bills will be issued the first Friday of each full term and are due two weeks later.

**When you come to Cambridge:**
You must bring with you, and present in person at the Financial Office:
- a further copy of your Loan Entitlement Letter;
- photographic ID (passport, driving licence).
These will be used as evidence of your attendance to enable your loan to be released to you from SLC by direct transfer to your bank account. You will not receive loan payments until you have presented the above documentation in person to us. Doing this once in the academic year will trigger the payment of all three instalments, according to the schedule provided by your SFA.

**What do I do next?**

1. Make sure you apply to your appropriate SFA for Student Support, ideally by 31st July to have the approved loans in place for the start of the academic year.
2. Remember to copy to the Financial Office your Loan Entitlement Letter as soon as you receive it.
3. When you come to college, remember to bring your own copy of your Loan Entitlement Letter, and photo ID (passport or driving licence) into the Financial Office.
Appendix 1b (Masters/PhD students normally resident in Northern Ireland, or Scotland)

What is Student Support and why should I apply?
Student Support differs according to your country of residence: please consult the sources on page 1 for details. The most important elements for students from Northern Ireland and Scotland are a Tuition Fee loan of up to £5550, and for those from Scotland a Maintenance loan of up to £4500.

Application procedures
Before you start your application with your SFA, you will need to contact us and let us know that you wish to apply for a Postgraduate loan, so that we can set your course up as eligible for funding with the relevant authority. Please contact the Financial office (details at the top of page 1) as soon as you know you may wish to apply. See the web sites quoted on page 1 for further details of the application procedures after this step. If you already had an Undergraduate loan your login and customer information will still be the same, otherwise you will need to register and set up an account. The following notes provide advice on answering some of the questions that you might be asked. Applications for Doctoral loans open much later (at the end of July) than Masters loans.

Name of institution:
The “University name” is: Queens College - University of Cambridge and none of the other Cambridge or College options. The UCAS code for Cambridge is C05 and the UCAS Campus Code for Queens’ College is Q.

Course details:
For “Course Name” you should search for the course you intend to study, which will only be available if you have contacted us as described above.

Data Sharing Consents:
We recommend that you do not tick the boxes signifying refusal to allow data sharing from the SFA/SLC to us. If you signify consent, then the SLC can communicate directly with the college about your entitlement to support.

After your Student Support application and before you come to college:
If your Student Support application is successful, you will receive a Loan Entitlement Letter from Student Finance (or an Award Letter from SAAS). Please forward a copy of this document to the Financial Office here at Queens’ College. It is likely this document will be sent to you electronically through your Student Finance account, and uploaded to your correspondence history as a document titled Loan Entitlement Letter. The page we need is titled Postgraduate Loan Summary; you may right-click and save the page as a picture, then e-mail it as an attachment directly to fees@queens.cam.ac.uk rather than posting it.

We aim to send out Fee Bills in mid-September. If we have not received your Loan Entitlement Letter, the bill will be for the full amount of University Tuition Fees, due by 2nd October 2018. If we have received your University or College Payment Advice, then the fee bill will be reduced accordingly.
Maintenance loans are paid directly to you, in a schedule different to the University of Cambridge term dates.

Notifying us that you have a loan does not automatically grant you permission to pay your tuition fee or College bill charges later than they are ordinarily due. If you intend to use your loan for payment of your tuition fees OR your College accommodation charges, and you therefore will be unable to meet any, or each, of the payment dates because your loan has not been paid to you, you MUST liaise with the Financial office in advance to defer your payments, and have provided proof of your loan entitlement, otherwise you will incur late payments charges and penalties.

We accept payment of Fees in a single annual lump sum in advance (via our Online Payment Portal http://studentaccounts.quns.cam.ac.uk/) or in three termly instalments by means of post-dated cheques in advance. We must receive these by the first day of Full Term, just after you first come to Cambridge. College bills will be issued the first Friday of each full term and are due two weeks later.

**When you come to Cambridge:**

You must bring with you, and present in person at the Financial Office:

- a further copy of your Loan Entitlement Letter;
- photographic ID (passport, driving licence).

These will be used as evidence of your attendance to enable your loan to be released from SLC. You will not receive loan payments until you have presented the above documentation in person to us. Doing this once in the academic year will trigger the payment of all three instalments, according to the schedule provided by your SFA.

**What do I do next?**

1. Make sure you apply to your appropriate SFA for Student Support, ideally by 31st July to have the approved loans in place for the start of the academic year.

2. Remember to copy to the Financial Office your Loan Entitlement Letter as soon as you receive it.

3. When you come to college, remember to bring your own copy of your Loan Entitlement Letter, and photo ID (passport or driving licence) into the Financial Office.
Appendix 2

What is Student Support and why should I apply?
Student Support differs according to your country of residence: please consult the sources on page 1 for details. The most important elements for students from England, Wales and Northern Ireland are a Tuition Fee Loan and a Maintenance Loan. Some support is subject to Income Assessment, and some is not.

