



## The Sheffield SCITT Finance Information Guide 2024/25

### This is a brief guide to the essentials on

- Additional Financial Support
- Avoiding Surprises
- Applying for a Student Loan
- Private Tuition Fee Payment
- Bursaries & Scholarships
- Subject Knowledge Enhancement

This guide is applicable to all trainees of the Sheffield SCITT and our Partner Schools: Brighter Futures Learning Partnership Trust, St Bernard's and Mercia Learning Alliance.

If you need further information once you have read this guide then email

[admin@sheffieldscitt.org.uk](mailto:admin@sheffieldscitt.org.uk)

### Additional Financial Support

We do not have a hardship fund and cannot give you monetary assistance while on the course.

### Avoiding Surprises

Check the basics e.g. the cost of travel to and from your placement school.

If you are expecting to receive additional funding for child care get confirmation of what this will be well in advance.

### Applying for a Student Loan?

**Here is our Guide to the When, Who, What, Where, Why and How of it!**

- **When?**  
Students can apply at the **end of February 2024.**
- **If you are not a UK citizen or have settled status in the UK then you need to enquire as soon as possible if you are eligible for a student loan.**
- **If you are a UK citizen who has lived abroad for any period during the last five years you need to apply in February as it normally takes a lot longer than you might think to get these applications approved.**

- **Who?**

- This is **YOU!** The Sheffield SCITT or any of our School Direct Schools cannot make the application on your behalf or progress your application.

- **What?**

- You can apply for a
  - **TUITION FEE LOAN** to cover the cost of course fees. These are paid directly to us—once we confirm your attendance to the Student Loan Company. You will need to make sure that your application is for **The Sheffield SCITT**

And/or a

- **MAINTENANCE LOAN** to help you meet living costs e.g. rent and bills. The amount varies dependent on your household income, where you live and where you study. Extra help may be available if you have dependents or a disability. You can apply for a maintenance loan up to six months after the start of your course. If you want to get an estimate of what you might be eligible for you can use the Student Finance Calculator  
[Student finance calculator - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- **Where?**

- Online - it will be a great help if you and your sponsor (if you have one) start your reading here ...

<http://www.slc.co.uk/>

- ... To get an understanding of what is available and the latest repayment terms etc., before working through here:

<https://www.gov.uk/student-finance>

- Finally moving on to **APPLY** at:

<https://www.gov.uk/apply-online-for-student-finance>

- If you have already had a student loan don't think you know what you need to do — things change.

- **How?**

You need to set up an account with the Student Loan Company (SLC).

**Tip - keep a note of the email address used for the account and choose a password that you'll remember. The most common calls to the SLC are from applicants who have forgotten their password.**

You need to have the following ready when you begin the application process:

- National Insurance Number
- Passport Details
- Course Details
- Bank Account Number and Sort Code
- Time to complete the process

**Tip - If you don't have your own passport get one it will simplify the process for you.**

**Tip - during the application if you are unsure about anything use the online help and advice that is there.**

- You and your sponsor must have correct financial and personal information to hand. E.g. a P60 from the last complete tax year.

**Tip - check the information you are giving is correct - the SLC will verify the information you give them with Her Majesties Revenue and Customs. Your funding can be removed if your information is found to be incorrect.**

- Sign and return your online declaration form.

**Tip - It is faster to print off your online declaration form from your own account.**

- Send any evidence requested by the SLC to them as soon as possible to ensure you don't hold up your application.

**Tip - if there are gaps in your UK residency e.g. you have been travelling or working abroad be prepared to send in evidence of where you were and what you have been doing and to have to chase the progress of your application.**

**Tip - if you have to contact the SLC make a note of when you did, who you spoke to and what department of the SLC they work in. This will save you time if your problem is not sorted out after one contact.**

**Tip - if you need funding for child care or additional needs apply early and establish what they will fund. You do not need any nasty surprises in the summer.**

**Top Tip - make your application as soon as possible. If there are no issues with your application it can take months. If there are issues it can take even longer.**

**Note - If your loan is not authorised on the SLC system before the start your course you may not be able to start.**

- **Useful websites**

- English Students: [gov.uk/student-finance](http://gov.uk/student-finance)
- Welsh Students: [studentfinancewales.co.uk](http://studentfinancewales.co.uk)
- Northern Ireland Students: [studentfinancenir.co.uk](http://studentfinancenir.co.uk)

- **First Payment Date for Maintenance Loans**

- The Student Loan Company will tell you the first payment date for your Maintenance Loan.
- Note: they cannot process this payment until we register you as having started the course. We will not register you as having started until the Induction day during the first week of term. As a result please plan around receiving your first payment in the second week of the Autumn term.
- We cannot register you with the SLC until they have processed your application and updated our portal with your record.
- In August and September the SLC response time for processing any information you send them can be between 20 to 28 working days. If you apply at this time this could delay your maintenance loan payments to October.

**One final reminder on Student Loans – it is down to YOU to apply – we cannot do it for YOU.**

## Private Tuition Fee Payment Schedule - 2024/25

Total tuition fees for 24/25 are currently £9,250 for the QTS and PGCE and £8,350 for QTS only.

If you elect to pay for these privately (i.e. not through the Student Loan Company) the payment schedule is as follows:

	<u>QTS &amp;</u> <u>PGCE</u>	<u>QTS</u> <u>Only</u>
1 <sup>st</sup> of September 2024	- £2,500	£2,250
1 <sup>st</sup> of January 2025	- £2,500	£2,250
1 <sup>st</sup> of May 2025	- £4,250	£3,850

Private payers will be invoiced by Notre Dame High School prior to the payment date. Payments need to be made promptly. Failure to pay may result in you being withdrawn from the course.

