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Name:

Kingsbury Green Academy

Sixth Form



UCAS Guidance Booklet

2022 entry

What Happens Next?

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Results Day

A' Level 18th August 2022

GCSE 25th August 2022

Track, Offers, Interviews & Tests

UCAS Undergraduate Helpline 0371 468 0 468

Track

- The Track system is part of UCAS: it is a way of finding out how your application is progressing and will enable you to reply to any offers you receive.
- You can log into Track once you have received your welcome email from UCAS. It can be accessed via a link on the UCAS website.
- You will need your ID Number, Username and Password to log onto the Track system. Please check this regularly, as all offers you get will appear on Track. UCAS will email you to the email address provided with any updates.
- No one else has access to your Track, so if you need any help with the system please bring along your log in details.
- For more information see the 'Introduction to Track' video guide on the UCAS website, www.ucas.com

Check your emails regularly – sometimes university emails can go through to your spam folder

Receiving Offers

UCAS will start sending your application to your chosen universities/colleges as soon as they receive it. No university will know where else you have applied.

- The universities/colleges will reply to your application at different times. Please do not worry if you haven't heard from a university/college straight away, some will take longer to reply than others.
- Some will reply within a couple of weeks, it may take others a couple of months. There are 5 types of reply/offer you will receive:
 - **Unconditional Offer** –you are offered a place regardless of what grade you achieve on your current course. This is a rare reply and normally only given when you have already gained the qualifications you need to meet the entry requirements of that course.
 - **Conditional Offer** – this is a common reply, where the university would like to offer you a place on the course as long as you gain the needed points/grades asked for.
 - **Unsuccessful** – the university is unable to offer you a place. Your Track page may give feedback to explain this decision.
 - **Referred** – this is a common reply, all this means is that your university is still considering your application, and has not yet made a decision. –
 - **Withdrawn** – this will appear on Track if either you or the university has withdrawn from a course. The reason for this should be on Track – for example, not replying to correspondence from universities or not attending an interview.

Replying to Offers

You can only reply to your offers once you have received decisions from all of your choices.

- **Firm acceptance** – This is your first choice. If you are holding an unconditional offer you don't have to do anything further, you're in regardless of your grades/points. If you have a conditional offer you are accepted onto that place but depending on you achieving the entry requirements.
- **Insurance acceptance** – This is your second choice and is a back-up option if you don't get the grades/points you need to get into your first choice. You should not choose an insurance choice that has a higher offer (higher grades, more points) than your firm choice. However be realistic and make sure this is somewhere you would be happy to go to.
- **Decline** – Once you have made your decision about your first and second choices, you will then need to decline any other offers you are holding.

Please think carefully about these decisions. You must be happy with both of these choices as you are entering into a contract situation at this point.

You can then reply via Track. You will have a deadline shown in Track to do this by – you must reply by this date. If you do not reply by the deadline then your application will automatically be rejected.

There are deadlines for replying to offers. Your reply date will depend on when your last university makes their decision, see Track for your personal reply date.

Last decision from the university	Applicants must reply by
19th May	9th June

* These dates are approximate – it is your responsibility to check your deadline on Track

Interviews

Applicants to Oxford or Cambridge, Medicine, Dentistry and Vet Medicine/Science will be interviewed before being made an offer.

For Social Work, Nursing, Midwifery, Healthcare Professions, Teaching and Art and Design courses it is also highly likely that you will have an interview before you are made an offer. Some other universities and courses may interview you.

If you do not attend an interview the university will withdraw their offer. It is worth checking your junk mail as universities include a lot of pictures in their mail and it sometimes goes straight to your junk mail box or spam.

It is a good idea to research the type of questions you will be asked and to prepare some answers. Read over your personal statement and remind yourself what you have said about your experience and knowledge.

The following websites offer useful interview advice but you may wish to tips that are more specific to your course.

<http://www.allaboutcareers.com/careers-advice/university-interviews/how-to-prepare-for-a-university-interview>

<http://university.which.co.uk/advice/ucas-application/university-interviews-as-told-by-students>

<https://www.studential.com/university/applying/UCAS-application-guide/interviews>

**If at this stage you don't get any offers... don't panic!
You can still go to uni!**

Admissions Tests

Some universities or courses will require you to pass a specific admissions test before you are given an offer of a place. They will inform you if this is necessary and will give you details of how to register to take the test. Each one is different so please check your information carefully and ask for help if needed.

