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INTRODUCTION



Student Finance

The Government of Jersey provides financial help for students who are resident in Jersey and who wish to undertake a course in higher education, postgraduate professional education or for a one-year level 3 vocational arts course. This guidance is relevant for students who wish to study for their first undergraduate degree, including those undertaking distance learning courses.

The amount you may be able to receive is means-tested. A grant may be payable and is composed of two elements:

- 01 Tuition fees: (see table on page 13)**
Up to £9,250 per year, except for the tuition fees grant for a one-year vocational arts course where the amount is limited to the actual cost of tuition fees for an equivalent course provided by Highlands College. See [UAL Foundation Diploma in Art & Design \(highlands.ac.uk\)](https://www.highlands.ac.uk).
- 02 Maintenance Grant: (see table on page 13)**
Up to £7,500 for an academic year. This helps to pay some of the living expenses, including accommodation, food and books.

In addition to the above, in certain specific circumstances, a student may be eligible for an allowance. An allowance may be granted to support students with disabilities. We may also provide additional support for students attending interviews, vacation study placements or for certain field trips. Details of the allowances available can be found on page 17.

This guide is designed to help students and their families to understand the factors they need to consider before they apply for Government funding. This guidance reflects the legislation that determines the amount of grants and allowances, namely the Education (Grants and Allowances) (Jersey) Order 2018, hereafter referred to as the "Order".



Please read this guidance carefully and complete the online Application form under www.gov.je/applyforstudentfinance as indicated in the guidance notes. Student Finance will provide further relevant forms, including income statement forms, upon receipt of the application. These forms will need to be submitted to Student Finance via email or by post.

If there are any questions then please contact the Student Finance team for further information:

studentfinance@gov.je

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

FIND OUT WHO IS ELIGIBLE

In 2022 / 23 a student is eligible for consideration for a grant if:

- The student is resident* in Jersey (*see further below Residency Requirements);
- The student is over compulsory school age on 31 August 2022; and
- The academic requirements for funding the specific course are met.

The precise residency requirement and the way in which the means test is applied to a student will depend on whether the student is an independent student or a dependent student under the terms of the Order:

- **An independent student** – is one who, on or before the 31 August immediately preceding the start of the academic year, is aged 25 and over, or married or in a civil partnership, has no living parent or has a child of their own or is a care leaver. Also if the student has been living financially independently from their parents for the three years before the 31 August immediately preceding the start of the first year or the student's course.
- **A dependent student** – any student who is not an independent student is treated as a dependent student.

ACADEMIC REQUIREMENTS

- **To study a course of higher education:**
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, Higher National Certificate or an equivalent qualification (Foundation degree):**
A student must have one A-level pass or an equivalent Level 3 qualification (such as a BTEC).
- **To take a one-year art related course at Level 3 in the British Isles:**
A student must have an A-level.
- **Independent students:**
May be eligible for funding even if they do not have the academic qualifications referenced above. Some institutions have particular arrangements for the admission of independent or 'mature' students, especially if they have relevant professional experience. Universities and colleges will clarify their entry requirements and funding is available provided they accept the independent student.



Distance learning students:

There are no prescribed academic requirements for a distance learning degree. A student will not be eligible for funding if they have previously received a grant for a different course in higher education.



Professional qualifications:

There are no prescribed academic requirements for students who wish to study for a professional qualification, but the providers of those courses will usually impose appropriate academic requirements. A student who receives a grant in respect of a professional course will not be eligible for funding for a course in higher education.

RESIDENCY REQUIREMENTS

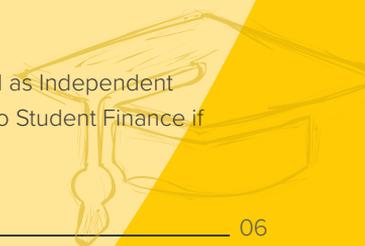
- **Independent students:** in order to be treated as “resident” in Jersey, the Independent Student must:
- be ordinarily resident* in the island on 31 August immediately preceding the start of the first academic year of the student’s course; and
 - have been ordinarily resident prior to that date:
 - › for at least one year if the student has Entitled status under the Control of Housing and Work (Jersey) Law 2012; or
 - › for five years or more.

- **Dependent students:** a dependent student will be treated as “resident” in Jersey, if the student and the student’s natural or adoptive parents are:
- ordinarily resident* in the island on 31 August immediately preceding the start of the first academic year of the student’s course; and
 - they have been ordinarily resident prior to that date:
 - › for at least one year if the student or either of the student’s parents has Entitled status under the Control of Housing and Work (Jersey) Law 2012; or
 - › for five years or more.

If a student lives with only one parent, then only the ordinary residence of that parent is taken into account. Further, if the ordinary residence criterion is not met in respect of a student solely because a parent is or was temporarily employed outside of Jersey, that period of employment may be counted as a period of ordinary residence for the parent and the student.

*Please refer to [P Residential and Employment Status Guidance 20161205 RB.pdf](#) (gov.je) (page 5) for further guidance on the meaning of being “ordinary resident” in Jersey.