## Initial Teacher Training Bursaries & Scholarships 2024/25

Subject	Scholarship	Bursary (Trainee with 1 <sup>st</sup> , 2:1, 2:2, PhD or Master's
Chemistry, computing, mathematics and physics	£30,000	£28,000
Biology, Design & Technology, Geography, Languages (Including Ancient Languages)	No scholarship	£25,000
French, German and Spanish (no other languages)	£27,000	£25,000
English, Art & Design, Music and RE	No Scholarship	£10,000

Note: if you are awarded a scholarship you will not receive the bursary for the subject you are training to teach.

Trainees may be eligible for a bursary if they have been awarded a

- 1<sup>st</sup> honours, 2:1 honours or 2:2 honours undergraduate degree
- master's degree.
- doctoral degree, not including honorary doctorates
- medical master's degree (distinction)
- aegrotat (unclassified) honours degree

Trainees with an ordinary degree, aegrotat ordinary degree, postgraduate certificate (PGCert) or diploma (PGDip) only are not eligible for a bursary. The Master of Arts status conferred on application by the Universities of

Cambridge and Oxford does not result in its holders being eligible for a bursary.

Trainees who do not hold a degree are not eligible for a bursary.

Should you defer the start of your training there is no guarantee that the bursary on offer in the year you actually start training will be the same as those on offer for the year in which you were accepted on the course.

Bursary payments will only be made while you are registered on the course.

Bursary (and scholarship) payments are not taxable. However, as with student maintenance loans they may be treated as capital income for assessing income for trainees in receipt of state benefits. If you are in receipt of state benefits you should check with your local benefits office whether receiving the bursary will affect your eligibility for state benefits.

### **ITT Bursary and Scholarship Payment Schedule 2024/25**

Level of Bursary or Scholarship	Value of Monthly Instalments October 2024 to July 2025
£10,000	£1,000
£25,000	£2,500
£27,000	£2,700
£28,000	£2,800
£30,000	£3,000

### **Bursary Application Process**

You will be pleased to know that there is no application process for the ITT Bursary. The bursary awards are primarily based on the subject you are training to teach and the level of your degree class. We cannot inform trainees of the level of bursary they will receive until we have seen your original degree certificate.

## Scholarships

Scholarships are tax free and available for people with a degree at 2:1 and above. In exceptional circumstances a scholarship may be awarded to a graduate with a 2:2 and significant relevant experience.

In addition to the monetary award most Scholarships provide access to enhanced CPD opportunities and subsidised memberships to professional bodies.

You are responsible for applying to the appropriate professional body for a scholarship. The details of those bodies are:

Institute of Physics	<a href="#">IOP Teacher Training Scholarships   Institute of Physics</a>
Institute of Mathematics and it's Applications	<a href="#">Mathematics Teacher Training Scholarship - IMA</a>
British Computing Society	<a href="#">BCS computer teacher scholarships   BCS</a>
The Royal Society of Chemistry	<a href="#">Teacher Training Scholarships (rsc.org)</a>

There are different applications processes for the differing bodies.

Each professional body has its own window when it is open for applications.

So if you feel you might be able to win a scholarship check the websites and find out about the application process and when you can make an application.

Visit [www.getintoteaching.education.gov.uk](http://www.getintoteaching.education.gov.uk) for further details on scholarships and bursaries.

## Initial Teacher Training Bursaries and Scholarship 2023/24 & Terms and Conditions

ITT bursaries are funded by the Department for Education (DfE) and paid on condition that you agree to their terms and conditions. The following list is not exhaustive but includes:

- Promptly informing us (The Sheffield SCITT) of any changes in your bank account and address details, or your intention to withdraw from the course,
- Trainees must not simultaneously undertake any other ITT course, training scheme or programme leading to Qualified Teacher Status (QTS).

- you will seek a teaching post in England on successful completion of the course.
- Bursary payments will be made by credit transfer into a bank account of your choosing (which accepts credit transfer payments).
- Trainees must not simultaneously undertake any paid teaching work during the training period. The definition of “paid teaching” includes Being employed under a contract of employment or services with one or more local authority, governing body or institution to:
  - be the head teacher or principal of one of more schools or institutions;
  - carry out one or more of a range of specified activities at one of more schools or institutions:
  - deliver services as a supply teacher
  - be an “unqualified” teacher who is permitted to carry out specified activities, including delivering lessons and assessing the development, progress and attainment of pupils.
- Should you accept the bursary and decide to leave before the course is completed you will not be eligible for a bursary should you apply to study in subsequent years.
- Should it be found at a later date that you were not eligible for a bursary payment we will recover the money from you.

### **Subject Knowledge Enhancement (SKE) Bursaries**

Some trainees will be required to take Subject Knowledge Enhancement as a condition of their offer of a place on our ITT course.

There are bursaries available for this. The level of bursary is £175 per week. To qualify for an SKE bursary trainees must have a bachelor’s degree class 2:2 or above, a master’s degree or a PhD. To receive the full amount of the bursary a trainee must complete the course before they start their ITT course. The SKE bursary payment will be made by whichever provider you choose to deliver the course.

Note : this brief guide is not intended to be a definitive guide and is not intended to offer any guarantee that you are eligible for either a student loan, bursary or scholarship. If you require further information please email

[admin@sheffieldscitt.org.uk](mailto:admin@sheffieldscitt.org.uk)