Guidance on these tests and recommended preparation and practice tests are available online.

www.admissionstesting.org – The Cambridge Assessment Admissions Tests website includes links to the BMAT and the TSA Cambridge and the TSA Oxford – Thinking Skills Assessments

www.bmat.org.uk – Biomedical Admissions Test

www.lnat.ac.uk – The National Admissions Test for Law

www.ukcat.ac.uk – UK Clinical Aptitude Test

Extra, Clearing & Adjustment

UCAS Student helpline 0371 468 0 468

UCAS Extra

UCAS offers the Extra service for students who hold no offers before 30th June

That means you have already applied to all 5 choices, and either had 5 rejections or declined all offers you have received. Extra gives you the opportunity to add one more choice to your application.

You apply for one course at a time, through Track, and if you are unsuccessful with that place, you can apply for another.

Extra is available from the end of February until early July.

Track will let you know if you can use Extra

UCAS Clearing

Clearing is a service offered by UCAS for applicants who have no offers from their course choices, have rejected any offers or do not gain the required grades.

Universities or colleges that still have places available will advertise them, and you will then be able to apply for these courses one at a time.

If you are eligible for Clearing UCAS will automatically send you Clearing details and instructions of what to do. Track will advise you if you are eligible for clearing.

Clearing starts from mid-July, any late applications after the 30th June will automatically go into Clearing.

UCAS Adjustment

When the results are announced UCAS provides a facility called Adjustment for students who exceed their offer grades. This allows students to apply to a different university/college, one you previously may not have considered as you did not think you would achieve the required grades, while keeping your original place on hold.

You have 5 days to use Adjustment from the time your original offer is confirmed.

You need to register on Track to be able to use it; the Register for Adjustment icon will only appear if you are eligible.

UCAS Tariff Points:

Tariff Point:	AS Level	A Level	BTEC
56		A*	D*
48		A	D
40		B	
32		C	M
24		D	
20	A		
16	B	E	P
12	C		
10	D		
6	E		

FAQs

I've changed my mind! What can I do now?

You are able to swap a choice for a different one in Track within 7 days of the date of your welcome email from UCAS. After these 7 days, you cannot change your choices.

If you wish to apply for somewhere completely different and you are sure you do not want any of your original choices, you can withdraw yourself from your choices and are then able to add on 1 more choice at a time through Extra. Extra is only available from 25th February to 4th July. However, once you have withdrawn from your choices you cannot return to these. This is a risky choice – you need to consider this carefully!

I've sent my application off, but now I want to add another choice...

If you haven't used all of your 5 choices you can add more in Track up until 30th June. You may have to pay an extra amount to add more choices if you originally only applied for 1 choice.

If you have used all of your 5 choices you will need to wait until Extra becomes available from February onwards. You will only be able to use this service if you have either had no offers or have declined all of your 5 choices

I've accepted my firm and insurance offers, but now I've changed my mind about my universities. Can I do anything?

You need to contact the universities directly to discuss this with them. If you wish to withdraw your offer of a place you need to talk about this with the university directly. Staff at school cannot do this for you. For further, more detailed advice about what you can do next contact UCAS on their student helpline number: 0371 468 0 468

I've got my results and they were better than predicted. Can I go to a better university?

It's totally up to you! You can choose to use the Adjustment service available through UCAS which is for students who exceed their offer grades. This allows you to 'shop around' for an alternative course whilst still keeping your original place on hold and safe. Adjustment is available from results day and you only have 5 days to use Adjustment from the time your original offer is confirmed. To register for this you need to register for Adjustment in Track.

I've got enough UCAS points for my first choice but I want to go next year instead of this year. What do I do?

You need to contact the university directly and ask if they would consider you for next year instead and accept you as a deferred entry. (UCAS Student helpline 0371 468 0 468)

Can I choose to cancel a choice on my UCAS application?

If you would like to withdraw just one of your choices, you can cancel it in Track (as long as the university has not made a decision yet). However, you cannot replace this with another choice.

I haven't applied, but now I've got my results I've decided that I should go to uni after all. What to do?

You still need to apply through UCAS and fill in a complete application form to be sent to UCAS. Your application form will then go through clearing automatically. Clearing can help you to find courses with vacancies if you've applied late or your results are not as expected. Or you can Apply early in next year's application cycle (September 2022) for entry in the following year, September 2023.

I've got an offer from my first choice uni, but I want to do a different course there now?

You can swap a choice for a different one in Track within seven days of the date on your welcome letter/email. However you can't swap a choice after 30 June, unless for exceptional reasons (like a change in family circumstances or personal problems).

