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INTRODUCTION



Student Finance

The Government of Jersey provides financial help for Jersey students who want to go to university or college to study for their first undergraduate degree or other recognised higher education course. The amount you receive is means-tested and has two elements:

- 01 Tuition fees:**
Up to £9,250 per year. As of academic year 19/20 the tuition fees grant for a one year course at Level 3 in an arts-related subject is limited to the actual cost of tuition fees for an equivalent course provided by Highlands College.
- 02 Maintenance Grant:**
Up to £7,500 for an academic year. This helps to pay some of the living expenses, including accommodation, food and books.

This guide is designed to help students and parents understand the factors they need to consider before they apply for Government funding, and the legislation that provides for fees and grants, namely the Education (Grants and Allowances) (Jersey) Order 2018, hereafter referred to as the “Order”.

Children, Young People, Education and Skills will be undertaking a review of Higher Education as per the proposition amendment, p.33-2018amd in April 2018, and any information in this booklet could be subsequently amended, within the guidelines laid down in the proposition.

Everyone’s circumstances are different so if you have more questions, please contact Student Finance:

01534 449450

studentfinance@gov.je

Student Finance office at Skills Jersey, Bermuda House, Green Street, St Helier, JE2 4UH

FIND OUT WHO IS ELIGIBLE

Applicants are entitled to apply for funding if they have lived in Jersey for long enough and meet the academic standard. The requirements vary depending on which course a student wants to study and whether they are:

- **A dependent student** – living with their parents and are under the age of 25 on or before 31 August of the calendar year in which Jersey's academic year starts. Jersey's academic year starts 1 September.
- **An independent student** – aged 25 and over or living financially independently for three years before the 1 September of the calendar year in which Jersey's academic year starts, or married or in a civil partnership. Jersey's academic year starts 1 September.

ACADEMIC REQUIREMENTS

- **To study a degree:** A student must have two passes at A-level or an equivalent Level 3 qualification (such as a BTEC).
- **To study for a Higher National Diploma, Foundation Degree or comparable course:** A student must have one A-level pass or an equivalent Level 3 qualification (such as a BTEC).
- **To take an art foundation course in the UK:** A student must have an A-level in art (or related subject). Students who have received funding for an art foundation course and go onto study a full arts degree subsequently and will receive three years of funding if they do. However, if they choose a university course that does not require art foundation as a prerequisite, they will not receive funding for the first year of the new course.
- **Mature students** do not always need to have the same academic qualifications, especially if they have relevant professional experience. Universities and colleges will clarify their entry requirements and funding is available provided they accept the mature student.

OTHER FUNDING

- A student who has successfully applied for a bursary or scholarship is still able to apply for government funding. However, are not eligible if they already have a loan or funding from a Local Education Authority in the UK or other jurisdiction.

RESIDENCY REQUIREMENTS

- **Dependent students:** The student and parents must have been ordinarily resident in Jersey for five years up to 31 August before their first academic year. Where a student has not been ordinarily resident for the required period solely because a parent is or was temporarily employed outside of Jersey, that period may be counted as ordinary residence

If a student has been resident for less than five years before the start of the course, they may also qualify if the student, or a parent they live with, has Entitled status. Parent and student also need to have been ordinarily resident for at least 12 months up to 31 August.

- **Independent students:** The student must have been ordinarily resident in the island and have been so for five years immediately before 31 August as above. The one year rule also applies to students with Entitled status.

- **Gap Year:** Students who take a gap year abroad, normally meaning a period of up to 12 months away from Jersey, may be treated as having satisfied the residency requirements. For students who do not meet the five years residency criteria and wish to take a gap year, please contact the department.

- **Concurrent children:** If multiple children from a family are in higher education at the same time they each complete a separate application form. The grant levels have increased significantly so there is no longer a different calculation for second or third child being away at the same time.

- **Looked after children:** These students are treated as Independent. Additional funding might also be available, please speak to your social worker.



WHICH COURSES ARE FUNDED

01 UNDERGRADUATES

Financial assistance is available to students who wish to undertake an approved full-time higher education course, up to a first degree, at a recognised institute. In most cases, three years of funding is available.

Additional funding is available for clinical years of medical, veterinary, dentistry and nursing.

02 PROFESSIONAL QUALIFICATIONS

Students can also get financial help for certain postgraduate professional qualifications that are a pre-requisite to going into a particular career. Examples are the PGCE for teaching or the Legal Practice Course/Bar Vocational Course (LPC/BVC). This is also a means-tested grant calculated in the same way as funding for a first degree. Please contact the Student Finance team if you are unsure.

