



HEI Services Bulletin

Issue 12, June 2010

Important—AY 10/11 Applications

The deadline for applications has now passed we are seeking help from partner organisations across the sector in encouraging students to apply now. The sooner they apply, the more likely it will be that they have their support in place for the start of the term.

We are aware that due to the time of year, the amount of contact you may have with your new and returning students will differ but please could we ask that you use any channels possible to encourage applications. If you have contact with students during clearing, could you ask them if they have applied and encourage them to do so if they haven't. Alternatively, if the student has applied under a different institution, can you remind them to notify the award authority of this change.

The message that we have circulated for partners to use reads as follows. **Please could we ask that you use the exact wording provided to ensure a clear consistent message goes out to students.**

Thank you for any assistance that you are able to provide.

If you live in England and are starting a university course in September 2010, but haven't yet applied for your student loans and grants, you need to take action immediately.

Go online today at www.direct.gov.uk/studentfinance and complete your student finance application as soon as possible.

Don't leave it any longer. The sooner you apply, the more likely you are to have all your money in place for the start of term.

Your application is only completed when you have done all of the following:

- COMPLETE AND SUBMIT ONLINE – You must correctly fill in all of the sections, of the online application, that apply to you and provide all the information that Student Finance England ask you for. Once you've completed this remember to press 'SUBMIT APPLICATION';
- SUPPLY EVIDENCE – you must send all of the evidence Student Finance England ask for immediately – this may include financial evidence for 2008-09 from your parents, step-parents or your parents' partners;
- SIGN AND RETURN ONLINE DECLARATION FORM – once you've submitted your application online, Student Finance England will send you a form by post called the 'Online Declaration Form' which you must sign and return.

If you've already completed your student finance application, you don't need to do anything further at this stage.

Don't forget, your maintenance loans and grants will be paid in 3 instalments, one at the beginning of each term; but only once you register on your course. Your Tuition Fee Loan is paid directly to us on your behalf.