



## How to Apply for Full-Time HE Student Funding for 2019/20

Student Finance in Wales changed in 18/19. Students will need to apply for

- Tuition Fee Loan for the full amount of your course (Per year, paid directly to the University)
- Maintenance Loan / WG Learning Grant – to help with your living costs

Other Loans and Grants are available for Additional Support (Disabled Student Allowance) and Care of Dependents.

You need to apply directly for the funding online, to help you with the costs of the course that you have applied for. You can apply usually apply from March. For Students living in Wales please visit

[www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

You will need to **create yourself an account**, and then start your online application for 2019/20. Keep a note of your Customer Reference Number, and your password, secret answer (separately). You will need them when you need to log back into your account.

Please read the guidance available on the website carefully, you will need to have your passport number (if you have one), your National Insurance number, and your Bank details in order to complete your application.

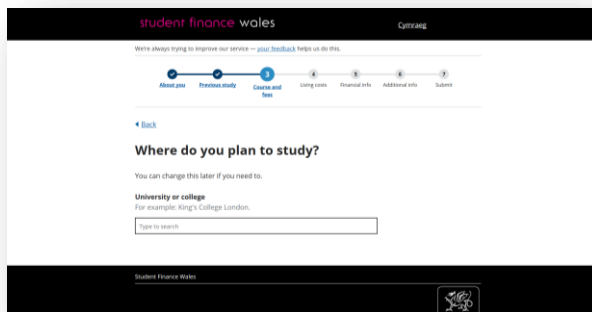
**Courses that we deliver are mainly franchised from our partner Universities; you should use the table below to ensure that you pick the correct partner University when making your application.**

Title	Select the University / College	UCAS Code	Qualification & Type	Fee 1 <sup>st</sup> Year Students	Fee 2nd Year Students
Analytical and Forensic Science	University of South Wales	4F10	Foundation Degree	£7,500	£7,500
Applied Computing	University of Wales Trinity St David	I358	HND	£9,000	£9,000
Building Services	University of Wales Trinity St David	29JW	HND	£9,000	£9,000
Business & Accountancy	University of South Wales	NN41	HND	£7,500	£7,500
Business Studies (Top UP)	University of South Wales	N079	Degree	£9,000	n/a
Care & Support	University of Wales Trinity St David	P7H2	Foundation Degree	£9,000	£9,000

Community Work & Employability*	Gower College Swansea	L540	Foundation Degree	£6,165	£6,165
Criminal Justice	University of South Wales	LM3M	Foundation Degree	£7,500	7500
Early Childhood	University of Wales Trinity St David	5G12	Foundation Degree	£9,000	£9,000
Electrical / Electronic Engineering	University of Wales Trinity St David	2H99	HND	£9,000	£9,000
Events Management	University of Gloucestershire	N823	Foundation Degree	£7,500	£7,500
Fashion & Textiles Design	University of Gloucestershire	W231	Foundation Degree	£7,500	£7,500
Mechanical Engineering	University of Wales Trinity St David	8N2G	HND	£9,000	£9,000
Musical Theatre	University of Gloucestershire	W312	Cert HE	£7,500	n/a
Psychology	University of South Wales	C801	Foundation Degree	£7,500	n/a
Spa Management*	Gower College Swansea	N871	Foundation Degree	£6,165	£6,165
Sports Development & Management	University of Wales Trinity St David	S85Q	Foundation Degree	£9,000	£9,000

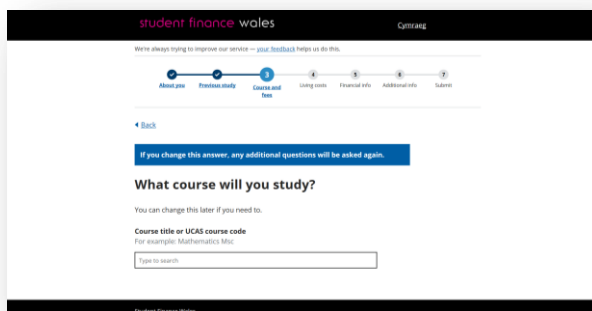
## Entering College and Course Information

Enter the name of the University / College (as shown above)



The screenshot shows the 'student finance wales' website with a progress bar at the top. The current step is '3. Choose and fees'. Below the progress bar, there is a 'Back' link and the question 'Where do you plan to study?'. A sub-note says 'You can change this later if you need to.' Below that, there is a section for 'University or college' with the example 'King's College London' and a search box labeled 'Type to search'.

