



**GUIDE TO  
HIGHER EDUCATION AWARDS  
ACADEMIC YEAR 2018/19**

## CONTENTS

|   | <b>Page</b> |
|---|-------------|
| <b>1. Introduction</b>                                      | <b>3</b>    |
| <b>2. Eligibility for a Student Award</b>                   | <b>3</b>    |
| <b>3. Types of Student Awards</b>                           | <b>5</b>    |
| <b>4. How to apply for a Student Award</b>                  | <b>8</b>    |
| <b>5. The Composition of the Award for an Undergraduate</b> | <b>8</b>    |
| <b>6. How is the Award Calculated</b>                       | <b>9</b>    |
| <b>7. The Student's Contribution</b>                        | <b>10</b>   |
| <b>8. Independent Students</b>                              | <b>10</b>   |
| <b>9. How the Award will be paid</b>                        | <b>11</b>   |
| <b>10. Absence from the course</b>                          | <b>11</b>   |
| <b>11. Repeating an Academic Year</b>                       | <b>11</b>   |
| <b>12. Trailing a module</b>                                | <b>12</b>   |
| <b>13. Transferring Course</b>                              | <b>12</b>   |
| <b>14. Failure and Withdrawal</b>                           | <b>12</b>   |
| <b>15. The Appeals Process</b>                              | <b>13</b>   |
| <b>Timetable</b>  | <b>14</b>   |
| <b>Useful Names and Addresses</b>                           | <b>15</b>   |

## **1. Introduction**

This leaflet gives information about student awards offered by the States of Jersey Education Department to students from Jersey attending part-time and full-time courses in Higher Education.

The leaflet covers most of the general points which students and parents will need to know. Students and parents who wish to obtain further information should contact the Student Finance Office at Careers Jersey, PO Box 55, Philip Le Feuvre House, La Motte Street, St Helier, JE4 8PE Tel: 01534 449450.

## **2. Eligibility for a Student Award**

Applicants are entitled to apply for funding from the Department if they meet the residency requirements. For students wishing to enter higher education there are certain academic criteria that must be met. (See page 4)

The Department will not fund a student who is in possession of a loan or an award from another Local Education Authority.

### **Residency Requirements**

#### **Dependent Students (see section 3 on page 5)**

The student and his/her parents must have been ordinarily resident in Jersey for 5 years immediately before 31<sup>st</sup> August of the first year of the course, or would have been so resident but for the fact that the parents are, or were, temporarily employed outside the Island.

If a student has been resident for less than 5 years immediately prior to the 31<sup>st</sup> August of the first year of the course, they may also qualify by possessing "Entitled" status, providing they have been ordinarily resident for at least 12 months immediately prior to the 31<sup>st</sup> August for the first year of the course.

## **Independent Students (see section 9 on page 11)**

The student must have been ordinarily resident in the Island and have been so for the period of 5 years immediately before 31<sup>st</sup> August of the first year of the course.

If a student has been resident for less than 5 years immediately prior to the 31<sup>st</sup> August of the first year of the course, they may also qualify by possessing “Entitled” status, providing they have been ordinarily resident for at least 12 months immediately prior to the 31<sup>st</sup> August for the first year of the course.

## **Gap Year**

The Department permits students to take a ‘gap year’ and remain eligible for an award provided the absence from the island is no longer than a total of 12 months.

## **Academic Qualification Requirements**

A student must possess two passes at A(2) level or an equivalent level 3 qualification in order to obtain funding for a degree course.

A student must possess one A(2) level pass or an equivalent level 3 qualification for a Higher National Diploma, Foundation Degree or comparable course.

The minimum requirement for an Art Foundation course in the United Kingdom is one A(2) level in Art (or its equivalent). It is understood that students will continue to undertake further study in Art to degree level. Students who have received funding for an Art Foundation course and subsequently wish to undertake a university degree course or comparable course in an unrelated subject, which does not require art foundation as a prerequisite, will not receive funding for the first year of the new course.

### **3. Types of Student Awards**

The Department offers financial assistance for students who are studying a course of higher education.

#### **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.

Students under 25 years of age before 31<sup>st</sup> August of the first year of the course are considered to be dependent unless:

The student is married and over 21; or

The student has been living financially independent of his/her parents for at least 3 years before the first academic year of the course.

