

Birkbeck, University of London
Terms and Conditions of Enrolment 2011/12

Additional acceptance of policy on government fee grant enrolment where student is enrolling on that basis

Enrolment on the basis of a government fee grant applications

We will enrol you (granting you access to Birkbeck services including the library and computer access) on the basis that you subsequently complete your application for government support.

Your application for government fee grant must be:

- Completed by you on the PTGI form for the appropriate academic year
- Submitted to us by post or in person (Student Financial Support Office, Birkbeck, Malet Street, London WC1E 7HX) to certify your enrolment – we will then return the form to you
- Submitted to Student Finance England by you along with the appropriate original documentation

The form is available from August prior to the start of the academic year:

- To download from the Student Finance section on the www.direct.gov.uk website
- To order by post by phoning the Student Finance England: 0800 731 9133
- or to collect from the My Birkbeck Helpdesk (Malet St, Bloomsbury) or at Birkbeck Stratford (UEL, Water Lane)

Students are asked to read the following, and sign and date to indicate your understanding:

I understand that I will be enrolled on my chosen programme of study on the basis of the information I have given on this form. I understand it is my responsibility to obtain and complete a PTGI form, and submit it to Birkbeck by 1st October in the academic year of my enrolment or 28 days after the date of my enrolment whichever is later (but no later than 21st February – or 23rd June for certain eligible January-start courses). I understand the form will be certified by Birkbeck and returned to me, and it is then my responsibility to send the form and any necessary supporting documentation to Student Finance England for processing.

Finally, I understand that I remain personally liable for all fees due for my tuition until I have arranged a government fee grant. Should I fail to apply for a government fee grant, should I be ineligible for a government fee grant, or should there remain be a shortfall between the amount of grant I am awarded and my tuition fee then I must make arrangements to pay the tuition fees for which I am liable.