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Financial Office
Queens' College
Cambridge
CB3 9ET

This is an important document, please read carefully and keep in a safe place.

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)**: PGCE, MBBChir, Vet MB, Mus.B, MPhil Architecture & Urban Design (Go to Appendix 2)

and who will satisfy conditions on immigration status before 1 September 2020. *

UK government loans (and, in some cases, grants) to finance your studies at Queens' College are available from the following sources:

- (i) If you live in **England**: Student Finance England.
Please see <https://www.gov.uk/funding-for-postgraduate-study> for **Masters and PhD** courses and <http://www.gov.uk/student-finance> for all courses listed in **section c** above. You can apply online.
- (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.studentfinancenl.co.uk/>. You can apply online.
- (iv) If you live in **Scotland**: the Student Awards Agency for Scotland (SAAS).
Please see <http://www.saas.gov.uk/> You can apply online.
- (v) If you live in **another EU state**, UCAS will send you application forms, which are also available online. Please see <https://www.gov.uk/funding-for-postgraduate-study> for **Masters and PhD** courses and <http://www.gov.uk/student-finance> for all courses listed in **section c** above.
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 2020 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. Students from England may receive a loan of up to £10,906 for a Masters course or £25,700 for a PhD course. Students from Wales may receive up to £17,000 as a combination of grant and loan (see website for details) for Masters courses or a loan of £25,700 for a PhD course. These are paid directly to the student and may be used to cover living costs or tuition fees.

Application procedures

See the web sites quoted on page 1 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.

Name of institution:

The "University or college name" is: **Queens' College - University of Cambridge** and not just *Cambridge* or *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" 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. 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 to us. If you signify consent, then the SFA 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.

We aim to send out Fee Bills in mid-September and payment is due by the first day of full-term (6th October 2020).

If you will be unable to meet any 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 (6th October 2020), 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 your SFA 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. If you are applying to your appropriate SFA for Student Support, make sure to do so as early as possible so that you 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. Students from Northern Ireland or Scotland may receive a Tuition Fee loan of up to £5,500 per year which will be paid directly to the College. Those from Scotland who are studying on a full-time course may also receive a Maintenance loan of up to £4500 which will be paid directly to the student. *These are the figures for 2019/20; 2020/21 has yet to be announced.*

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.

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 to us. If you signify consent, then the SFA 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.

Course and fees

Where do you plan to study?

You can change this later if you need to.

University or college

cambridge

Peterhouse - University Of Cambridge

Cambridge Theological Federation

The Cambridge Partnership

Cambridge Regional College

University of Cambridge

Darwin College - University Of Cambridge

Girton College - University Of Cambridge

Churchill College - University Of Cambridge

Wolfson College - University Of Cambridge

Murray Edwards - University Of Cambridge

Queen's College - University Of Cambridge

Newnham College - University Of Cambridge

Homerton College - University Of Cambridge

Hughes Hall - University Of Cambridge

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 6th October 2020. 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.

If you will be unable to meet any of the payment dates because your loan has not yet been paid, 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 (6th October 2020), 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 your SFA. Loan payments will not be released 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. If you are applying to your appropriate SFA for Student Support, make sure to do so as early as possible so that you have the approved loans in place for the start of the academic year.
2. Remember to copy to the **Financial Office (fees@queens.cam.ac.uk)** 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 – students on the PGCE, MBBChir, Vet MB, Mus.B and MPhil Architecture & Urban Design courses (Home/EU Students)

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 PGCE, MBBChir, Vet MB, Mus.B and MPhil Architecture & Urban Design courses are classed 'Undergraduate' by the SFA for funding purposes. 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 2020/21", 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 do *not* tick the boxes signifying refusal to allow data sharing from the SFA to us. If you signify consent, then the SFA 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 2020/21 the undergraduate College Fee at Queens' College will be £9,504.

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 a hard copy, then please send a photocopy or scan to the Financial Office 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/>) or in three termly instalments by means of post-dated cheques in advance. We must receive these by the first day of Full Term (6th October 2020), 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 your SFA 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. If you are applying to your appropriate SFA for Student Support, make sure to do so before their deadline (**25th May 2020**).
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 and respond to your SFA 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.

This document may be amended periodically, in accordance with changes to relative legislation.