- **Gap Year:** Students who take a gap year of up to 12 months may, as a matter of discretion, be treated as fulfilling the residency requirements where they would otherwise not fulfil the requirements set out above. If this may be relevant to your circumstances, then please notify Student Finance.
- **Siblings taking courses concurrently:** If more than one child from the same family takes a course of higher education at the same time then each must complete a separate application and a copy of the information to determine the relevant income and assets of the student must be provided in each case.
- **Looked after children and care leavers:** These students are treated as Independent students. Additional funding might also be available, please speak to Student Finance if you have any queries.



WHICH COURSES ARE FUNDED

01 UNDERGRADUATES

Financial assistance may be available to students who wish to undertake a full-time or part-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

Funding is available but 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 HIGHER EDUCATION PROVIDER

The funding is available for higher education in Jersey, in the UK and other countries around the world, provided the course is recognised as being the same standard as a UK higher education (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.

Please contact Student Finance for the evidence required if you have any queries.

Where the provider of the course is outside of the UK, it will usually be necessary for the tuition fees to be paid by the parent or student directly to the university or college in advance, unlike the position for UK or Jersey institutions. The parent/student will then be reimbursed and will receive up to their entitlement based on household income - see table on page 13.

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 higher education course or 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 £7,400 per academic year - see table on page 13.

FURTHER EDUCATION FUNDING

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 ordinary resident in Jersey for the five years before that.

Applicants 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.

DISCRETIONARY AND INDEPENDENT FUNDING

In addition to the funding available under the Order, there are some sources of additional discretionary or independent funding available. These are briefly introduced below, but further specific rules apply and the rest of this guidance should not be taken to reflect the rules for eligibility for such funds.

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

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 for each year of the student's course will depend in most cases on the "relevant income" of the student. The "relevant income" is determined for each academic year, (starting 1 September and finishing 31 August), of a student's course and so income forms will need to be submitted in respect of each year that funding is sought.

The Order sets out the method of calculating a student's relevant income in respect of an academic year. It is important to recognise that the "relevant income" may be:

- 1) that of the student;
- 2) the student's parent(s) or
- 3) another person the student lives with and the input of those persons will be required to complete an application.

In general terms the amount of support available tapers as the amount of the "relevant income" increases, as can be seen in the table on page 13. A student will be ineligible for funding if the relevant assets of the student exceed £500,000.

Income

The meaning of "relevant income" for a student depends on whether the student is an independent student or a dependent student.

For an **independent student**, the relevant income is the sum of:

- the student's gross income for the calendar year in which the academic year starts (i.e. income for the calendar year 2022 for a course starting after 1 September 2022); and
- the gross income of the student's spouse, civil partner or any person the student is living with in a relationship like a marriage or civil partnership for the calendar year in which the academic year starts.

*NB if the student married or entered the civil partnership or began living with the person in a like relationship during the calendar year then only a proportion of that person's income will be taken into account.

For a **dependent student**, the method of calculating the student's relevant income will depend on whether the student lives with one or both of their natural or adoptive parents:

- where the dependent student's parents live together with the student in the student's main residence in Jersey then the relevant income will be the sum of the gross income of both parents for the calendar year preceding the calendar year in which the academic

year commences (i.e. for the calendar year 2021 for a course starting after 1 September 2022); or

- where the dependent student lives in the student's main residence with one parent (the "resident parent") and with a person who is not the student's parent, but with whom the parent is married, in a civil partnership or in a relationship like a marriage or civil partnership (a "relevant person") then the relevant income will be either:
 - › by default, the sum of the gross income of the resident parent and the relevant person; or
 - › the sum of the income of both the resident and non-resident parents, but only where both parents have agreed that the student's relevant income should be determined in this way,

for the calendar year preceding the calendar year in which the academic year commences (i.e. for the calendar year 2021 for an academic course starting after 1 September 2022).

- where the dependent student lives in their main residence with one parent and with no relevant person, then the relevant income will be:
 - › for **new students** whose non-resident parent has died or cannot be located or contacted, the gross income of the resident parent for the calendar year preceding the calendar year in which the academic year commences; or
 - › for **all other students**, the sum of the gross income of both the resident and non-resident parents for the calendar year preceding the calendar year in which the academic year commences.

The meaning of "Income"

With respect to any person referenced above whose gross income may be taken into account, "income" has a defined meaning in Article 3A of the Order. In short, a person's income includes any profits, gains, salaries, fees, wages and perquisites of any kind arising from any source, whether in Jersey or elsewhere.

