



Jk Bloggs
Floor 7, 100 Bothwell St
GLASGOW
DH1 1AA



Waltham Forest

EDU ACTION

Municipal Offices
High Road
Leyton
LONDON E10 5QJ

21st July 2003

ART ID: 28722429082

ASSESS_001

Dear Mr Bloggs

We have decided on your entitlement to student support. This letter is an important document. You should keep it in a safe place and take it with you to your university or college.

We have enclosed three copies of the notification form, which is the formal statement of what student support you are entitled to receive. You may need to give one of these to your university or college, and you may wish to give one to your parents, if you are receiving support from them.

We enclose a note explaining the decisions we take when we decide your entitlement, and the figures that appear on the notification form. If you have any questions about your entitlement or how we have arrived at it, please call the Contact Centre on 08456 077 577 or access the Student Support Direct website at www.studentsupportdirect.co.uk for more information.

For further information regarding Student Support Direct, please access our website at www.studentsupportdirect.co.uk.

Yours sincerely

Helen Jones
Head of Student Support



Support Notification

Name: Jk Bloggs
Student support number:
Your University or College may need this to identify you.
`ART` number: 28722429082
Date: 21-Jul-2003
UCAS number: jk
University or College: KING'S COLLEGE LONDON
Campus:
Course: jk
Portuguese with Applied Computing
Course runs from: 01-Jan-2000 to
Assessment status: Provisional

Tuition fees

No public contribution to tuition fees is payable.

Grant for Dependants

No Dependant Grant is payable.

Student Loan

No Student Loan is available.



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Your support notification

This document is called a support notification. It is the formal statement of the student support you are entitled to. It deals with student loans, tuition fees, and grants that you may receive in respect of dependants. If we are paying you any other grants, for example for travel or because you are disabled, we will tell you about those separately.

Your Student Support Number identifies you to your university or college. You should make sure your university or college has this number when you register on your course. Use your `ART` number shown on your support notification, when you use the Student Support Direct Contact Centre.

Your Assessment status is either "provisional" or "final". "Provisional" means that we need to do some more work before we can confirm your student support status, but we have issued this notice for the time being so that you can receive at least some support in the meantime. In that case, we may need to issue a new assessment later. "Final" means that we have confirmed your entitlement to student support and will only change our decision if your circumstances change or we receive new information.

Depending on your and your family's income, you are expected to make a contribution towards your own support. The LEA calculates your total contribution to student support. This is the amount you and your family should contribute altogether, and this is offset against any entitlement for help with tuition fees, Parent's Learning Allowance, and then student loan, in that order.

Tuition fees

If we have decided that you are eligible to receive tuition fee support, we work out your tuition fee support by taking the *maximum possible support towards fees* for your course and deducting from this the amount we have decided you should contribute towards your fees because of your and your family's financial circumstances. We will pay to your university or college the *fees paid on your behalf*. Your university or college will send you an invoice for *your contribution to tuition fees*, and you are responsible for paying this invoice.

Grants for dependants

If we have decided that you are eligible to receive any grant to help with your dependants' living costs, this is shown in this section. There is a *maximum allowance* which depends on your dependants. If you have to contribute to living costs, this is deducted from the maximum. This gives the amount of grant that we will pay you. You must make sure that we have your bank account details before we can pay you any grant.

Student loan

If we have decided that you are eligible to receive a student loan, this is shown in this section. There is a *basic loan*, which depends on your course and your residential arrangements, but which does not depend on your income. If your course lasts more than 210 days in the academic year, you may be entitled to *extra loan for extra weeks study*. On top of that, you may be able to receive *extra loan for financial circumstances*. If we have assessed your financial circumstances, we show the maximum extra loan; otherwise, no extra loan for financial circumstances is available. To work out the total amount you can borrow we add together these three elements and take away your contribution to living costs, depending on your financial circumstances.

Where a Support Request Form is enclosed

If a Support Request Form is enclosed, this is either because you have not yet applied to take out any of the available loan but may wish to do so at a later date, or because you have been reassessed and are now entitled to receive a higher amount of loan than you have already asked to take out. The Support Request Form has been completed with any information you may have already provided on a previous Support Request Form. Please check that all details completed on this form are correct, fill in any blank boxes, and sign and date it before sending it to your LEA to request your new or increased loan payment.

Continued overleaf...

Call 08456 077 577 www.studentsupportdirect.co.uk

Minicom: 0845 604 4434. Student Support Direct is a trading name of Student Loans Company Limited

VAT Reg: No. 556 4352 32 Registered in England No.2401034 Registered Office: 21 St Thomas Street, Bristol BS1 6JS

Calls may be recorded for training purposes and fact verification



Where a Support Request Form is not enclosed

If you have already told us on your application form how much of your student loan you want to borrow, a Support Request Form is not enclosed. You need take no further action. You will shortly receive a Payment Schedule Letter detailing the payment dates, amounts and payment method for each payment of your support.

If you have asked to borrow only some of your loan entitlement but decide now or at a later date that you wish to borrow more, you can get another support request form. Call the Contact Centre or visit the Student Support Direct website to request one.

Deadline for receipt of Support Request Forms

You must send in your support request form no later than one month before the end of your academic year or, where you have been re-assessed for a higher amount of loan, within one month of the date shown on your latest support notification.

Your entitlement to support

Please make sure we have your up-to-date bank details at all times. We cannot pay your loan or grant without these.

This entitlement notification applies only to the course and university or college shown on the front. You should tell your LEA or call the Contact Centre immediately if any of the information shown on this form is incorrect. Having signed the declaration on your application form you are legally obliged to tell your LEA immediately if any of the information you have provided changes. In particular you should tell us if:

- you go to a different university or college from the one shown on this form;
- you decide to follow a different course at your university or college;
- you transfer from a full-time course to a part-time course;
- you transfer to a different course during the year, even if you are not changing to a different university or college;
- you obtain a bursary or scholarship from any source, e.g. the Department of Health;
- the start or end date of your course changes;
- you decide to defer your entry to the course to a later year;
- your home or term-time address or telephone number changes;
- you stop living with your parents, or go back to live with your parents;
- you do not begin study, or if you abandon, leave or are expelled from your course;
- you are absent from your course for a reason other than illness;
- you are absent from your course for more than 60 days because of illness;
- you have to repeat any part of your course for any reason;
- you get married or commence living with a partner;
- your or any dependant's income changes from the estimate you gave in your financial questionnaire.

Any changes may alter your eligibility for support or your entitlement to loan, grant or help with tuition fees. If you do not inform us of the change your support may not be paid correctly. This may result in delay to payments or in unexpected tuition fee bills. If you leave, abandon or suspend your course, you may not receive any further instalments of support, and you may have to repay part or all of any loan or grant paid to you.

If you are following a flexible postgraduate course in initial teacher training, no public fee contribution appears on this document because your fees are not part of student support. The Teacher Training Agency instead of your LEA will pay your fee contribution and tell you how much this is.

If you have any questions about the information on this form, you should read the booklet *Financial Support for Higher Education Students: Guide for 2003/4*. If you do not have this booklet you can get it from your LEA, the Student Support

Continued overleaf...

Direct web site at www.studentsupportdirect.co.uk, or by telephoning 08456 077 577.

If you have any problems getting your support call the Contact Centre on 08456 077 577 at once. Visit the Student Support Direct website at www.studentsupportdirect.co.uk if you need more information about student support.

