



Changing Mode of Study (Full-time to Part-time / Part-time to Full-time) Student Money and Accommodation Advice

This information is for full or part-time undergraduate students who receive student funding from Student Finance England (SFE). It covers the financial implications of changing your mode of study. It may also be helpful to read the Student Money and Accommodation Advice sheet on transferring course/college which contains related information.

Mode of Attendance

Your mode of study is determined by the University based on the number of modules that you have registered in an academic year. While students are permitted to change their mode of study at the end of an academic year, they must be clearly registered as either full-time or part-time for each enrolment period.

You should be aware that a change in mode of study is a formal University process and you should therefore seek advice from your Student Hub and Student Services before making any decision. Forms are available at your Student Hub.

A full-time programme of study will normally comprise 120 credits in an academic year. Exceptionally, the University may approve a full-time programme that comprises 90 credits. Please contact our Student Fees Office - feequery@londonmet.ac.uk - for fee implications. Only full-time students (studying for no fewer than 21 hours) are eligible to apply for an extension or discount on Council Tax. Other things to consider might include:

- what your future entitlement to student support might be
- whether you will have to repay any student loan or grant
- whether you will owe any fees to the University, which you may have to pay yourself
- what procedures to follow, and who you must contact to inform them of your decision

This information does not apply to students from Northern Ireland, Scotland and Wales, who should speak to a Student Money and Accommodation Adviser or contact their respective funding authorities to check their position.

Student support – How will my funding change?

The change in mode of study has substantial effects on the level of support for which a student can be considered. Full-time students do not usually have the capacity to hold a full-time job and so Student Finance England (SFE) offers provision in the form of loans for maintenance and fees to all who meet the British Isles residence requirements and previous study regulations. Students on a part-time course do have the capacity to hold a full-time job and so SFE makes provision for fees-only loans to new students.

Students who study part-time on a full-time course (a common solution for students who are perhaps carrying previously failed modules over beyond their standard course completion date) may find they are entitled to both Maintenance Loan and fees assistance dependent upon their

previous study history / individual circumstances. You should see a Student Money and Accommodation Adviser to consider the support available, and might also look at our information sheet 'Repeating part of, Suspending, or Withdrawing from your Course' - www.londonmet.ac.uk/infosheets/.

Any study on an earlier course, or repeated elements of the current course may have an impact on funding entitlement, and for this reason a discussion with a Student Money and Accommodation Adviser is recommended prior to changing study mode.

Pre-2012 and Post-2012 entry students

Student Finance England recognises that there are currently two main 'types' of full and part-time student – those who commenced their course before 2012 (old system) and those who commenced in 2012 or subsequently (new system). All tuition fees for new system students are much higher than for old system students. A change of study mode will usually result in an 'old system' student being classed as a 'new system' student and thereby being charged the higher rate of fee. Our full-time and part-time funding information sheets explain the support available to 'new-system' students: www.londonmet.ac.uk/infosheets/.

Students have a duty to notify SFE of any changes in the mode of study to ensure that the correct financial support is applied to their case. Changing to part-time study may also remove entitlement to any bursary funding held by the student.

Quick reference: below are the main combinations of changes of mode of study. FT = Full-time; PT = Part-time. EU students will in most cases only receive fees support (please see our EU funding sheet for exceptions). The level of ALL support given as examples below is student-specific and will be limited or removed by previous study; students must discuss funding with a Student Money and Accommodation Adviser.

- i) **Old system FT student changes to a PT course** – Maintenance support ceases and fee levels change as student becomes new system, and fee may be covered by loan.
- ii) **Old system PT student changes to FT course** – Maintenance support available and fee levels change as student becomes new system, and fee may be covered by a loan.
- iii) **New system FT student changes to a PT course** – All maintenance support removed; fee loan may be available to cover fee costs.
- iv) **New system PT student changes to a FT course** – Maintenance loan becomes available and a fees loan.

How to contact us

Telephone your Student Hub and ask to book an appointment with a Student Money and Accommodation Adviser:

Aldgate Hub – 020 7133 7002; Holloway Hub – 020 7133 7001; Moorgate Hub: 020 7133 7003

Email: advice.studentservices@londonmet.ac.uk

Website: www.londonmet.ac.uk/advice

The Regulations referred to throughout this information sheet are the Education (Student Support) Regulations 2011 (2011/1986) as amended by the Education (Student Fees, Awards and Support) (Amendment) Regulations 2012 (2012/1653), the Education (Student Support and European University Institute) (Amendment) Regulations 2013 (2013/1728) and 2014/15. Regulation 139 of the above applies to this information sheet.

The content of this information sheet has been compiled using information from external sources, as well as University data. The content has been carefully checked and is given in good faith. However, the University cannot accept responsibility for the consequences of any inaccuracy. April 2017