If you're happy with the university or college but you'd like to change the course details, you'll need to get in touch with the university or college rather than us. You are not able to change your UCAS form once it has been sent to UCAS, but you can contact the universities you have applied to by phone to ask if they would offer you a place on a different course. The university can then put in a change of course offer through UCAS, which should show up on your Track page. If you have not used all of your 5 choices you can add on other courses to the maximum of 5 choices. You might, however, need to write a new personal statement if you are changing courses radically. As previously stated you cannot change the UCAS form, so will have to write a new personal statement which will need to be sent to each university directly. The university will also get a copy of your original personal statement on their UCAS form, so you will need to justify the change of course.

As a BTEC student, I already know my result. Do I tell my university?

BTEC qualifications are passed on to UCAS by the examination body, but as and when they receive them rather than on a particular date. They will start receiving batches of results from BTEC at the beginning of July and this will go on until September. This means that universities will receive BTEC results on an adhoc basis. The student will receive their certificate between July and September and can pass these on to their university of choice when they receive them rather than waiting for them to be passed on by UCAS, but they will need to be verified by UCAS.

As a BTEC student, when can I go into Clearing?

It's available July-September each year, when a specific Clearing course vacancy search will be available. If you already have your results certificate, but you have no offers, you can use Clearing from July. If you had conditional offers, but your exam results failed to meet these, you can use Clearing as soon as you get your results from July.

What do I do if I've missed something off my application form and need to get it back?

Once it has been sent to UCAS, you cannot get it back, or make any changes. Make sure you check and recheck, before you send it. If you have noticed a serious mistake then please speak to us and we will advise you how to proceed.

Student Finance

The information contained in this document was correct at the time of printing. Applicants should be aware that Student Loans Company funding rules may be subject to change at short notice in respect of changes in government policy.

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Section One: Financial support from the Government

The UK Government offers an all-inclusive package of fees and living cost support for eligible undergraduate students known commonly as **student loans** through the umbrella organisation Student Loans Company. This service includes Student Finance England, Student Finance NI, Student Finance Wales and Student Awards Agency Scotland. Students should apply for student funding from the country in which they are **ordinarily resident**. For students with settled or pre-settled status, or Irish nationals, applications should be made to Student Finance England.

The decision whether a student will receive support will be based on:

- the student's status in respect of their domicile (England, Scotland, Wales, and Northern Ireland);
- the household income;
- whether or not the student already has a Higher Education (HE) level qualification or previous HE study. (Students with an HE qualification or previous study should read the ELQ guidance or contact their funding authority for advice on eligibility.)

The purpose of student loans is to support the costs of the two main areas of outlay whilst a student at the School - tuition fees and living costs.

Tuition fees are set for all programmes to cover the cost of tuition, support services and facilities at the School.

Please note that if the student receives a tuition fee loan then **there will be no upfront tuition costs**, and nothing to repay until the April after the student graduates and only when they are earning a specified amount.

Maintenance costs refer to the costs, other than fees, associated with studying; e.g. accommodation, food, travel and programme materials

1.1 Contact Details

Please note that support will vary for students depending on which country they are from. Full details are available from the websites listed below.

Contact details

Student Finance England

Twitter: [@SF_England](#)

Facebook: [@SFEngland](#)

Telephone: 0300 100 0607

[Text relay](#) (if you cannot hear or speak on the phone): 18001 then 0300 100 0607

Monday to Friday, 8am to 8pm

Saturday, 9am to 4pm

[Find out about call charges](#)

Student Finance England

PO Box 210

Darlington DL1 9HJ

1.2 Support available from Student Finance England

Loans are provided by the UK Government through Student Finance England (SFE). Students can apply online for 2022/23 finance from early 2022 and do not need to have a place at university confirmed before applying. The deadline to apply will be in May 2022.

Tuition Fee Loan

In 2022/23 full-time students are able to receive a non-means tested fee loan of £9,250* to cover the full cost of tuition.

Maintenance Loan

The UK Government offers a **maintenance loan** to help with living costs. The amount the student receives depends on where the student lives, where they study and household income. For new students living away from home and studying in London, the maximum maintenance loan available for 2022/23 is £12,667*; for those living in the parental home during their studies, the maximum maintenance loan is £8,171*.

The table below gives examples of what students who start their course after 1st September 2022, living in London and not in the parental home might receive:

Household income	Maintenance Grant	Maintenance Loan – living away from home and studying outside London	Maintenance Loan – living away from home and studying in London	Maintenance Loan – living with parents
£25,000	£3,680	£4,423	£6,924	£3,016
£30,000	£2,498	£5,014	£7,515	£3,607
£40,000	£985	£5,771	£8,272	£4,364
£50,724	£50	£6,238	£8,739	£4,831
£50,778	£0	£6,263	£8,764	£4,856

1.3 Other forms of government support

Help for specific groups of students

The government also provides supplementary, non-repayable help for students with children and adult dependants, and for students with a disability:

- students with children may be entitled to the **Childcare Grant** to help with childcare costs and the **Parents' Learning Allowance** to help towards programme costs;
- students with adult dependants may be eligible for the **Adult Dependants' Grant**;
- disabled students may be entitled to **Disabled Students' Allowances** (DSA) which can include help with specialist equipment, a non-medical helper, extra travel costs and other costs.