03 FOUNDATION ART COURSES

As of academic year 19/20 the tuition fees grant for a one year course at Level 3 in an arts-related subject is limited to the actual cost of tuition fees for an equivalent course provided by Highlands College.

04 LOCATION OF THE DEGREE

The funding is available for degrees in Jersey, in the UK and other countries around the world, provided the course is recognised as being the same standard as a UK degree. (Applicants must provide evidence that the course is acceptable.)

For courses outside Jersey or the UK, the student must provide evidence that the course is of a recognised standard. Tuition fees have to be paid directly to the university or college in advance. The parent/student will then be reimbursed and will receive the same amount they would get for a similar course in the UK.

Courses at Scottish universities are sometimes structured differently, some take four years. If these courses are the same as a three year course in other areas of the UK then funding will only be paid for three years. The funding can be spread over four years to assist with cashflow and planning.

05 FOUR YEAR COURSES (WITH A PLACEMENT YEAR OR STUDY ABROAD)

Government funding is generally for a three year course. However, some degrees are spread over four years because they include a work placement year to gain experience. If this is unpaid, a maintenance grant is available to help the student with living expenses. It will be means-tested in the usual way.

There are also four year courses that have an integrated Masters for the final year. The fourth year is not usually funded because it is a postgraduate qualification. Please contact the Student Finance team for more information.

06 DISTANCE LEARNING

Funding is available for the tuition fees for distance learning courses if they are a person's first degree or first professional qualification. Students must be enrolled with the Open University (on a 30 or 60 point course) or a recognised distance learning institution in England, Scotland or Wales that the department has approved.

For distance learning courses there are no prior academic requirements. The maximum funding available is £4,000 per academic year.

07 SKILLS BURSARY (FOR 16 TO 18 YEAR OLDS)

This funding scheme enables young people to develop a particular skill or talent for which training is not available on the Island. Examples are specialist sports scholarships or dance courses.

The Skills Bursary Allowance is specifically for students who are 16 to 18 years old on 31 August of the academic year their course starts and who have been ordinarily resident in Jersey for the five years before that.

Applicants must have a minimum of five GCSEs at Grade C or Grade 4/5 or above and must be taking a full-time course of up to two years that leads to a recognised qualification at Level 2 or Level 3. Up to £6,675 is available per academic year.

WHICH COURSES ARE FUNDED

08 JERSEY BURSARY (FOR POSTGRADUATE COURSES)

Graduates who have a degree of a minimum 2:1 classification can apply for funding for postgraduate study, either a Masters or a Doctorate. Up to £10,000 is available per student and it can be used for fees or maintenance. This bursary is not means-tested and there is a limited amount of funding available so applicants compete with other candidates for the grants.

Full details can be found on the website
www.gov.je/financepostgraduate

09 OTHER BURSARIES AND FUNDS

There is a list of 30 additional bursaries provided to Jersey through private companies or charitable trusts. Many are reserved for students who want to work in specific areas such as law, engineering or construction and there are various deadline dates for applying. These are not run by the Government of Jersey so students need to contact the administrators direct.

The list and contact details can be found at:
www.gov.je/studentbursaries





HOW FUNDING IS CALCULATED

The amount of financial help a student receives from the government depends on the relevant income of the student. In general terms, the relevant income of a student for an academic year will be, in respect of the following:

- **A dependent student** – the gross income of the student’s parents for the calendar year preceding the calendar year in which the academic year commences.
- **An independent student** – the student’s (and their spouse or partner’s) gross income for the calendar year in which the academic year starts.
- Further details of how relevant income is calculated can be found in the Order.

Copies of certified accounts are required if parents or household members own 10% or more of the shares in a public or private company, or has beneficial ownership or holding in a business. **Business profits are included in the assessment** but losses are not taken into consideration. If a parent has interests in more than one company the accounts are looked at separately so that all income is considered.

Parents who prefer not to complete an Income Statement Form will be **treated as though their income is above the higher threshold** for receiving government financial help. **This means they will not receive a grant** but the student’s details will be retained so that they can receive information about job opportunities and other information and so that **they can be registered with Social Security**.

