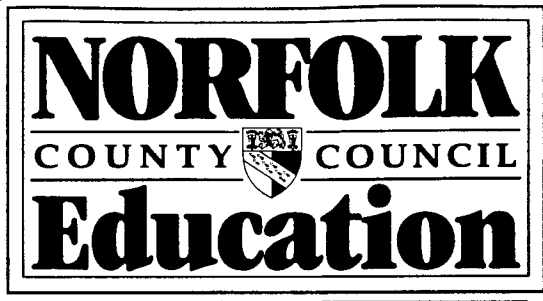


Bryan Slater
Director of Education

MANAGEMENT INFORMATION

SUBJECT:	Financial support for students in Higher Education	
WORKING TITLE:	Financial support for students in Higher Education	
DATE PUBLISHED:	5 February 1999	
DATE EFFECTIVE:	Immediate	
DISTRIBUTION:	Secondary Schools with Sixth Forms For attention of the Head/Director of Sixth Form	FORMAT: Letter from SAO (Pupil & Student Services)

SUMMARY	
The annual letter enclosing application forms and information for distribution to students applying for entry to Higher Education next Autumn	
ACTION REQUIRED	
- Distribution of forms, information pamphlets and booklets by Friday 26 February	
Alert students to deadline date for receipt of applications (19th March)	
DATE DOCUMENT OBSOLETE	End of current school year
ASSOCIATED DOCUMENTS	



Director of Education
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Your Ref		Please ask for:	Mr D Andrews
My Ref	CS/DA/TKC	Direct Dialling Number	01603 223493
Date	5 February 1999		

All Secondary Schools with Sixth Forms
For the attention of the Head/Director of Sixth Form

Dear Headteacher

**FINANCIAL SUPPORT FOR STUDENTS ENTERING HIGHER EDUCATION
IN SEPTEMBER 1999**

I am sending with this letter a supply of financial support application forms (Form A), information pamphlets (pink paper) and DfEE booklets for distribution to those of your students who live in Norfolk and have applied for entry to full-time courses of higher education starting next Autumn. There is a duty on the LEA to make application forms and information available to all prospective students not later than **26 February 1999**. It is, therefore, important that the application packs are issued as quickly as possible and in any case no later than that date.

From the start of the academic year 1999/2000, support for students' living costs will in most cases be solely in the form of loans. Approximately 25% of the maximum available loan will be means tested (this replaces the means tested maintenance grant) and the remaining 75% will, as at present, be non-means tested. As for most students who started courses in September 1998, support towards tuition fees will normally be means tested. Local Education Authorities are responsible for deciding whether students are eligible in principle for support towards fees and/or living costs and for calculating the amount of support they are entitled to receive. However, with very few exceptions, payments of the support entitlements will be made by the Student Loans Company.

The application process is outlined in paragraph 3 of the information pamphlet (pink paper) and you will see that the deadline date for receipt of completed applications is **19 March 1999**. Students who return their forms after that date will still have their applications considered but they may not receive payment of the first loan instalment at the start of the first term of the course. I hope you will be able to display the enclosed notices to make students aware of the deadline.

FINANCIAL SUPPORT FOR STUDENTS ENTERING HIGHER EDUCATION IN SEPTEMBER 1999

It is important that students apply even if they do not think they will receive any help with fees or the means tested part of the loan towards living costs. They must still complete Form A if they want access to the non-means tested part of the loan.

This year we are asking that completed application forms are returned direct to the Student Support Unit at County Hall by individual students rather than in bulk via the school/college. In this way students will take full individual responsibility for the date on which the application form is returned and for the security of important personal documents such as birth certificates or, where applicable, passports which must be sent with the application form. This arrangement will also enable us to start dealing with applications as early as possible and help to spread the workload more evenly.

Each stage of the application process is to be closely monitored by the Department for Education and Employment and with that in mind I need to have confirmation that you have received the forms and that they have been distributed to all prospective higher education students. The attached reply slip should be completed and returned to me by Friday 26 February.

If you need additional supplies of forms or pamphlets/booklets please contact Eric Clarke of the Student Support Unit (01603 222337). Please do not hesitate to contact me if you have any queries about the new financial support arrangements for 1999/2000 and/or the administrative processes.

Yours sincerely



D Andrews

Senior Administrative Officer (Pupil and Student Services)

Encs