



Student
Services



Funding & Advice

Repeating a Period of Study



Everything you need to know about how
this impacts your funding and enrolment.

If you are unable to progress to your next level of study as a result of outstanding assessments/modules, you might need to take some time to repeat all or part of this period of study before being able to progress in the future.

If this is the case, it is important to understand how this might impact your eligibility for student funding and any cost associated with this type of study. This links hand in hand with your enrolment for the repeat study period and in this guide, we will help you to understand how this all works.

This guide will take you through various options that might be available to you, but you must consider both the academic decision you have received and your personal situation before making a decision. It is also important to discuss this with your Personal Tutor/Programme Leader.

After reading this guide you should be able to:

1. Better understand your funding options
2. Check your academic decision
3. Discuss your options with your academic team, including how you wish to proceed
4. Enroll based on your decision and preferred funding option

If after reading this guide you still have some questions, we are here to help. You can contact us by email at fundingadvice@uws.ac.uk



Assessment Only Enrolment

What this means academically

This is the category of student you become if you still have reassessment attempts on your outstanding assessments but have not passed enough modules to carry these with you into your next level of study. It involves doing only outstanding assessments, with no need to re-attend classes.

For most students, this will be their final attempt at assessments unless they have made an extenuating circumstances submission (ECS).

You will need to consider alternative options if you need to re-attend your module. You may also wish to consider alternative options if the assessment elements you need to undertake require you to attend, for example, lab work or group work.

Attendance mode

You are not required to attend classes but may make informal arrangements with your lecturer to do so. Please be aware that you are not entitled to attend so you may be unable to do so if the lecturer cannot accommodate you in the space provided.

Cost/tuition fee

You register for the year, and it costs £0 to do so (no matter how many assessments you have to undertake), and you do not need to pay a tuition fee, as you are not receiving any tuition.

What this means for your funding

As you are not required to attend, you do not apply for any funding and cannot choose to apply for student loans, discretionary, and childcare funds. As you are an enrolled student, you are also not eligible to claim any benefits during this time. However, you can continue to claim the student exemption for council tax.

Pros and cons

- **Pros:** if you have a job and/or minimal living costs, you might find this an easier solution and can avoid taking out another year's worth of the student loan.
- **Cons:** lack of funding makes this a difficult way for many students so you may wish to consider other options if you rely heavily on your student support package. If you failed the assessments the first time around, you may benefit from attending classes again. If so, consider other options.

What to do next

If this option best suits your situation, you will need to enrol as an assessment only student at the start of the academic year, even if you do not have resits until January or May. You will need to consider alternative options if you need to re-attend your module. You may also wish to consider alternative options if the assessment elements you need to undertake require you to attend, for example, lab work or group work.

Recap table

Academic Decision	Attendance Mode	Credits	Finance Available	Cost
Defer Resit (DR)	Assessment Only (AO)	10-120	NO	£0

Attending Enrolment Options

Should you have reattend decisions (RA) you will have no option but to enrol in your outstanding modules as an attending student. If you are unable to progress with these alongside your new session studies (Progressing with Deficit) then you will be repeating the level of study as an attending student before progressing in the future.

There is more than one option available to students when they are repeating a period of study as an attending student and this section will go through these with particular emphasis on how enrolment will impact access to student funding.

You must read the options carefully. Please consider any student funding that may be available to you as well as your personal circumstances and ensure that you speak with your Personal Tutor/Programme Leader about the option you prefer.

Should you have only assessment-only modules to complete (AO) but feel that you cannot engage in studies without access to student funding you should discuss this with your Personal Tutor/Programme Leader. There may be the option to take on additional attending module to allow you access to student funding. This module would be taken alongside the outstanding AO assessments and there are both financial and academic implications in doing so. In some cases, your Personal Tutor/Programme Leader may be willing to change the AO modules to attending ones, depending on circumstances and availability. In any case, this must be discussed and agreed with your school of study.

Attending students must adhere to the university's Student Engagement Policy. This means that even if you have taken on an attending module simply to access funding, you must fully engage with and attend the module.



Part-time Enrolment

What this means academically

As a part-time student, you would undertake your outstanding modules in full. This includes attending all classes and undertaking any outstanding assessments.