Without limiting the broad application of the point above, income is specified by the Order to include –

- any income applied by another person, under a trust, for or towards the maintenance, education, or other benefit, of the person or of any other person dependent on or maintained by that person;
- any amount payable, whether under an order of a court or any agreement, for the maintenance of the person or of any other person dependent on that person.
- any benefit or bonus or payment (however described) payable to or in respect of the person under any of the following Laws:
 - (i) Social Security Hypothecs (Jersey) Law 2014,
 - (ii) Social Security (Jersey) Law 1974,
 - (iii) Income Support (Jersey) Law 2007,
 - (iv) Long-Term Care (Jersey) Law 2012; and

- any deemed income (see below)

Where an individual holds, an interest of 5% or greater in the share capital of a company or a partnership interest in an entity (see Article 3A(4) of the Order) during a calendar year for which the individual's income is relevant income then they may have deemed income. In this case the individual is deemed to receive as income the proportion of the profits made by the relevant entity during that calendar year that is equivalent to the proportion of the individual's relevant interest in that entity. If that individual holds that interest for part only of that calendar year, the amount that the individual is deemed to receive as income is apportioned to reflect the portion of the year in which the individual held the relevant interest.

Where a person has deemed income, copies of certified accounts must be provided for the entity or for each entity in which such an interest is owned.

- **Parents who prefer not to complete an Income Statement form** will be considered as a Maximum contributor. You will not receive any funding for tuition fees and maintenance but still qualify for a Disabled Student Allowance (DSA). The student's details will be retained so that they can receive information about job opportunities and other information so that they can be registered with Customer and Local Services for student credits.
- **Parents who wish to apply for funding but do not complete the Income Statement form by the deadline** will be considered as a Maximum contributor. You will not receive any funding for tuition fees and maintenance but still qualify for a Disabled Student Allowance (DSA). The student's details will be retained so that they can receive information about job opportunities and other information so that they can be registered with Customer and Local Services for student credits.

Assets

If a person whose income should be taken into account for an academic year has, on 31 December preceding the start of the academic year, **capital assets, excluding their main residence, worth more than £500,000, then the student will not be eligible for funding through this scheme. Such relevant assets include other properties, stocks, shares, bonds, goodwill of a business or tangible/moveable assets.**

WHAT YOU MIGHT RECEIVE

Student's relevant 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 + or assets over £500,000	£0	£0	£0

DISTANCE LEARNING

Student's relevant income (total/gross)	Percentage of course fees reimbursed
No more than £50,000	80%
More than £50,001 but no more than £55,000	60%
More than £55,001 but no more than £60,000	40%
More than £60,001 but no more than £65,000	20%
More than £65,000	0%

The maximum award in respect of one academic year is £7,400

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 from 1 January 2022 if your course starts anytime from 1 September 2022 and finishes by 31 August 2023. Students only need to apply once for their course. Applications must be submitted by 31 December 2022 and applications received after that date will not be accepted. Students are advised to submit an application by 31 March 2022 wherever possible as this will enable all the necessary paperwork to be completed before they receive their results.

For anyone who is considering university but unsure, please contact the **Careers Guidance** team at skillsjersey.gov.je for advice on education, career options and next steps.

An application may be submitted to **Student Finance and withdrawn if the student decides not to attend before funding is paid.**

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

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

- Automatic registration with Customer and Local Services 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.



PRACTICALITIES & CONDITIONS

01 HOW THE FUNDING IS GIVEN OUT

The maintenance grant is usually paid in three instalments. Students will be asked to provide their bank details. The grant will be paid directly into their bank account.

Tuition fees will be paid directly to the college or university in the UK each term once the Student Finance team have received an invoice from the institute.

If the student is studying outside the UK or Jersey then please see the section of this booklet titled 'DISCRETIONARY AND INDEPENDENT FUNDING'. 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 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.

05 FAILURE AND WITHDRAWAL

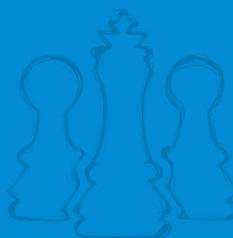
If a student abandons or fails a part or all of a course or the institution refuses to allow the student to complete it, there will be a financial penalty. Where prompt notification of withdrawal is provided to Student Finance by the student or parents, the amount repayable will usually be limited to 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. If the department is not notified promptly, the amount repayable may be the whole amount for that academic year. 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.

06 APPEALS

All applications for 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.

If you are not satisfied with the decision, then you may appeal to 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 and have assets of under £500,000 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.

Looked after children will receive this allowance regardless of income. The allowance will include payment for an appropriate adult also.

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).

VACATION STUDY ALLOWANCE

Students may be awarded a vacation study allowance if they are required to attend a trip outside of term time as defined in the Order.

Details of the allowances 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 or vacation study takes place. More information is available on the website
www.gov.je/studentfinance or by contacting the Student Finance office.



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 2022 and ideally by 31 March, but no later than 31 December	<input type="checkbox"/>
02	Income Statement Form HE2 sent to parents by Student Finance	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 will be sent direct to the student.	From September	<input type="checkbox"/>
08	Parents receive HE2 to complete for the next academic year.	January	<input type="checkbox"/>

Please note: All forms to be sent to the Student Finance office.

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

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

Tel: **01534 449440** | Email: skillsjersey@gov.je

Website: www.gov.je/skillsjersey | Youtube: youtube.com/skillsjersey

Keep in touch, follow us on the Government of Jersey's social media