English students should visit the Gov.UK website for further information:

- Childcare Grant
- Parents Learning Allowance
- Dependants Grant
- Disabled Students Allowances

1.4 What happens next?

Students and parents should submit an application to their relevant authority (see Section 2). The information submitted will be reviewed and a decision will be made regarding their eligibility for student loans and grants.

Once a decision has been made the student will receive a letter to inform them of their entitlement (**Notification of Entitlement**) and the dates upon which the student will receive any payments. **This should be brought to the School when they enroll.** The dates given in this correspondence are dependent upon the student registering on their programme in time and ensuring that SLC has their most up-to-date bank account details. If the student has applied online, they must ensure that they have completed the online **Declaration Form**. This sets out the terms and conditions and requires the student's e-signature. It is important to note that until SLC has received the **Declaration**, they will not deposit **Maintenance** support to the student even if they have enrolled at the school.

1.5 How payments are made to the student and institution

The School has to register attendance status of students each term in order for the School and student to receive payment of maintenance and tuition fee loans/grants tuition fee loan is paid directly to the School in three instalments (25% in terms 1 and 2, 50% in term 3).

Payments of the maintenance loan and grant are paid directly into a student's bank account in three instalments - one at the beginning of each term - but it is important to remember that it may take up to a week for a payment to reach a student's account (so it is vital for a student to make sure they have enough money for the first few days). **It is also important to mention that if the student does not enrol, they will not be entitled to receive a student loan.**

Privacy of student records:

How we use your data: For the purposes of administering loans from the Student Loans Company (SLC), your data will be processed in accordance with the SLC privacy notice, and in accordance with the School's overarching and HE privacy notice.

1.6 Repaying the student loans (SFE/SFW)

Students are liable to start repayments from the April after they finish the course (coinciding with the new tax year). Once he/she earns over the income threshold they will have to pay 9% of the amount earned over the threshold. The thresholds are currently £382 a week or £1,657 a month (before tax and other deductions). They change on 6 April every year. If the student continues in education they are still liable for repayments if they earn over the threshold. See the table below for examples of the monthly repayments:

Salary	Amount of salary from which 9% will be deducted £0	Monthly repayment (based on current thresholds) £0
£26,575		
£30,000	£3,432	£26
£35,000	£8,432	£64
£40,000	£13,432	£101
£45,000	£18,432	£139

Repayments are normally taken automatically from a graduate's salary with tax and National Insurance. Separate arrangements are in place with HMRC if a graduate is self-employed. Students who live abroad once they graduate will be required to fill in an Overseas Income Assessment Form. SLC will then send a repayment schedule showing how much needs to be paid each month which will be based upon the earnings threshold for the destination country. If the student leaves their programme early they will still have to pay back the loan if they earn more than the income threshold. If the loan has not been repaid after 30 years, the graduate will not need to make any further repayments.

Interest on the student loans

Interest charged on the loans will vary depending on whether a student is still studying at undergraduate level and how much they earn once they graduate:

Your income per year	Interest rate on your loan
During studies and up until April after the student leaves	Retail Price Index (RPI) plus 3%
From 6 April after leaving your course until the loan is repaid in full or 30 years have passed	Variable rate dependent upon income. RPI where income is £26,575 or less, rising on a sliding scale up to RPI + 3% where income is £47,835 or more

Section Two: Submitting an application

2.1 Completing the Application

When to complete the application

KGA recommends that students apply by May 2022. This is to ensure that sufficient time is given to complete all required applications and correspondence. Students who submit an application at a later date may not receive their maintenance payment in the first week of term, especially if they submit an application after the deadline. Entitlement is assessed each year, so students must remember to reapply every year of their programme.

Independent students

A student will usually be classed as independent if any of the following apply to them on the first day of the academic year:

- has care of a child or young person under the age of 18;
- is aged 25 or over;
- is in a civil partnership or married;
- has supported him/herself for at least three years.

For an independent student only the student's income and the income of their partner (where relevant) will be taken into account when assessing the household income.

Dependant students

A student will be categorised as a dependent student if;

- they are under 25 on the first day of the academic year for which they are applying for support and
- are financially dependent on one (or both) parent/s (even if they don't live with you).