“Part-time” can often be a term used by staff and students alike to capture their academic commitments in terms of modules studied. Whilst this may be an accurate reflection of a student who is taking on less than 120 credits in a session, it can also cause confusion in terms of funding and enrolment.

Part-time enrolment is a status. When a student is enrolled as “part-time” this has implications for funding and is **different from** someone who is enrolled as full-time but happens to be undertaking less than 120 credits. When you read the different funding options below; this will become clear. You may find that you would prefer to use one of the full-time enrolment options, even if you aren’t repeating the full year.

Students who have either fail repeat (FR) or defer resit (DR) decisions and have had it agreed to attend in the following academic session to complete these as an attending student, can opt to do so as a part-time enrolled student.

Attendance

As you are registered as a part-time student, you are required to attend classes and are subject to the terms of the student engagement policy.

Cost/tuition fee

- **Scottish students:** £305 for each 20-credit undergraduate module
- **English/Welsh/Northern Irish students:** £1550 for each 20-credit undergraduate module

What this means for your funding

Scottish students: funding is different for Scottish part-time students in that support only exists to cover the cost of studying, and not any living costs (i.e. no entitlement to student loan/bursary/grants). If you are studying between 30 and 119 credits and earn less than £25k a year, you can apply for the SAAS part time fee grant, which will cover your tuition fees. Visit the SAAS website for more information.

English/Welsh/Northern Irish students:

- **English & Welsh students** must be studying 25% of a full-time course to be considered eligible for funding. As such, you need to be enrolled in over 30 credits to qualify for support. You can apply for a maximum tuition fee loan of £6935 in an academic year. English & Welsh students can also access a maintenance loan depending on eligibility and course intensity (e.g., how many credits studied will impact the loan level). Contact your relevant student funding body for further information.
- **Northern Irish students:** must be studying 25% of a full-time course to be considered eligible for funding. The maximum tuition fee loan you may apply for is £3562.50 in an academic year. You may, depending on household income, also apply for a £1230 max fee grant and £265 course grant. To qualify for these non-repayable grants, Northern Irish students must study 50% intensity i.e. 60 credits. Contact Student Finance Northern Ireland for further information.

Many part-time students can benefit from receiving help towards their study-related travel

and childcare costs, through the discretionary funds. Eligibility information and how to apply for assistance can be found on the UWS website, simply search 'discretionary funds'.

Part-time students are generally not eligible to receive the student exemption on council tax.

What to do next

Talk to your personal tutor/programme leader about how this route might be the best financial option for you going forward. They will help you arrange your enrolment for the year. Apply for funding through your student funding body if eligible.

Remember, being enrolled as a part-time student is different from someone who is enrolled as full-time but studying less than 120 credits in an academic session. If you want to be enrolled as full-time to access student funding, you need to make sure you enrol carefully and both you and your academic staff are on the same page.

Recap table

Academic Decision	Attendance Mode	Credits	Finance Available	Cost
Fail Repeat (FR)	Part-time	30- 119	<p>Scottish Students – Tuition fee support only</p> <p>Students from the rest of the UK– Tuition fee support and possible living cost support</p>	<p>Scottish Students –£305 for 20 credits</p> <p>Students from the rest of the UK - £1550 for 20 credits</p>
<p>Defer Resit (DR)</p> <p>Returning to study at least 1 attending module</p>	Part-time	<p>30-119</p> <p>Can be a mixture of attending and AO modules</p>	<p>Scottish Students – Tuition fee support only</p> <p>Students from the rest of the UK – Tuition fee support and possible living cost support</p>	<p>Scottish Students –£305 for 20 credits</p> <p>RUK Students - £1550 for 20 credits</p>

Full-time Enrolment

What this means academically

This status allows you to enrol as a full-time student; regardless of the number of credits you are undertaking. You would be required to attend all classes and complete any outstanding assessments. You can be enrolled on some modules as assessment only and some modules as attending during the same academic year.

Attendance

As you are registered as a full-time student, you are required to attend classes and are subject to the terms of the student engagement policy.

