

Pupil Access & Community Services
Student Support
County Hall
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Mr D Andrews

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18 January 2002

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Headteachers of Schools with Sixth Forms
(copy enclosed for the Headteacher/Director of Sixth Form)

Dear Headteacher

Financial Support for Students Entering Higher Education in September 2002

I will shortly be sending you the usual supply of financial support application forms and accompanying information for distribution to those of your students who live in the County of Norfolk and have applied for entry to full time courses of Higher Education starting in September 2002. They will be despatched from County Hall no later than Friday 1st February.

The application pack for each student will comprise :-

1. The financial support application form (Form HE1)
2. Guidance notes to help students complete the application form.
3. Our own pamphlet (pink paper) outlining the financial support arrangements for 2002/03 and the application process.
4. DfES booklet "Financial support for higher education students - Guide for 2002/03".

It is important that every applicant receives the complete pack and that the packs are issued no later than **15 February 2002**. We will be asking the students to return completed application forms to the Student Support Unit by **15 March 2002**. 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 course. When you have received supplies of the forms and information booklets/pamphlets, I hope you will be able to display the enclosed notices to make students aware of the deadline.

continued

Not all students who are eligible for financial support will qualify for means tested help towards tuition fees and/or the part of the loan (approximately 25%) which is means tested. This will of course depend on the financial circumstances of the family. Some students may not even be intending to take out any loan which is available. However, everyone who is planning to start a course of Higher Education in September 2002 should be encouraged and advised to complete Form HE1 so that we can assess their eligibility in principle for support towards tuition fees and/or living costs. Otherwise the University/College may charge more than the standard tuition fee.

We will again be 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 take full individual responsibility for the date on which the application form reaches us 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 closely monitored by the Department for Education and Skills and with that in mind it would be helpful to have confirmation from you that the application packs have been distributed to all prospective Higher Education students. The attached reply slip should be completed and returned by **22 February 2002**.

If you need additional supplies of application forms or pamphlets/booklets, please contact Philip Barber (Telephone : 01603 222046 ; E-mail : philip.barber.edu@norfolk.gov.uk). Please do not hesitate to contact me if you have any queries about the financial support arrangements for 2002/03 and/or the administrative processes.

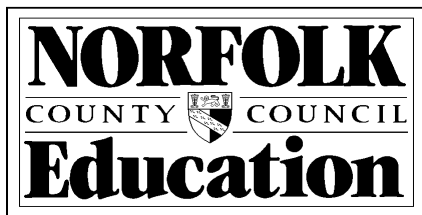
Finally I would like to remind you that between now and 1st March 2002, members of the Student Support team are available to visit schools in order to provide your Sixth Form students with further information and advice about financial support for Higher Education. If you have not already taken up this offer and you would now like to do so, please contact Sharon Jay (Telephone : 01603 222439 ; E-mail : sharon.jay.edu@norfolk.gov.uk) as soon as possible.

I am enclosing an additional copy of this letter for your Head/Director of Sixth Form.

Yours sincerely

David Andrews
Head of Student Support

cc Head/Director of Sixth Form



Director of Education: Bryan Slater

Pupil Access & Community Services

Student Support Unit

FINANCIAL SUPPORT FOR STUDENTS IN HIGHER EDUCATION

Please complete this form and return it by **22nd February 2002** to:-

Philip Barber
Student Support Unit
Education Department
County Hall
Norwich
NR1 2DL

Name of Sixth Form / College:-

I acknowledge receipt of financial support applications and accompanying information pamphlets / booklets which have been issued to all Norfolk students applying for entry to Higher Education courses starting in September 2002.

Signed: _____ Date: _____

**IMPORTANT NOTICE FOR
STUDENTS ENTERING HIGHER
EDUCATION IN SEPT. 2002**

**APPLY NOW FOR FINANCIAL HELP
TOWARDS FEES AND LIVING COSTS**

***Application forms and information
booklets can be obtained from :-***



***Your application must reach the Student Support
Unit at County Hall by 15 March at the latest if
you want to receive a loan payment at the start of
the course***

