



## Guidance Notes for completing the Authorisation for the Payment of Tuition Fees Form

### 1. Student Details:

If you have been a student at this Institution before, please insert your ID number (if known) otherwise leave blank. Please complete the 'Course Title' clearly and in full including any Pathway, if applicable.

### 2. Tuition/Course Fees & Funding:

You are required to tick one (or more) boxes in this section as applicable.

**Self funding students** have the option to pay the **total tuition fee** for the academic year in full in one instalment, or, you can choose to spread the cost over 3 instalments and pay by direct debit. Instalments will usually be taken from your bank account in the first week of November, January and May.

**Funding by the SLC/LA/SAAS** If you are a full time home or EU undergraduate student, then you will be entitled to apply to your LA or SLC for a loan towards your fees and maintenance payments. All applications to the SLC or LA will need to be made in May/June. If you are doing the course part time, then you can also apply but you will need to ensure that the course is 50% of the full time programme. For further advice on this type of support, please contact the University's Student Centre on 01494 522141.

To apply for the funding arrangements please log onto [www.studentfinancedirect.co.uk](http://www.studentfinancedirect.co.uk) or contact the Student Loan Company helpline on 08456 077577.

Applications for funding must be made early as the University will require confirmation of payment of fees from the SLC or LA, at enrolment.

(SLC =Student Loan Company; LA = Local Authority; SAAS = Student Awards Agency for Scotland)

### 3. Sponsor/Employer Details:

You must complete this section if a sponsor or employer is responsible for payment of your course/module fees. Please include the full name and address of the sponsor/employer. Where the invoice address is different, please also complete section 4 of the form.

For further guidance on this please refer to the funding descriptions below;

#### **Fully funded through a sponsor/employer OR Partially funded through a sponsor/employer:**

This applies to any student who is being sponsored by their employer including qualified nurses where funding has been made available as part of Continuing Professional Development through the Post Initial Qualifying Scheme (PIQ) and the Trust or London NHS are to be invoiced for either the full amount or part of the amount of the course/module fees.

**Please ensure you complete Sections 1, 2, 3, 4, (if different from 3) 5 and 6. Section 6 must be completed by an authorised signatory under the terms of the Scheme.**

#### **NHS Contract/Bursary:**

This applies to nursing students in receipt of funding for Continuing Professional Development through NHS London under a **pre-agreed Contract** but does not relate to PIQ.

**If you are eligible for funding under this scheme, please ensure you complete Sections 1, 2, 3 and 6. Section 6 must be signed by an authorised signatory within the named London Hospital Trust; Mental Health Authority or PCT.**

*For students of Health Authorities outside of London NHS, tuition fees will normally be invoiced to the respective Strategic Health Authority; Hospital Trust; Mental Health Authority or PCT in your region. Please ensure you complete Sections 1, 2, 3, 4, (if different from 3) 5 and 6. Section 6 must be completed by an authorised signatory responsible for agreeing to the financial liability.*

### 4. Invoice Address:

Only complete this section if the address given at Section 3 is not the address to which the University should send the invoice for payment.

### 5. Payment Details:

You must insert the total tuition fee for the course/module for the year of study. Full details of the course/module fees can be obtained from the Faculty Marketing Office. If section 3 of the form has been completed, please indicate the level of financial support given by the employer/sponsor, e.g. if fully funded, the full tuition fee should be inserted. If partially funded, then the amount which the employer/sponsor has agreed to pay should be inserted.

### 6. Sponsor/Employer Declaration:

Please refer to Section 3. This section **must** be signed by an authorised signatory and their position in the organisation/company should be clearly stated.