

# NEW STUDENTS PART-TIME 2019/20



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 2019/20.

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

##### 2019/20

I want to start my application for part-time student finance for 2019/20.

This means the first, or next year of your course starts between 1 August 2019 and 31 July 2020.



##### 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.

**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

[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.

PLEASE NOTE: Student Finance will show the month of your start date as your intake month. Once you are confirmed as being on a particular monthly intake, you will need to make an application each year for the same intake month. We would advise applying for the maximum each year, so £4050 for 2019/20. The funding is available to you for the next 12 months. We would only claim for the unit/s that you actually enrol onto, so this should be reflected on your Student Finance account.

You can apply for funding up to 9 months after the start of your course so if you do not apply for funding automatically each year, you can still make the application when you are ready to start your next unit. If you haven't applied for funding 9 months after your expected intake, you would need to wait for their next academic year to start and effectively skip a year's funding. This is why it is important to apply every year regardless, to ensure there are no delays in your studies.

Please refer to the examples below to help explain further:

Student enrolls onto first course unit March 2019, showing them as March intake, Academic Year 2018/19.

- *Example 1. Student then wants to enrol onto next course unit **November 2019**. Funding for 2018/19 would be increased to cover this unit.*
- *Example 2. Student then wants to enrol onto next course unit **July 2020**. Student should apply for March 2020 intake, Academic Year 2019/20.*
- *Example 3. Student then wants to enrol onto next course unit **January 2021** but has not applied for March 2020 funding (making them over the 9-month deadline for making an application). Student would need to apply for March 2021 intake, Academic Year 2020/21. Student would not be able to enrol until this date.*

## 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.
- Try searching by another course e.g. 'Drawing' to see if Open College of the Arts appears below it and then delete and type in your chosen course again.

**If none of the above work, please come back to your application at a later point and try again. Some students have found that it works when they have tried the next day.**

## 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. **August 2019**
- 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 **£4050**. (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. We would advise contacting your funding body for further information.**

*If you have any doubts about the information you have selected or if you have any queries before submitting your application, contact us via [enquiries@oca.ac.uk](mailto:enquiries@oca.ac.uk) or give us a call on 01226 730495.*