

For fees and financial support, non-UK students are divided into two groups:

European Union (EU) nationals

(or the husband, wife, civil partner, parent or child of an EU national)

FEES

Part-time undergraduate students who are EU nationals are charged the same course fees as part-time UK ('home') students. Concessionary fees for Lifelong Learning Centre courses are available to all EU students on the same basis as home students.

FINANCIAL SUPPORT

EU nationals **who meet certain residence requirements** (see below*) may be eligible to apply for the following sources of financial support for part-time undergraduate study:

- Part-Time Grant (PTG): Depending on personal circumstances, this can provide a non-repayable contribution to fee and course costs (such as travel and books). Documentation about this is available in the LLC resource area or from the government's website www.direct.gov.uk/studentfinance Application forms are available from July 2009.
- University of Leeds Student Bursary: This is paid automatically to eligible students at the start of semester two (it is not necessary to apply). It is not means-tested and does not have to be repaid.
- University of Leeds Access to Learning Fund (ALF): This is a supplementary source of support which may be available to some students. See www.leeds.ac.uk/student-services-centre/financial_admin (Financial Aid) for more information. Application forms for ALF are available in the LLC resource area, Leeds University Union or the Student Services Centre. Email: financialaid@leeds.ac.uk
- Disabled Students' Allowances (DSA): This can help meet extra course costs directly arising from a disability, mental health condition or specific learning difficulty (e.g. dyslexia). It is not means-tested and does not have to be repaid. Copies of the booklet about DSA, *Bridging the Gap*, and DSA application forms are available in the LLC common room or from the government's website www.direct.gov.uk/studentfinance

*** EU students wishing to apply for financial support from any of these sources should first check that they meet the residence requirements: as a minimum, they should have 'settled status' in the UK and have been 'ordinarily resident' in the UK for a minimum of three years before starting the course. However, this is a complex issue and students should check their individual eligibility carefully before applying for any financial support, to avoid wasted time and paperwork.**

EU nationals **who do not meet the residence requirements** may apply for support from the following sources:

- EU Part-Time Grant (EUPTG): This can provide non-repayable support towards tuition fees. Students should contact the Student Finance Services European Team for more information:
Student Finance Services European Team
PO Box 89
DARLINGTON
Co Durham DL1 9AZ

Phone: 0141 243 3570 (9.00am – 5.30pm Monday to Friday)
Email: EU_Team@slc.co.uk
Website: www.direct.gov.uk/studentfinance-EU
- The Lifelong Learning Centre Student Bursary Fund: for students on Lifelong Learning Centre courses who have exhausted all other means of support and are in demonstrable financial need.

Important: financial support depends not only on personal eligibility but on the course being studied; full details of the support available for each of the programmes taught by or through the LLC are in our booklet *Financial Support for Lifelong Learning Centre Students*, available from the LLC.

Non-EU nationals

Students who are not EU nationals are referred to in the University as 'international' students.

FEES

For international students who already have residency rights or a visa that allows part-time study, the fee for a part-time undergraduate course is normally pro-rata of the international rate for a full-time undergraduate degree course. This applies to all courses, including LLC short courses. International students who apply for a course will be sent an additional form to complete in order for the University to assess the fee to be paid and they will be notified of this in writing by the University. **Please note that most visas do not allow part-time study.** Students in need of advice about visas should contact the International Student Office: internationalstudents@leeds.ac.uk or telephone 0113 343 3930.

FINANCIAL SUPPORT

International students are not normally eligible for support from the UK government (e.g. Part-Time Grant), the University of Leeds Bursary, or the Access to Learning Fund. International students on Lifelong Learning Centre courses may apply for financial support from the Lifelong Learning Centre Student Bursary Fund, if they have exhausted all other means of support and are in demonstrable financial need.

Note for disabled students:

Eligibility for disability support funding is complex and will vary according to an individual's immigration status, residence circumstances and other factors. Students with a disability planning to study part-time at Leeds are advised to contact the University's Disability Team at the earliest opportunity to discuss their situation and get advice: disability@leeds.ac.uk or telephone 0113 343 3927.

EU nationals and international students who are ineligible for Disabled Students Allowances but require additional disability-related support to access their courses may be eligible for:

- Funding from the Lifelong Learning Centre
- Funding from the University of Leeds
- Funding from other organisations such as the Snowdon Award Scheme
www.snowdonawardscheme.org.uk

Disabled students wishing to discuss this should contact the Disability Officer in the Lifelong Learning Centre in the first instance: m.j.h.morgan@leeds.ac.uk or telephone 0113 343 3244

Further information

Lifelong Learning Centre website:

www.leeds.ac.uk/lifelonglearningcentre

University of Leeds fees and financial support website:

www.leeds.ac.uk/students/fees

University of Leeds International Student Office website:

www.leeds.ac.uk/international/aboutiso.htm

University of Leeds Disability Team website:

www.equality.leeds.ac.uk

Government website:

www.direct.gov.uk

Click on *Education and Learning*

Click on *Student Finance* under the *University and Higher Education* heading

Choose appropriate option under *Not From England*

UK Council for International Student Affairs (UKCISA)

www.ukcisa.org.uk

Remember, if your circumstances change during your course, the fees you pay may change and/or your eligibility for financial support may change. Keep this leaflet and use the websites above to get more information.

This leaflet provides a summary only; details of eligibility are based on individuals' personal circumstances and can be complex, so must be checked carefully before applications are made. Whilst this leaflet is, as far as possible, accurate at the time of publication, the Lifelong Learning Centre does not intend by its publication to create any contractual or other legal relation with applicants. The Centre is unable to accept liability for any error in this leaflet.