Cost/tuition fee

- **Scottish students:** £305 per 20 credit module
- **English/Welsh & Northern Irish students:** £1550 per 20 credit module

What this means for your funding

Scottish students:

SAAS normally provides tuition and bursary funding once at each level of study. In addition to this, they offer an additional year called the +1 year that this gives you the tuition and bursary (if eligible) again to help cover a repeat period of study. If you have not used your SAAS +1 before, it may be available to use for your repeat period of study, allowing you to access your full SAAS funding package for the repeat year.

If you do not have a +1 available to you, you will still be eligible for your student loan (as these are unlimited) during your repeat year but you will have to plan carefully to meet the cost of any tuition. There may be alternative funds that you can access to meet the cost of tuition and you should do some research into this.

If your repeat study stems from a previous interruption of studies on medical/care/compassionate grounds, and you have already exhausted your SAAS +1, there may be an opportunity to use the tuition fees paid in the original year to contribute towards the cost of the repeat year.

For more advice on specific circumstances please contact the team at fundingadvice@uws.ac.uk

If you are a care-experienced student, SAAS will allow you access to +2 years of funding. This means you would have tuition fees and care-experienced bursary available for up to 2 repeat study years.

Accessing SAAS for repeat study is easy. Apply for funding for the level of study you are repeating. If you did not expect to repeat the study and have already applied for funding for the next level of study, do not worry! Simply let SAAS know via your online account and ask them to change your package to the correct level. If you have +1, they will automatically apply this. If not, they will assess you for the loan only and email you to confirm this is your eligibility and when this changes.

English Students:

Student Finance England offer additional funding once for repeat study if it is the same course. In certain situations, such as bereavement or ill health, they may consider this further, but you must apply directly to them with evidence and information.

If you are unsure about your eligibility for additional funding **contact sfe** directly and they can give you additional advice.

Welsh Students:

Student Finance Wales offer additional funding once for repeat study if it is the same course. In certain situations, such as bereavement or ill health, they may consider this further, but you must apply directly to them with evidence and information.

If you are unsure about your eligibility for additional funding **contact sfw** directly and they can give you additional advice.

Northern Irish students:

Student Finance Northern Ireland offer an additional year of funding should you need to repeat study. However, until you contact them directly, they are unable to confirm what you would be eligible for. Check out their website to get an idea of what the package may look like and **contact them** directly for details of your specific eligibility.

What to do next

You will need to discuss your desire to repeat the year with your personal tutor/programme leader. To ensure you are correctly enrolled and get the correct student funding there may be extra details required during enrolment. If your enrolment is not correct you should contact your personal tutor/programme leader who can assist.

Read the next section carefully before speaking with your personal tutor/programme leader as it explains a bit more about the enrolment process for each option.

Should you be planning to repeat parts of the academic year but not a full diet of 120 credits, it is vitally important that your enrollment is correct. If your personal tutor/programme leader agrees that you will only be charged for the modules being undertaken, how you are enrolled is key to ensuring you are charged the correct amount.

If you have assessment-only decisions and have arrangements to take on additional modules to allow you to attend and access student finance, again enrollment is key.

Recap table

Academic Decision	Attendance Mode	Credits	Finance Available	Cost
Fail Repeat (FR)	Full Time	10 - 120	Scottish Students – Those with +1 available can have a full year tuition fee bursary & loan. Those without can have a full year loan. Students from the rest of the UK – 1 repeat year available if not already used. Subsequent support possibly available for Compelling Personal Reasons (CPR)	Scottish Students -£305 for 20 credits RUK Students - £1550 for 20 credits

Academic Decision	Attendance Mode	Credits	Finance Available	Cost
Defer Resit (DR) Returning to study at least 1 attending module	Full Time	10 – 120 Can be a mixture of attending & AO modules	Scottish Students – Those with +1 available can have a full year tuition fee bursary & loan. Those without can have a full year loan. Students from the rest of the UK – 1 repeat year available if not already used. Subsequent support possibly available for CPR	Scottish Students –£305 for 20 credits Students from the rest of the UK – £1550 for 20 credits



Online Enrolment – Step by Step

How you enroll online into your new academic year is primarily based on the progression decision you received at the end of the previous academic year. That information is available via Self-Service Banner.