Application procedures
See the web sites quoted on page 1 for details of the application procedures. The following notes provide advice on answering some of the questions that you might be asked.

Name of institution:
The “University or college name and address” is: Queens’ College, University of Cambridge, Cambridge, CB3 9ET, and not just University of Cambridge. The UCAS code for Cambridge is C05 and the UCAS Campus Code for Queens’ College is Q.

Course details:
For “Course Name”, search for your subject and course. For the PGCE course this will be your subject followed with Postgraduate ITT with QTS. For “Full tuition fee amount for academic year 2018/19”, enter £9,250. If you do not wish to take the full loan you may enter a partial amount.

Data Sharing Consents:
We recommend that you/your parents do not tick the boxes signifying refusal to allow data sharing from the SFA/SLC to us. If you signify consent, then the SLC can communicate directly with the college about your entitlement to support, which can help us to assess you for other opportunities of funding.

Exemption from College Fees:
The application for Student Support described above relates to support for Maintenance and University Tuition Fees. At Cambridge, the separate colleges also charge a College Fee, to cover the costs of the educational services they provide. You have been offered a place at Queens’ as a Home or EU Student, which means we have determined you are exempt from paying this based on the information you have already provided and in accordance with the Student Fees (Qualifying Courses and Persons Regulations 2008). If we need any further information from you to determine this, we will contact you. For reference, in 2018/19 the undergraduate College Fee at Queens’ College will be £9,009.

However, applicants (other than PGCEs, or MBs transferring from pre-clinical courses elsewhere) who already hold an Honours degree or equivalent will have to pay College Fees in addition to University Fees. International (outside the EU) students have to pay both College and University Fees.

After your Student Support application and before you come to college:
If your Student Support application is successful, you will receive a University or College Payment Advice from Student Finance (or an Award Letter from SAAS; or a Financial Notification and Payment Schedule from Student Finance EU). It is essential that the Financial Office here at Queens’ College receives a copy of that document as soon as possible after you receive it: do not wait until we send you a bill for Fees, or until you arrive in College. If the University or College Payment Advice is sent to you as multiple hard copies, then send one of the original copies to the Financial Office; if there is only one copy, please send a photocopy or scan and retain the original. These documents are likely to be sent to you electronically through your Student Finance log-in within a document in your Correspondence titled Online Notification of Entitlement (commonly page 3 of this document): if so, you may right-click, save the page as a picture, and then e-mail it as an attachment directly to fees@queens.cam.ac.uk rather than posting it.
If your Student Support application is unsuccessful on grounds of residence or immigration status, then it is possible that you will be reclassified as an **Overseas Student**, subject to higher rates of fees, both University and College.

As soon as we receive your *University or College Payment Advice*, your liability for University Fees will be reduced by the amount of the Tuition Fee Loan granted. We also use the *University or College Payment Advice* to establish your eligibility for support under the Cambridge Bursary Scheme.

**We aim to send out Fee Bills in mid-September. If we have not received your University or College Payment Advice then your bill will be for the full amount of University Tuition. If we have received your University or College Payment Advice, your fee bill will be reduced accordingly.**

You will be allowed to defer payment if your *University or College Payment Advice* is delayed for reasons outside your control. Otherwise, we accept payment of Fees in a single annual lump sum in advance (via our Online Payment Portal [http://studentaccounts.quns.cam.ac.uk/](http://studentaccounts.quns.cam.ac.uk/)) or in three termly instalments by means of post-dated cheques in advance. We must receive these by the first day of Full Term, just after you first come to Cambridge. College bills will be issued the first Friday of each full term and are due two weeks later.

**When you come to Cambridge:**

You must bring with you, and present in person at the Financial Office:

- a further copy of your *University or College Payment Advice*;
- photographic ID (passport, driving licence).

These will be used as evidence of your attendance to enable your maintenance loan to be released to you from SLC by direct transfer to your bank account. You will not receive loan payments until you have presented the above documentation in person to us. Doing this once in the academic year will trigger the payment of all three instalments, according to the schedule provided by your SFA.

**What do I do next?**

1. Make sure you apply to your appropriate SFA for Student Support before their deadline (**25 May 2018**).

2. Remember to copy to the Financial Office your *University or College Payment Advice* or *Financial Notification* as soon as you receive it.

3. When you come to college, if you have a maintenance loan, remember to bring your own copy of your *University or College Payment advice* and photo ID (passport or driving licence) into the Financial Office.

**It is important that you apply to, and respond to, your SFA and the SLC promptly, and copy the University or College Payment Advice to College in good time. If you are likely to be away from home at any stage between now and when you start at College, you should make arrangements for someone else to act on your behalf in these and all other matters concerning your start at university.**

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