

STUDENT FINANCE JOURNEY - NEW STUDENTS

STEP ONE

Apply for Student Finance by logging onto your College account (using the same user name and password details as when you applied for your course - passwords can be reset). Look for the Student Finance piggy bank tile.



Complete the questions on the Student Finance Form - including the childcare section if support required. Then upload your documents as evidence of your household income. You can log back in to do this later - if you are doing that look for the My Document tile.



STEP FOUR

You enrol on your course. Student Finance cannot begin to process your application until you have enrolled.

STEP THREE

You will receive an e-mail* to acknowledge receipt of your application.



STEP FIVE

Once you have enrolled and where we have all of the necessary income evidence we will begin processing your application. During busy times there may be an extended wait time.



You have uploaded all the necessary income evidence to your account to support your application?

NO

If your application has been declined you may be able to appeal the decision with additional supporting evidence.

If you have been successful please read the award e-mail carefully & follow any instructions to ensure you get everything you are entitled to*.

You will be sent an e mail from **student.finance@ nottinghamcollege.ac.uk*** asking for additional evidence to be uploaded – the e mail will detail what is needed.

Once you have uploaded the required evidence we can reassess your application. Please e mail us to let us know you have uploaded more evidence.

STEP SIX

You will receive an e-mail* from Student finance confirming the outcome of your application.

YES