

UK students

Apply for Student Finance Step by Step Guide

If you are a full-time student from England and this is your first time to apply, you can apply online to Student Finance England by following the below steps.

Step 1

Click on the following link to apply:
<https://www.gov.uk/student-finance-register-login>

Step 2

Click on the 'Start Now'

Step 3

Create an account and complete the online application process. It is important to note that in order to complete your online application you will need to know your National Insurance number.

Step 4

Take your time to complete your application. Read each step thoroughly to ensure that you complete your application correctly the first time. By taking your time to apply for student finance carefully, you will reduce the risk of receiving late tuition fee and maintenance payments.

Step 5

Usually, within 6 weeks of applying you will get a loan declaration in the post. Make sure to sign and return this to Student Finance England as soon as possible.

Important information for completing your application

Proof of identity

Student Finance states that students from England will need to:

- Include your valid UK passport details in your application the first time you apply. Do not send the passport itself.
- If you do not have a UK passport (or it has expired), send your original birth or adoption certificate using the certificate form. You can find the required forms by clicking on the following link: <https://www.gov.uk/apply-for-student-finance/proof-of-identity>
- Send those required documents to: Student Finance England, PO Box 210, Darlington, DL1 9HJ

Household Income

Student Finance states that students from England must provide household income if you apply for any of the following:

- Full Maintenance Loan
- Maintenance Grant - not available if your course started on or after 1 August 2016
- Special Support Grant - not available if your course started on or after 1 August 2016
- Childcare Grant
- Adult Dependents' Grant
- Parents' Learning Allowance

You'll need to provide your household income for tax year. For example, if you are applying for the academic year of 2020-2021, you need to provide your household income for tax year 2019 to 2020.

After you apply, Student Finance England will ask the people in your household to confirm their income. They might need to provide evidence.

What counts as household income?

Your household income is your taxable income plus the income of:

- Your parents - if you're under 25 and live with them or depend on them financially
- One of your parents and their partner - if you're under 25 and live with them or depend on them financially
- Your partner - if you're over 25 and live with them (even if they spend most of their time abroad)

For more information on taxable income please click on the following link:

<https://www.gov.uk/income-tax>

If you have had no contact with your parents for over a year, you might be able to apply as an 'estranged student'.

For more information on how to apply as an estranged student please click on the following link:

<https://www.standalone.org.uk/guides/student-guide/>

ARU College details:

A) University or college details

Information required in application form	Please follow below guidance
University or college name and address	Anglia Ruskin University, East Road, Cambridge, CB1 1PT
UCAS personal identification number	Leave this section blank
UCAS university or college code	A60
UCAS campus code (if applicable)	Leave this section blank

B) Course details

Information required in application form	Please follow below guidance
Course name	(Refer to your ARU College offer letter for your exact course name – e.g. 'BSc (Hons) Tourism Management Extended – ARU College')
If you are following a combined studies or modular course, please list all subjects being studied	Leave this section blank
UCAS course code	Please enter your degree title into the search box on aru.ac.uk . The UCAS code of your course can be found on the page.
Qualification you expect to gain	Make sure are correct Put the same answer as 'course name' but do not add the 'extended-ARU College or 'ARU College.
Course start date	(Refer to ARU College offer letter)
Course end date (final year of study)	(Refer to ARU College offer letter)
Full course length (years)	(Refer to ARU College offer letter)
Year of course in 2020/21:	(Refer to ARU College offer letter)
Full tuition fee amount for the academic year 2020/21:	(Refer to ARU College offer letter)
If the course is franchised to another university or college, give their address below	Leave this section blank

C) Course type (please tick one box)
Tick 'Full-time undergraduate'

D) Term details
Tick 'University or College' for all three terms.

If I am a continuing student from England, how to apply?

How to re-apply as a continuing student:

You are classified as a 'continuing student' if you received finance last year. In order to reapply for next academic year you will need to login to your student finance account and reapply online.

When to apply:

Apply now for the 2020 to 2021 academic year. By applying now you will receive your maintenance and tuition fee loan at the beginning of the 2020/2021 academic year and avoid delays. Applications can take months to be processed and completed.

Important Information:

- As soon as you receive your Student Finance Entitlement letter, detailing the breakdown of payments to the university, bring this into the ARU College office.
- Most of your correspondence with Student Finance England will be through your online account. Whilst you will be sent hard copies of documents to your home address, all of these documents will also be sent to your online account. Therefore it is of vital importance to remember your **Customer Reference Number** and **login details that you are given when you begin your application**.
- When you need to call Student Finance England, they will always ask you for your Customer Reference Number, Password and Secret Answer. It is necessary to have these pieces of information available to you at all times when dealing with Student Finance.

If you have any queries about your Student Finance application please email us for help on: support@arucollege.com