Parents who have **capital assets, excluding their main residence, worth more than £500,000** will **not be eligible for funding** through this scheme. **The assets include other properties, stocks, shares, bonds, goodwill of a business or tangible/moveable assets.**

WHAT YOU MIGHT RECEIVE

Household income (total/gross)	Tuition fees	Maintenance	Total
£0 to £49,999.99	£9,250	£7,500	£16,750
£50,000 to £59,999.99	£9,250	£6,000	£15,250
£60,000 to £69,999.99	£9,250	£4,500	£13,750
£70,000 to £79,999.99	£9,250	£3,000	£12,250
£80,000 to £89,999.99	£9,250	£1,500	£10,750
£90,000 to £99,999.99	£9,250	£0	£9,250
£100,000 to £109,999.99	£9,250	£0	£9,250
£110,000 to £119,999.99	£8,325	£0	£8,325
£120,000 to £129,999.99	£7,400	£0	£7,400
£130,000 to £139,999.99	£6,475	£0	£6,475
£140,000 to £149,999.99	£5,550	£0	£5,550
£150,000 to £159,999.99	£4,625	£0	£4,625
£160,000 to £169,999.99	£3,700	£0	£3,700
£170,000 to £179,999.99	£2,775	£0	£2,775
£180,000 to £189,999.99	£1,850	£0	£1,850
£190,000 to £199,999.99	£925	£0	£925
£200,000 +	£0	£0	£0

Please note the Higher Child Allowance (HCA) is to be removed, and during the transitional period the amount of grant paid by the department will take account of this.

For example: The maximum HCA is £2,340, so if a parent received the maximum allowance, the tuition fees payable by the department would be reduced by £2,340.



HOW TO APPLY FOR FUNDING

Students need to **apply for funding well before their course starts** to be sure of receiving a grant for the beginning of term.

Students can apply any time from January 2019 if your course starts anytime during 19/20 academic year. Jersey's academic year starts 1 September 2019 to 31 July 2020. Applications after 31 December 2019 will not be accepted. Most students submit an application before 31 March because this means all the necessary paperwork will be complete by the time they receive their results.

If students are considering university but are uncertain, it's still best to **apply to Student Finance as soon as possible to save time**. They can **always withdraw the application** if they decide not to go.

The initial application form is called HE1 and can be completed online at www.gov.je/applyforstudentfinance

Please note that **parent/s or student will need to submit a new Income Statement form for each academic year**. This is so that any changes in their financial circumstances can be taken into account. For continuing students this will be automatically sent out by Student Finance at the beginning of calendar each year.

WHY YOU SHOULD APPLY THROUGH STUDENT FINANCE

Even if the relevant income of a student means there will be no entitlement to a grant, we recommend that parents and students apply to the Student Finance office. There are a number of benefits of doing this including:

- Automatic registration with Social Security so that a student's contributions (student credits) are paid while they are studying for up to three years.
- Contact with Student Finance who can forward relevant job opportunities and other useful information.
- Less risk of a student being charged international fees.

CHECKLIST

For parents and students entering their first year.

	Action to take	Timescale	Tick
01	Complete online application form HE1: www.gov.je/applyforstudentfinance	From January and ideally by 31 March	<input type="checkbox"/>
02	Income Statement Form HE2 sent to parents	After HE1 is received by Student Finance	<input type="checkbox"/>
03	Parents complete Income Statement Form HE2 and return to the address on the front of the HE2 form.	As soon as possible	<input type="checkbox"/>
04	Existing university students send results to Student Finance on completion of the year.	June to August	<input type="checkbox"/>
05	Student to complete online form HE7 and send copy of results (A-levels, IB or Level 3 course) and university offer letter to Student Finance.	June to August	<input type="checkbox"/>
06	Student, parents and uni/college are notified of what funding they will receive.	Summer	<input type="checkbox"/>
07	Autumn maintenance grant cheques are posted to uni/college for student to collect.	From September	<input type="checkbox"/>
08	Parents receive HE2 to complete for the next academic year.	January	<input type="checkbox"/>

Please note: Before the amount of funding can be calculated, parents need to submit their Income Tax notice of assessment to Student Finance. Filing in your tax Return as soon as possible will speed up the process. All forms to be sent to the Student Finance office.



PRACTICALITIES & CONDITIONS

01 HOW THE FUNDING IS GIVEN OUT

The maintenance grant is usually paid in three instalments. Grant cheques are sent to the college or university for the student to collect at the beginning of each term. This applies to courses in the UK and in Jersey. If a student is studying outside Jersey or the UK the grant will be paid directly into their bank account.

Tuition fees will be paid directly to the college or university each term, if the student is studying outside the UK or Jersey please see the section 'Which courses are funded'. Once the Student Finance team have received an invoice from the institute. Where the parent/student are responsible for paying some or all of the tuition fees they need to contact their university or college to make arrangements.