#### **Degree courses outside the United Kingdom**

Applications for awards for first degree courses outside the United Kingdom will be considered if the course is recognised to be of any course standard in the United Kingdom.

Applicants must forward evidence that the course is equivalent to a UK degree.

The parent/student will be required to pay the tuition fees directly to the institute in advance. The Department will reimburse the parent/student to the equivalent tuition fee rate less the student contribution of £1500 of a similar course in the United Kingdom subject to the assessment.

#### **Scottish Universities**

Funding for courses undertaken at Scottish Universities will be restricted to the equivalent level of funding for a similar course at an English University.

## **Skills Bursary**

This bursary has been set up for the purpose of giving financial assistance to enable young people to take advantage of a learning opportunity which will allow them to develop a particular skill or talent and which is not available on the Island.

### **In order to qualify for consideration, the applicant must:**

- Be aged between 16 and 18 years old on September 1<sup>st</sup> of the academic year in which the course of study/ training starts
- Have been ordinarily resident in the Island for a period of 3 years prior to September 1<sup>st</sup> of the academic year in which the course of study/ training starts
- Be accepted onto a full-time course of study/ training which leads to a recognised educational qualification at level 2 or level 3 (maximum of 2 years)

## **Student Finance Bursary**

This bursary has been set up for the purpose of giving financial assistance to enable young people to take advantage of a learning opportunity at a higher education institute that charges fees at a rate above the level of £10,500 per annum.

The maximum bursary that will be given is equal to the difference between the tuition fee to be charged and the assessed parental contribution towards tuition.

- A student must possess one A(2) level pass or an equivalent level 3 qualification.
- Be eligible for funding under the current regulation for higher education grants
- Have submitted a HE2 Income Statement Form.

## **Postgraduates**

Postgraduate awards, funded by the Department, are divided into categories:

**Higher degree courses** – funding is available through the Jersey Bursary. Applicants compete against their peers for an award. An applicant for a Jersey Bursary must have a minimum of a 2:1 degree classification. The Jersey Bursary is available for students who wish to undertake postgraduate study for either a Masters or a Doctorate and is a non-means tested award of up to £10,000. Full details can be found on the website [www.gov.je/studentfinance](http://www.gov.je/studentfinance)

**Professional qualifications** - the Department offers financial assistance towards certain postgraduate professional qualifications that are a pre-requisite to going into a profession such as the PGCE for teaching or the Legal Practice Course/Bar Vocational Course (LPC/BVC). These are funded in the same manner as for an undergraduate award.

### **Distance Learning**

Funding is available from the Department towards the tuition fees for first degree distance learning courses. To be funded students must be enrolled with a recognised distance learning institute which is approved by the Department.

Please contact the Student Finance Office for further information.

### **Application for a Disabled Student Allowance**

Disabled Student Allowances are available to students who are eligible for a Jersey Student Award at undergraduate or postgraduate level. The Disabled Student Allowance helps pay for extra costs a student may have to pay when studying, as a direct result of a disability or specific learning difficulties. (i.e. Dyslexia, Aspergers Syndrome) The allowances can help with the cost of a non-medical helper, items of specialist equipment and other course related costs. Elements of the award are subject to means testing. If a student intends to apply for a Disabled Student Allowance they must indicate this on the online application form (HE1). More information is available on the website [www.gov.je/studentfinance](http://www.gov.je/studentfinance) or by contacting the Student Finance Office.

## **Interview Expenses**

Dependent on gross family income the Department may be prepared to meet reasonable travelling costs for one visit to the United Kingdom for a student who is required to attend an interview for an approved course of higher education. This amount will include travel costs but not accommodation or meals. More information is available on the website [www.gov.je/studentfinance](http://www.gov.je/studentfinance) or by contacting the Student Finance Office.

## **Trusts, Bursaries and Gift Funds**

There are educational trusts and charities that can offer financial assistance both locally and in the United Kingdom to students in further and higher education. More information is available on the website [www.gov.je/studentfinance](http://www.gov.je/studentfinance) or by contacting the Student Finance Office.

