

## Financial and Legal Services

### 2018/19 Student Support Package (UK Part Time Undergraduate Students)

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We have created a Manchester Met Student Support Package of up to £562.50 per year for **new, part-time, first year, undergraduate students** to enable access to Higher Education to remain within reach for those who wish to go to University.

**The exact amount will depend on the number of credits/units commenced (and charged for) in each year.**

**In order to be eligible for the Manchester Met Student Support Package, you must meet all the following criteria:**

- You are a **new Manchester Met student** commencing **year 1** of a part time **degree** in the 2018/19 academic year.
- **Foundation year 1 student's** in 2017/18 academic year, **progressing** onto year 1 of your linked degree in 2018/19.
- You have a **household income** of no greater than **£25,000** per year.
- You are paying tuition fees under the new (higher) fee regime of £770.85 per 10 credit unit in 2018/19.
- Your course is **not** externally funded (e.g. through the NHS).
- You have a **UK Student Support Number** (English, Scottish, Welsh and Northern Irish students).

#### How do I apply?

- All the information we require to assess you for the Student Support Package is received when you apply online to Student Finance for your income assessed maintenance loan.
- When making your application to Student Finance, you must **consent to share your household income** details with Manchester Met. If your parent(s)/guardian/partner has been income assessed to support your application, **they must give their consent to share as well.**
- Please note in order to be in receipt of the Manchester Met Student Support Package, your application with Student Finance **must be** income assessed. Even if you do not want to take out the maximum maintenance loan, you still need to be fully income assessed in order for us to view your household income information.

- If you have already processed your application, please check to ensure consent has been given to share the information with Manchester Met prior to the start of the academic year. If we cannot view your income, we cannot assess you for the bursary. You can check your online account with Student Finance or for more information Student Finance can be contacted on **0300 1000 612**.

### How will I know if I am eligible?

You will receive an email from the Manchester Met Student Support Package team during the first term following your enrolment.

### How much Student Support Package will I receive?

The amount of support you will be eligible for will depend on how many credits you are enrolled on (and have been charged for) in each academic year.

#### Allocations:

30 Credits    £187.50

60 Credits    £375

90 Credits    £562.50

### How will my support be processed?

The credit will be loaded onto your **met card**.

You can use your met card at various locations, please check for the latest information at [www.mmu.ac.uk/metcard](http://www.mmu.ac.uk/metcard). Updated FAQ's for 2018/19 will be available before the start of term at [www.mmu.ac.uk/ask](http://www.mmu.ac.uk/ask)

You will receive the full year 1 allocation in two stages on or around the dates below:

September start courses:

- **17<sup>th</sup> October 2018**
- **23<sup>rd</sup> January 2019**

March start courses:

- **18<sup>th</sup> April 2019**
- **10<sup>th</sup> October 2019**

### Additional conditions

- **Your eligibility** for the Student Support Package **may change** during the academic year; for example, if we receive relevant information about prior study resulting in pre 2012/13 fees becoming chargeable. If this should happen, Manchester Met **will notify you as soon as possible**.

- To be eligible to receive the first instalment of your award you must be enrolled and engaging with your course two weeks after the course start date (when 25% of tuition fees charged). To be eligible to receive the second instalment of your award you must be enrolled and engaging with your course on the second day of the second term (when 50% of tuition fees charged).
- Student Support Package payments will **not** be processed retrospectively if your student income is amended. All Student Support Package payments will only be processed in the academic year they relate to.
- You should be aware that withdrawal/suspension from study may affect your eligibility for the Student Support Package.
- Should you be paid the Student Support Package when you are **not** entitled to it, you **will** be required to repay this to Manchester Met.
- Should you incur any **unpaid debts** to the University, Manchester Met reserves the right to **withhold payment** of any Student Support Package entitlement. Manchester Met will contact you for authorisation to use your Student Support Package entitlement to pay your overdue debt.
- Manchester Met may **hold** your Student Support Package in the event of poor or non-attendance on your course.
- Should you transfer onto a different course your Student Support Package entitlement will be paid in line with the scheme for the relevant academic year.