



THE SHEFFIELD SCITT

Applying for A Student Loan?

Here is our Guide to the When, Who, What, Where, Why and How of it!

When?

Students can apply at the **end of February 2016**.

You don't need a confirmed place to apply. You can put your first choice and update it later.

Who?

This is **YOU!** The Sheffield SCITT cannot make the application on your behalf or progress your application.

What?

You can apply for a

TUITION FEE LOAN to cover the cost of course fees. These are paid directly to us—once we confirm your attendance to the Student Loan Company

and / or a

MAINTENANCE LOAN to help you meet living costs e.g. rent and bills. The amount varies dependent on your household income, where you live and where you study. Extra help may be available if you have dependants or a disability.

Where?

Online of course. You will do yourself a favour if you and your sponsor (if you have one) start your reading here

<http://www.slc.co.uk/>

To get an understanding of what is available and the latest repayment terms etc. Before working through

<https://www.gov.uk/student-finance>

Finally moving on to **APPLY** at

<https://www.gov.uk/apply-online-for-student-finance>

If you have already had a student loan don't think you know what you are doing — things change.



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How?

You need to set up an account with the Student Loan Company (SLC).

Tip—keep a note of the email address used for the account and choose a password that you'll remember. The most common calls to the SLC are from applicants who have forgotten their password.

You need to have the following ready when you begin the application process

National Insurance Number

Passport Details

Course Details

Bank Account Number and Sort Code

Time to complete the process

Tip —If you don't have your own passport get one it will simplify the process for you.

Tip— during the application if you are unsure about anything use the online help and advice that is there.

You and your sponsor must have correct financial and personal information to hand. E.g. their P60 from the last complete tax year.

Tip— check the information you are giving is correct—the SLC will verify the information you give them with Her Majesties Revenue and Customs. Your funding can be removed if your information is found to be incorrect.

Sign and return your online declaration form.

Tip—It is faster to print off your online declaration form from your own account.

Send any evidence requested by the SLC to them as soon as possible to ensure you don't hold up your application.

Tip— if there are gaps in your UK residency e.g. you have been travelling or working abroad be prepared to send in evidence of where you were and what you have been doing and to have to chase the progress of your application.

Tip— if you have to contact the SLC make a note of when you did, who you spoke to and what department of the SLC they work in. This will save you time if your problem is not sorted out after one contact.

Top Tip—make your application as soon as possible. If there are no issues with your application it can take months. If there are issues it can take even longer. Note—If your loan is not authorized on the SLC system before the start your course you may not be able to start.

Useful websites

English Students: gov.uk/student-finance

Welsh Students: studentfinancewales.co.uk

Northern Ireland Students: studentfinancenir.co.uk



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