## **4. How to apply for a Student Award**

Student Finance have provided a timetable for year of entry on page 15 to advise parents and students on the processes of applying for a Student Award.

An online application form can be found on:

[www.gov.je/studentfinance](http://www.gov.je/studentfinance)

If your course starts anytime between January and June, you need to apply before 31 December in the year before your course starts.

For example, if your course starts in January 2019, you need to apply by 31 December 2018.

If your course starts anytime between September and December, you need to apply by 31 December in the year your course starts.

For example, if your course starts in September 2018, you need to apply by 31 December 2018.

In order for your application to be processed with sufficient time, we ask that students apply to Student Finance by 31<sup>st</sup> March 2018.



## **Late applications**

Late applications will not be accepted.

## **5. The Composition of the Award for an Undergraduate**

The award is composed of two elements:

**Maintenance Grant** – towards the living expenses, including accommodation, food and books, of a student up to a maximum of £6000 for a standard academic year. Additional sums are allowed for periods in excess of the standard academic year.

**Tuition Fees** – The department will fund up to a maximum of £9,250 towards the fees (based on a course cost of £10,750). The student will be responsible for £1,500 towards the fees.

Additional funding may be available for medical courses, please contact the Student Finance Office for more information.

N.B. Additional payments may be made to students to attend additional compulsory term time and vacation courses required by the institute. Contact the Student Finance Office for further details and application forms.

## **6. How the Award is Calculated**

With exception to independent students, parents are (in principle) liable to make a contribution. You will need to provide confirmation of your household income for the previous year. There is a specific form that needs to be completed and this will be sent to you throughout the application process. The Department will calculate levels of support based of your income.

If you are a divorced or legally separated parent and living with a partner or remarried, your partner's income will be taken into account when assessing the award. If you would prefer the students natural parent to declare their income instead of the partners, you will need to advise the Student Finance Office.

When parents are not living together, the Department will ask for relevant documentation to assess the award on the income it considers appropriate.

For the purpose of the award, gross income is considered to be income from all sources, even if it's non-taxable.

If you, the other parent or partner, subject to assessment, own 10% or more of the shares in either a public or private company, or has beneficial ownership or holding in a business or they are the beneficiary of a trust, the Department will request a copy of the certified account or such other details that may be necessary to assess the award. Business profits are included in the assessment but losses are not taken into consideration.

Parents who prefer not to complete an Income Statement Form will be treated as maximum parental contributors.

Parents whose joint capital assets, excluding their main residence (e.g. other properties, stocks, shares, bonds, goodwill of a business, tangible/moveable assets) exceeds £500,000 subject to an annual review; will be treated as maximum parental contributors.

Parents who are maximum contributors are responsible for the students living expenses and the tuition fees which are paid directly to the institution.

If a parent believes they are a maximum contributor it is still beneficial to complete the initial application form so that the student is registered with the Department. This will also mean that the student will be eligible for student credits and to take out the NatWest Student Loan.

## **7. The Student's Contribution**

All students are liable to contribute £1500 towards their tuition fees.

## **8. Independent Students**

If you are an independent student, your award is calculated based on your income and the income of your spouse/partner (if applicable) based on the current financial year if your course

starts between August to December; or your previous years income if your course commences between January to July.

To be eligible to apply as an independent applicant the student must:

Have attained the age of 25 years on or before the 31<sup>st</sup> August preceding the commencement of the course; or  
Married and over the age of 21; or

Have been living financially independent of his/her parents for at least 3 years before the first academic year of the course.

## **9. How the Award will be paid for UK and On-Island**

The Maintenance Grant is normally paid to the student in termly instalments. Grant cheques are sent to the university/college for collection by the student at the beginning of each term.

When tuition fees are due to be paid by the Department, these will be paid directly to the institute on a termly basis in receipt of an invoice from the institute. Where the parent/student is responsible for payment of fees they should contact the institute regarding payment.

## **10. Absence from the course**

A maintenance award may be affected by absence, for any reason, from the course. As the award is related to the actual attendance, the Education Department may withhold or reclaim the appropriate proportion of the grant for the period the student is not in attendance. For a student who does not attend because of illness, medical evidence will be required by the Department.

