

# NEW STUDENTS PART-TIME



Open  
College  
of the Arts

## 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> 

### Student finance login

Sign in or register for student finance online. You can:

- view your statements and letters from Student Finance England
- track an existing application
- check when your payments are due
- update some of your personal or application details
- reset your password or find your customer reference number
- apply for finance as a new or continuing student

If you're a parent or partner supporting a student's application, there's a different way to [submit or update information about your income](#).

[Start now >](#) 

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

[Create an account](#) 

### STEP 2:

Select [Apply for student finance](#).

### What would you like to do today?

[Apply for student finance](#) 

[Support a student's application](#)

### 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 4:

Select Undergraduate.

### Higher education

#### Undergraduate or postgraduate?

##### Undergraduate

You're going to be studying for:

- a degree, for example: a BA, BSc, teacher training
- a foundation degree
- an HNC or HND
- a certificate or diploma in higher education
- an Integrated Master's
- Postgraduate Initial Teacher Training eg Postgraduate Certificate in Education (PGCE)
- Postgraduate Healthcare Course (PGHC)
- a Scottish postgraduate or Scottish Master's
- a Master's of Architecture



##### Postgraduate

You're going to be studying for:

- a master's qualification, for example: MSc, MA, MBA.
- a doctoral qualification, for example: PhD, EngD, EdD.

## STEP 5:

Select Part Time.

### Undergraduate

#### Full time or part time?

##### Full Time

For students who'll be studying full time for a Degree, Higher National Diploma (HND) or Higher National Certificate (HNC).

##### Part Time

For students who'll be studying part time for a Degree, Higher National Diploma (HND) or Higher National Certificate (HNC).



## STEP 6:

Select 2018/19.

### Part Time

#### Which year do you want to apply for?

##### 2018/19

I want to start my application for part-time student finance for 2018/19.

This means the first, or next year of your course starts between 1 August 2018 and 31 July 2019.



##### 2017/18

I want to start my application for part-time student finance for 2017/18.

This means the next year of your course starts between 1 August 2017 and 31 July 2018.

**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.

## 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.

### Have you started your course?

- Yes  
 No

Continue

### When will you start your course?

#### Start date

For example, 9 2018

Month Year

12

2018

Continue

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 8:

Type in University for the Creative Arts.

### Where will you be studying?

If you are still deciding between your university or college then tell us your first choice.

University or college

University for the Creative Arts



### Where will you be studying?

If you are still deciding between your university or college then tell us your first choice.

University or college

University for the Creative Arts



36 results found

University For The Creative Arts (UCA)

Norwich University Of The Arts

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

Select this as your university provider.

## STEP 9:

At this stage you need to enter your course name.

### What course will you study at University For The Creative Arts (UCA)?

If you are still deciding between your courses then tell us your first choice.

Course name

Creative Arts



5 results found

#### Creative Arts

Bachelor Degree with Honours

Open College of the Arts



#### Creative Writing

Bachelor Degree with Honours

Open College of the Arts

#### Fine Art

Bachelor Degree with Honours

Farnham



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.**