If an applicant is a dependent student the income of their parents or adoptive parents in addition to any income of the prospective student will be considered when assessing the household income.

If you have any questions about completing the application, please contact the Student Funding Officer.

2.2 How to apply to Student Finance England – what the student needs to do

From early 2022, to apply online the student must go to the gov.uk website and register. The website offers easy to follow, step-by-step guide to completing the application form. However, if a student finds the application process confusing, please call the helpline. See page 16 for telephone numbers.

When the student completes the application form, they will be asked to complete two sections – one detailing the amount of tuition fee that the School requires and another asking whether they wish to obtain the full loan to cover the fee or another amount. It is important that the student fills in both sections so that there is no confusion over the amount they are requesting and that the School website is checked for the exact fee amount.

It is extremely important that the student provides SFE with their National Insurance Number since this will be required to facilitate the collection of the Student Loan repayment deductions from their salary when repayment begins. The Student Loans Company will not make any loan payments until the student's National Insurance Number has been verified by the Department for Work and Pensions. If they cannot match/trace the student's details, then SLC will contact the student to explain what to do next.

The student will also be asked to submit evidence to verify who they are. This normally means submitting the passport number, which is verified by the Home Office. A student should only submit the passport number of a current passport. A passport number from an expired passport will not be accepted. If the student does not have a passport, another form of evidence will need to be submitted to SFE.

It is important to note that if a student fails to provide the information the application assessment will not be completed. Any evidence that is required by SFE should be submitted as soon as possible. **It is advisable to put the Customer Reference Number on all documents.** The Customer Reference Number is an eleven-digit number that is used to identify their personal student finance account which they will receive when applying for support for the first time and on all subsequent correspondence.

It is vital that the student double-checks that all the required evidence is sent and that the application is filled in accurately; if not, processing of the application will be delayed.

2.3 How to apply to Student Finance England - what parents need to do as the sponsors

If the applicant's parents are divorced or separated SFE will assess the income of just one parent, rather than both. (This will be whichever one seems appropriate to SFE in the circumstances but it is usually the one with whom the applicant resides). SFE will then ignore the income from the other parent, but will take into account the income of any spouse, civil partner or live-in partner of the parent they decide to assess.

Once a student has registered and filled in the application for the loans, SFE will ask the sponsor or independent student to supply details of their income of the previous financial year and National Insurance Number. SFE use this information to check the household income with HMRC. SFE will only require further evidence if there is a discrepancy in the information supplied.

Household income

SFE will use the residual income to analyse how much financial help the student is entitled to receive.

The level of financial help the student can get will depend on whether they;

- study in London or elsewhere;
- remain living at home;
- are in the final year of their programme.

Section Three: Tuition fees for entry 2022/23

The tuition fees are for the listed academic year, subsequent years of study whether full or part-time will be charged at the rate for that year except where indicated. For regulated Home undergraduate fees, the School will charge the maximum fee permitted by the government for that year. All other tuition fee levels are set by the Board of Governors at least a year in advance and may reflect the inflation rate at the time of approval and any significant changes in the cost of delivery (eg utility costs) where relevant. You should budget for a minimum annual increase of 2% to 3%. Where a significant increase above the inflation rate is determined for new entrants, transitional tuition fees may apply for continuing students.

Please visit the Fees and Funding page of the University's website for a full list of the Tuition Fees for entry 2022/23

Section Four: Glossary and general tips

4.1 Glossary

Loan: an amount of money that will need to be repaid

Grant: an amount of money that does not need to be repaid

Means tested: eligibility for maximum loan is dependent on income

Non-means tested: eligibility for maximum loan is not dependent on income

4.2 Tips

Use the Student Finance Calculator in order to work out how much money you may be entitled to.

You do not need to have applied for a programme or accepted a place in order to make an application.

Include the Customer Reference Number (CRN) on any paperwork sent to SLC. Send any documents by registered post (recorded delivery) so you and SLC can trace it.

Make a copy of any paper forms you complete for your own records.

If you ring SLC always make a note of when you rang and who you spoke to.

It is possible for the student to nominate people they are willing to share information with. This means other people can deal with any problems that arise without the student being present. You can set up consent to share over the phone.

The tuition fee loan is paid directly to the School; the maintenance loan is paid directly into the bank account of the student. The maintenance loan will not be issued until the student has fully enrolled/re-enrolled at the beginning of each academic year.

Remember to apply each year of study in good time. Students who have no proof of their tuition fee will not be allowed to fully enrol, and may have to pay the first instalment of the tuition fee.