

# 2023/24 SLC UG Part Time Maintenance Loans (PTML)

## Overview

Part-time students starting a course can apply for a Maintenance Loan to help with their day-to-day living costs. It is paid directly to the student.

Further information regarding eligibility conditions, applications, payments and repaying the loan can be found at:

- **Student Finance England:** <https://www.practitioners.slc.co.uk/products/part-time-undergraduate-education/part-time-maintenance-loan/>
- **Student Finance Wales:** <https://www.studentfinancewales.co.uk/undergraduate-students/part-time-students.aspx>

## Implications for Students

It is important that students are fully aware of the financial implications if they take a leave of absence, permanently withdraw, repeat their course or **increase/decrease the number of credits they study** each year. The table below indicates the funding consequences for a student if their intensity of study increases or decreases during an academic year:

Intensity of study	Maximum part-time loan for living costs entitlement (percentage of full-time rate)
Less than 25%	No entitlement
25% to less than 33.3%	25%
33.3% to less than 50%	33.3%
50% to less than 66.6%	50%
66.6% to less than 75%	66.6%
75% to less than 100%	75%
100%	100%

Therefore, they should be advised to seek advice from Funding, Graduation and Awards: [fga@contacts.bham.ac.uk](mailto:fga@contacts.bham.ac.uk)

## What Colleges are required to do

In order for the Student Loans Company to accurately assess a student's eligibility for a PTML and for students to receive the correct payments of the loan our internal attendance monitoring systems have to be effective.

Registry's Student Data Management team is responsible for confirming students' registration to the Student Loans Company. For part-time UG students this will be done one week **after** students have started their course in 2023/24. It is vital that students' module registrations are correct at this point because it will affect the amount of funding they will receive (please see the table above). **Colleges are asked to ensure that module registrations are correct by the end of students' first week.** Students will then receive their first payment at the start of their third week. Students' second and third payments will then be on the first day of **their** second and third fee liability dates.

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Registry is also responsible for notifying the Student Loans Company of changes in students' circumstances. To do this, Colleges are asked to provide **prompt** notifications to their usual Taught Student Administration contacts of any part-time students who:

- Never Arrive at the University
- Permanently Withdraw from their course
- Exit their current course with a lower qualification
- Transfer from one University of Birmingham course to another
- Suspend study from their course
- Resume study on their course

This is so that students do not receive payments for which they are not entitled and then, subsequently, find themselves in financial difficulty when the Student Loans Company requests the immediate repayment of this.

### Further information

For any queries regarding this process please contact Student Data Management at: [sdm@contacts.bham.ac.uk](mailto:sdm@contacts.bham.ac.uk)