Select from the courses listed, look out for Gower College, Gower College Swansea, or GCS in the course title, or type the UCAS number (as above), and select when the course appears (course will highlight in yellow once accepted)



The screenshot shows the 'student finance wales' website with the progress bar at the top. The current step is '4. Living costs'. Below the progress bar, there is a 'Back' link and a blue notification box that says 'If you change this answer, any additional questions will be asked again.' Below that, there is the question 'What course will you study?' and a sub-note 'You can change this later if you need to.' Below that, there is a section for 'Course title or UCAS course code' with the example 'Mathematics MSc' and a search box labeled 'Type to search'.

*Continue with your Application.*

Confirm the Tuition Fee (as shown above)

**Fees** – Our fees are set by the University that are franchising the course to us, and are shown above. Use these figures to answer the questions regarding your fees. **First Year students from 18/19 will have to pay or get a tuition fee loan for the full amount.** You will see this figure on the Student Finance Wales website.

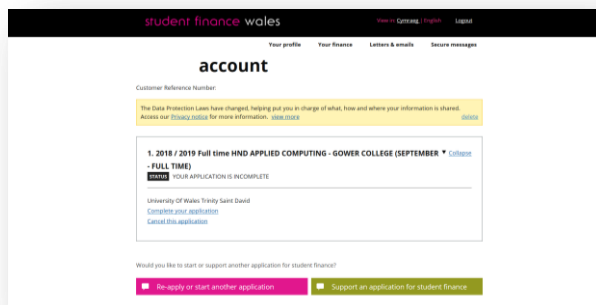
Allowing the University / College to update the tuition fee loan information removes the need for you to adjust your application later.

*Continue with your Application*

Apply for any Maintenance Grant, Maintenance Loan and any other help that you wish to receive.

**Once you have finalised your application, Student Finance Wales will correspond with you by email and post. Please look out for their emails, they will tell you what you need to do next, and what evidence you need to provide. Make a note of your Customer Reference number.**

You can access your application at any time by logging back into Student Finance Wales. **If you have already applied for funding, but were unable to attach a College or Course, you should log back in, and update your College and Course details, to avoid problems with your payments.**



### Arrangements for Enrolment with us

If you choose to enrol with us, we will give you a date to do this, giving details of what we need you to bring with you.

This will include the **University or College Payment Advice sheet** (that Student Finance Wales will send you). We need this form to confirm with Student Finance Wales (via the University) that you have enrolled with us, and are attending. Student Finance Wales will then release your fees to the University/College and your maintenance loans/grants to you. If this isn't available when you enrol, please bring to the MIS Office, in the HE Centre for us to copy.

### Arrangements for Enrolment with the Franchising University

We will tell you if, when and how you need to do this.

### Payment of Fees

The College will send you an invoice for the full amount of the fees. The remaining balance of fees (if any) is fully payable by the student and can be paid in full on receipt of the invoice or in equal instalments over the three terms (payable by 1 December, 1 February and 1 April respectively).

### Bursaries

Bursaries of £1,000 are payable for all courses other than those marked with a \* . The bursary will be paid in two instalments of £500 at February half term and the end of May. The bursary will be paid subject to:

#### February Payment

- 70% Attendance
- Submission of all assessments that were due at that date

#### May Payment

- Confirmed achievement of the Award, or
- Confirmed achievement of the requirements to progress to the next year
- Payment of fees is up-to-date

Bursaries of £500 are available on those courses marked \*

### If you need to leave your course

You will be eligible for the tuition fee for all terms that you are registered with us. If you need to withdraw it's very important that you tell us straight away.

Tuition fee payments are made by Student Finance in three instalments: 25% in term 1; 25% in term 2 and the remaining 50% in term 3. If you withdraw from your course part way through a term, you are liable for the fee for that term. No tuition fee loan will be paid by Student Finance after you have withdrawn.

**If you have questions:**

Queries with your course application, and enrolment dates – Admissions on 01792 284177

Queries with your initial funding application – Student Finance Wales – 0300 200 4050, you can also look through the guides produced by Student Finance Wales on their website.

- Problems confirming your course – please log back into your account, and check that you have the correct University, and course attached to your record (see table above), you need to do this SFW cannot do this for you over the phone.
- If you want College to contact SFW on your behalf, you have to contact SFW and give permission for us to do so, details of how to do are on <http://www.studentfinancewales.co.uk/contact/consent-to-share.aspx#.VXcTTs9VhBc>.

Queries with your funding application, attendance confirmations and loan payments **once enrolled** – MIS on 01792 284005

Queries with your Invoice or Bursary – Finance on 01792 284075