NEW STUDENTS
PART-TIME

STUDENT FINANCE GUIDANCE

STEP 1:
Type the Student Finance URL into the search engine and click Start Now. This will bring you to the log in page.

https://www.gov.uk/student-finance-register-login

If you do not already have an account with them, please create one.

STEP 2:
Select Apply for student finance.

STEP 3:
Select Higher Education.

Apply for student finance
What type of student finance do you want to apply for?

Higher education
You're going to be studying for:
• a degree, for example: a BA, BSc, teacher training
• a foundation degree
• an HNC or HND
• a postgraduate qualification, for example: a Master's or Doctoral degree
• another higher education course

Further education: Advanced Learner Loans
You're going to be studying for:
• a programme of GCE A levels and/or AS Levels
• a QAA Access to HE Diploma
• a further education Certificate, Diploma and vocational qualifications at levels 3 - 6
• any of the following BTEC Professional awards: a Subsidiary Diploma, 90 Credit Diploma, Diploma, or Extended Diploma
**Step 6A.** It will ask you to apply for part-time finance. Click ‘Start now’ to continue.

**Step 6B.** You also need to agree to their data protection statement and privacy notice, by clicking the ‘I agree’ button.
Please consider the time it may take for the funding application to be approved.

On average Student Finance advise that applications for funding can take between 6-8 weeks and 14 weeks for DSA – given that there are no delays from all parties involved.

You can enrol on or after your start date. If your funding or DSA is not approved by your chosen start date, then this can be amended.

**STEP 7:**
You have not yet started the course, so you need to select No and then choose the date which you intend to start.

**STEP 8:**
Type in University for the Creative Arts.

Once you have begun typing, it should bring up UCA in the results.

Select this as your university provider.
You do not need to enter BA (Hons) before the course name. Make sure to select the course that states ‘Open College of the Arts’ as the campus, as shown in the image above.

SEE BELOW, FOR SOME TIPS WITH COURSES THAT MAY NOT APPEAR:

- Search the course name and press backspace to delete a letter at a time

  E.g. photography - type in 'Photography' and delete a letter at a time, til it reaches 'a'.

- Please give it a couple of seconds to update the search results, before deleting another letter.

ADDITIONAL STEPS:

- Check the course details. If it states your chosen course, with ‘Open College of the Arts’ below it, then click confirm.
- Choose the place you will be living in while studying e.g. England
- Select the course date. This should match the date chosen previously e.g. December 2018
- When it asks you how long you will be studying your course, select 12 years.
- It is Year 1 of study.
- Confirm the course fee of £3945. (This is the total cost of Level 1.)
- Check the details within the Course Summary, to see if everything matches the details you entered.

*Please remember to complete the rest of the application.
**Student Finance Northern Ireland/Wales may differ slightly, but generally the information entered should be the same.