## **11. Repeating an Academic Year**

The Department does not fund repeat periods of study. Where a student does not complete and pass an academic year and is required to retake the year either full-time or part-time he/she

will have to self-finance that year i.e. be responsible for meeting their maintenance and tuition costs.

On successful completion of the repeat period of study, the award will be re-instated for the following academic year.

## **12. Trailing a module**

Institutes may allow students who complete enough credits, but not all, in one academic year to progress onto the next year trailing one or more modules. However, to receive funding from the Department for each academic year the student must have completed and passed all of the previous academic year. If the student has not completed all their modules, please contact the Department.

## **13. Transferring Course**

If a student decides to transfer to another course either at the same, or a different institute and this requires a repeat period of study, either a term or academic year, then he/she will have to fund this repeat period. The award can be re-instated once the repeat period has been successfully completed.

The Department will require written confirmation from both the institute the student is leaving and the one they intend to transfer to supporting the transfer on academic grounds;

If a student is considering a transfer, it is important that they speak to the Student Finance Office in Jersey as soon as possible, keeping them informed of developments throughout the process of transfer;

The course the student is transferring to must be a designated or comparable course under the Department's award regulations;

The Department must be satisfied that the student intends to complete the new course.

## **14. Failure and Withdrawal**

If a student fails, fails to complete the course or withdraws, there will be a financial penalty. A student in receipt of a maintenance award will have to repay the unexpended portion of the award for the term in which he/she left. The Department will also require a repayment of the tuition fees for the previous term that had been paid by the Department.

If a student withdraws from a course due to ill health no financial penalty will be incurred as long as satisfactory evidence is provided from both the institute and a doctor.

**Please note: As per the signed declaration on the application form, the parents/guardians and the student are jointly liable to repay an award in the event of a repayment being requested by the Department.**

## **15. The Appeals Process**

All applications for a student award will initially be determined by the department.

Should you feel that your application has not been dealt with correctly under the laws, you can request a review. You may request a review of the decision by writing to the Director of Careers and Student Finance Skills Jersey. All appeals are considered by the Grants Appeal Panel

## **TIMETABLE FOR YEAR OF ENTRY**

### **January - March**

Online application form (HE1) recommended to be completed by 31<sup>st</sup> March. Parents/Students will then be sent an approval letter with an income statement form (HE2). An e-mail will be sent to the student with a link to complete a notification of results form (HE7). HE2 forms are sent to parents of ongoing students.

### **March - June**

Parents should complete the income statement form (HE2) and forward to the Income Tax Office for certification. The Income Tax Office will then forward the certified form to the Student Finance Office.

### **June - August**

Parental contributions are calculated. Before the end of July parents should check with the Student Finance Office that the HE2 form has been received from the Income Tax Office as no acknowledgements are sent to parents.

Existing students should send their results for the academic year to the Student Finance Office.

### **July - September**

On receipt of A-Level results, student should complete the online HE7 form and send a copy of their exam results and unconditional offer letter.

### **August - October**

Notifications of student awards are sent to the parent, student and institute.

### **September - November**

Grant cheques are posted to the institutes for student to collect.

## USEFUL NAMES AND ADDRESSES

### **Student Finance Office**

Education Department,  
PO Box 55  
Philip Le Feuvre House  
La Motte Street  
St Helier  
Jersey  
JE4 8PE  
Tel: 01534 449450  
Email: [studentfinance@gov.je](mailto:studentfinance@gov.je)  
Website: [www.gov.je/studentfinance](http://www.gov.je/studentfinance)

### **Skills Jersey**

Education Department,  
PO Box 55  
Philip Le Feuvre House  
La Motte Street  
St Helier  
Jersey  
JE4 8PE  
Tel: 01534 449440  
Email: [skillsjersey@gov.je](mailto:skillsjersey@gov.je)  
Website: [www.gov.je/skillsjersey](http://www.gov.je/skillsjersey)

### **University College Jersey (Highlands) - Student Records**

PO Box 1000  
Jersey  
JE4 8QA  
Tel: 01534 608633  
Fax: 01534 608600  
Email: [reception@highlands.ac.uk](mailto:reception@highlands.ac.uk)  
Website: [www.highlands.ac.uk](http://www.highlands.ac.uk)

Updated January 2018