Open College of the Arts

Applying for a Tuition Fee Loan for Student Finance 2022/2023

Please use the guidance below to complete the university information section of your Student Finance tuition fee loan application for the academic year 2022/2023. Applications may vary slightly based on your location, but the information required remains the same.

Visit the Student Finance website	Visit the appropriate Student Finance website (England, Wales or Northern Ireland) and locate where to apply. If you do not already have an account with Student Finance, please create one.
Confirm your application type	Select you are applying for a part-time**, undergraduate** course, and want to begin your part-time finance for **2022/2023**.
Select your start date	You will be asked if you have already begun your course. If you have not started your course, select 'No' and indicate a start date (MM/YYYY) between August 2022 and July 2023 - this should match your preferred start on your enrolment form. If you are a returning student, you should indicate the same start date each year. This is usually the month you began your course, but if you are unsure please contact studentadvice@oca.ac.uk who will be able to confirm.

Important note

For new students, consider the time it may take for the funding application to be approved. On average Student Finance advises that funding applications can take up to 8 weeks to be approved, and 14 weeks for DSA to be completed – given that there are no delays from all parties involved. You can enrol on or after your start date, (including current students). If your funding or DSA is not approved by your chosen start date, this can be amended by OCA.

Confirm your university	Indicate that you are studying with the **University of the Creative Arts (UCA)**.

Confirm your course and campus	Indicate the **name of your course**, e.g. if you are studying the BA (Hons) Creative Arts course, you need to type 'Creative Arts' as your course name. From the options available select the course that indicates you are studying a Bachelors Degree with Honours at **Open College of the Arts**. For example; **Creative Arts** **Bachelor Degree with Honours Open College of the Arts**

Important note

If your course is not showing as an option, search the course name again and press backspace to delete a letter at a time. Allow a few seconds each time for the form to update and locate the course name. You can also search for another course to see if Open College of the Arts appears, and then delete that course and type in your chosen course again. If these steps do not work, please come back to your application at a later point. Some students have found that it works correctly when they have tried the next day.

Confirm your course duration	Indicate that you have 12 years to complete your course. This is the maximum course timeframe you have available, but your actual course duration will depend on the study hours you are able to commit.

Confirm your credits	If asked, indicate you will study 40 credits in your first year of study. This is because credits are confirmed on a unit by unit basis only. This also applies to current students submitting a funding application for a new academic year.

Important note

OCA cannot confirm a student is studying more credits than what the student is enrolled to. In order to be confirmed as studying more than 40 credits within a 12 month period, students must complete their first unit and enrol on their second unit. At this point, OCA would then increase the credits studied within that 12 month period from 40 to 80. The quickest a student can complete a 40 credit unit is 5 months, and so it is not likely that OCA can confirm students as studying more than 80 credits per unit. Students cannot enrol to multiple units at once.

OCA does not usually confirm student intensity with Student Finance, as this is calculated by the amount of credits you study within a year. For instance, the majority of OCA units are worth 40 credits. If you study 40 credits in a year, this equates to 33% study intensity. If you study 80 credits in a year, this equates to 66% study intensity.

If you are applying for a maintenance loan, the amount of credits you study per year can impact the amount of maintenance loan you receive. It is not possible for OCA to confirm the credits you intend to study, only the credits for the units you have enrolled onto and paid for. OCA courses may not be suitable for students who will need to rely on a maintenance loan for the costs of living.

Confirm the course fee	Indicate the **course fee is £4500**. This will be available for you to claim for 12 months, after which you need to make a new funding application for the following academic year. This is the total cost of a level of study (there are three levels in total). OCA will only claim for the cost of a unit as and when you begin the unit (£1500) and so you may be notified of this as a reduced claim. You will still have access to the full amount you applied for.

Confirm your study year	If you are a new student, indicate you are in **Year 1.** If you are a current student, this will depend on when you began your course. For example, if you began your course in October 2020: October 2020 - September 2021 = Year 1 October 2021 - September 2022 = Year 2 October 2022 - September 2023 = Year 3 October 2023 - September 2024 = Year 4 and so on.

Check that you have entered the above information accurately and complete the remainder of your funding application form before submitting.

If you have not already done so at this point, and are a new student, you will need to submit an enrolment form to the Open College of the Arts. If you are a returning student, you do not need to submit an enrolment form unless you are ready to enrol to your next unit.

Student Finance can take up to 8 weeks to process your funding application, and 14 weeks to process your Disabled Students Allowance (DSA) application.

OCA cannot enrol you to a course unit before your funding application has been approved.