02 ABSENCE FROM THE COURSE

A maintenance grant may be affected if a student is absent from their course. A portion of the grant will be withheld or reclaimed by the Government for the period a student is not in attendance. A medical note or other evidence is required if the student is absent because of an illness.

03 REPEATING AN ACADEMIC YEAR

Repeat periods of study are not funded. If a student does not complete and pass an academic year and is required to retake the year either full-time or part-time, they will have to finance the tuition fees and maintenance costs that year themselves. No additional funding is available. The grant will be reinstated once a student successfully completes the resit year.

04 TRANSFERRING COURSE

Some students decide to transfer to another course either at the same, or a different institute. If they are required to repeat period of study (either a term or academic year) they will have to fund this repeat period themselves. The funding can be re-instated once the repeat period has been successfully completed.

The student needs to provide written confirmation from both the current college or university and their new institute to support the transfer and confirm it is acceptable in academic terms. Students can only transfer to comparable or recognised courses.

Students considering a transfer should speak to the Student Finance team in Jersey as soon as possible, and keep them informed throughout the process so that funding arrangements can be made.



PRACTICALITIES & CONDITIONS

05 TRAILING A MODULE

Some colleges and universities allow students to progress to the next academic year even if they have not completed all their modules. This usually only happens if they have gained enough credits for the whole of the course. Students need to contact the Student Finance team if this is the case.

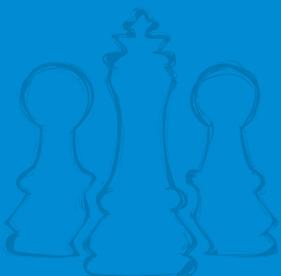
06 FAILURE AND WITHDRAWAL

If a student abandons or fails a part or all of a course or the institution refuses to allow the student to complete it, there will be a financial penalty. Where prompt notification of withdrawal is provided to Student Finance by the student or parents, the amount repayable will usually be limited to the tuition fees for the last term that was paid for by the government, and a portion of any maintenance grant received for the term in which they left. No further tuition fees or maintenance will be paid after Student Finance has been informed that a student has withdrawn.

If a student withdraws from a course due to ill health no repayments are required as long as satisfactory evidence is provided from both the institute and a doctor.

07 APPEALS

All applications for a student funding are decided by Children, Young People, Education and Skills initially. Students who feel their application has not been dealt with correctly under the legislation, can request a review by writing to the Head of Careers and Student Finance, Skills Jersey. All appeals are considered by the Grants Appeal Panel. Appeals must be submitted within two months of receiving notification of the decision about the grant.



EXTRA FINANCIAL HELP

DISABLED STUDENT ALLOWANCE

A disabled student allowance (DSA) may be available to students with a disability. A DSA could be awarded to pay for a non-medical helper, other reasonable costs; or where the relevant income is below £90,000, the cost of purchasing or hiring specialist equipment subject to a maximum of £5,151. Any student who thinks they may be eligible for DSA should complete the application process and indicate this on the online application form (HE1). Please contact Student Finance should you have any queries in relation to DSA.

INTERVIEW ATTENDANCE EXPENSES

If an applicant's gross family income is below £50,000 they might qualify for help with reasonable travelling costs for the student only. This covers one trip to attend an interview for an approved higher education course. The maximum amount available of £258 can be claimed for the actual, reasonable travel costs for the student, but not for accommodation or meals.

FIELD TRIP ALLOWANCES

Students may be awarded an allowance to attend during term time a "field-trip" as defined in the Order (to exclude placements).

Details of the allowance that may be paid are provided in the Order:
www.jerseylaw.je/laws/enacted/pages/RO-086-2018.aspx

Applications should be made before the field-trip takes place. More information is available on the website www.gov.je/studentfinance or by contacting the Student Finance office.



SKILLS JERSEY EVENTS

HIGHER EDUCATION FAIR - MARCH

This event gives you the opportunity to talk to exhibitors on over 60 stands; ranging from universities (from the UK, on-Island and overseas), training providers, gap-year specialists.

JERSEY SKILLS SHOW - OCTOBER

At the Jersey Skills Show, we aim to bring skills to life and give attendees the chance to learn about education, training and opportunities in an engaging and inspiring way.

USEFUL CONTACTS

STUDENT FINANCE

Bermuda House, Green Street, St Helier, Jersey JE2 4UH

Tel: 01534 449450 | Email: studentfinance@gov.je | Website: www.gov.je/studentfinance

SKILLS JERSEY

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