Once you know your decision, you can then speak to your personal tutor/programme leader about the options that would work best for you going forwards. Once you have an agreement, the next step is for you to begin the enrolment process. We've outlined different decisions below, and explain how to move forward with enrolling for your repeat studies.

Defer resit (DR) - student returning on an assessment only basis - no student finance

The decision defer resit (DR) means you are not eligible to progress to the next level of your course until you have passed your outstanding resits and you will be enrolling on these modules on an assessment only basis (AO). Students enrolling on an assessment only basis will enroll slightly later than students progressing to the next level, and you will receive an email when enrolment opens for you. You should access the online enrolment section of Self-Service Banner and follow the prompts to complete registration for the coming academic year – your resit modules will be loaded automatically.

Defer resit (DR) - student repeating with attendance Accessing Student Finance for Tuition Costs (SAAS 1+ etc.)

You received a defer resit (DR) decision at the end of term but have agreed with your personal tutor/programme leader that you will repeat some or all of your outstanding modules on an attendance basis so that you can access student loan. Or you are undertaking an additional module to allow you access to funding. Your enrolment process should be as follows:

- Confirm this course of action with your personal tutor/programme leader who will contact registry to amend your record accordingly. Your school will let you know when this has been done
- Go to Self-Service Banner and access the tab called eforms menu and select the repeating student form
- Enter the information relevant to your circumstances and submit the form (this will trigger notification to your programme leader to add the appropriate modules to your record)
- You will then receive an email to let you know you can complete online enrolment by going back to Self-Service Banner, selecting online enrolment, and following the prompts until registration is complete
- Your modules will be loaded automatically, and you must confirm that you have applied for funding to complete enrolment.

Fail repeat (FR) - student repeating with attendance
Accessing Student Finance for Tuition Costs (SAAS 1+ etc.)

Receiving a fail repeat (FR) decision means you are not eligible to progress to the next level of study and must retake one or more modules, with attendance, in the forthcoming academic year. If you wish to return in the new academic year and repeat the outstanding modules, you may be eligible to access student funding as you will be classed as a full-time student regardless of the number of credits you will be studying.

- Go to Self-Service Banner and access the tab called eforms menu and select the repeating student form
- Enter the information relevant to your circumstances and submit the form. (this will trigger notification to your programme leader to add the appropriate modules to your record)
- You will then receive an email to let you know you can complete online enrolment by going back to Self-Service Banner, selecting online enrolment, and following the prompts until registration is complete
- Your modules will be loaded automatically, and you must confirm that you have applied for student funding to complete enrolment.

Fail repeat (FR) - student repeating with attendance
Not accessing student finance for tuition

Scottish students

If you wish to return in the new academic year and repeat the outstanding modules, you will still be eligible for a student loan as you will be classed as a full-time student regardless of the number of credits you will be studying. If you have already used your SAAS +1, you can still repeat the necessary modules and just be charged for the modules you retake.

If you undertake a mixture of Attending and Assessment Only modules you will only be charged for the modules you are registered to attend.

English, Welsh & Northern Irish Students

If you have used up your entitlement to funding but still have outstanding modules to repeat, you can do this on a self-funding basis. How you are enrolled does impact what you are charged for so please do follow the steps below carefully.

If you undertake a mixture of Attending and Assessment Only modules you will only be charged for the modules, you are registered to attend.

Whether you are Scottish or from the rest of the UK, follow the process below:

- Go to Self-Service Banner and access the tab called eForms Menu and select the Repeating Student Form
- Enter the information relevant to your circumstances and submit the form
- There is a section you can tick within the Repeating Student Form that notifies us that you will not be funded by any student finance, and we should only invoice you for the modules you are registered to attend
- **NB.** If you are SAAS funded but are not going to be getting tuition fees/bursary, you would select NO to funded by student finance. This will ensure that you are only charged for your attending modules and not billed for a full year's tuition.

Whilst you may be getting a loan, this is relevant to your living costs and NOT the tuition question

- Submitting the form will trigger notification to your Programme Leader to add the appropriate modules to your record
- You will then receive an email to let you know you can complete online enrolment by going back to Self-Service Banner, selecting Online Enrolment, and following the prompts until registration is complete
- Your modules will be loaded automatically, and you can either pay a deposit of £305/£1550 or the full amount charged to complete enrolment.

