



University of
Salford
MANCHESTER

THIS IS THEIR YEAR

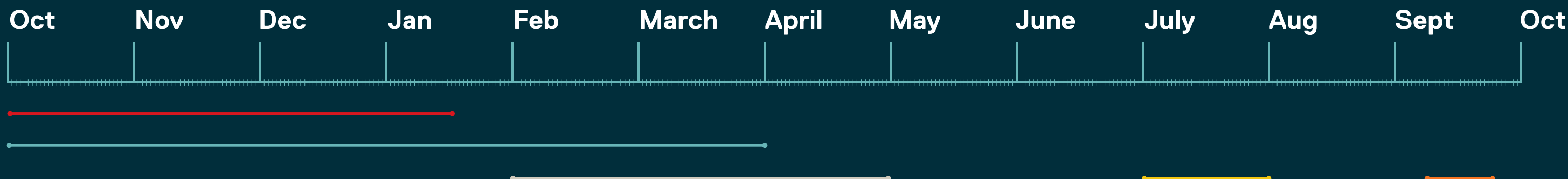
GUIDE FOR PARENTS, CARERS
AND SUPPORTERS 2020

BECOME UNSTOPPABLE

APPLICATION TIMELINE

Key

- CHOOSE YOUR OPTIONS
- RECEIVE YOUR OFFERS
- APPLY FOR FINANCE AND ACCOMMODATION
- RESULTS
- WELCOME WEEK



SUPPORTING THE APPLICANT JOURNEY

As the parents, carers and supporters of our applicants we recognise the vital role that you play in supporting our applicants in their decision-making. We want to ensure that you feel comfortable in this role and to provide you with some key pieces of information to help you support our applicants in this transition period from school or college to higher education.



As our student body changes, so too do those people that support our applicants – we know you're parents, carers, supporters, siblings, partners, social workers and much more.

For the purposes of this guide, to make things easier we're going to use the terms applicant, son, daughter or child as all-encompassing when referring to the applicant you're supporting.

This guide will cover the timeline for applying to university, key activities and deadlines which should be met, information to help you understand some of the processes and terminology around applying to university and guidance on our relationship with you.

Offers and decision making - applicants should receive all of their offers by 31 March, and make their decision on which universities to choose for their firm and insurance options by 5 May. They need to do this on UCAS Track. See page 9 for more details.

Finance - in order to make sure student finance is in place, their application for their tuition fee and/or maintenance loans should be completed no later than the end of May 2020.

Visit www.gov.uk/studentfinance for more information and to check when applications are open, we've also included more information on page 4 of this guide. We'll contact all offer holders by email when applications are open.

Accommodation - if your son or daughter is planning to stay in our accommodation, whether in Peel Park Quarter, John Lester or Eddie Colman Courts, they need to book their place. Our rooms are popular and fill up quickly, so we'll let them know by email as soon as applications open. In the meantime, find out more at www.salford.ac.uk/accommodation or see page 6.

Results - students receive their results in July or August, depending on what they're currently studying. If they've made the grade we'll send them a confirmation email to let them know their place is secure. See page 10 of this guide for more details on what to expect on results day.

Once their place is confirmed, we send out welcome packs to all new students. You can keep an eye on our website for updates about Welcome Week, which is week commencing 21 September 2020.



FINANCE AT UNIVERSITY

The cost of university can be a major concern but the most important thing to note is that there are no upfront costs for tuition fees, and any repayments will be linked to the graduate's salary once they reach a certain threshold for repayment.

TUITION FEE LOAN

All full-time undergraduate degree courses at the University of Salford cost £9,250 per year* for entry in September 2020 or January 2021. Any courses with a foundation year as the first year of study may have a reduced tuition fee for the duration of the foundation year of study. This information can be checked online which is always the most up to date source of information on fees and funding. Course fees are on our course pages and money advice and guidance is on our money matters pages – at www.salford.ac.uk/money

Tuition fee loans are provided by the Student Loans Company and applications are made to Student Finance England, Wales, Scotland or Northern Ireland as appropriate. It is recommended that applications for student finance are made by late May 2020 for students starting their studies in September 2020. This is the last date for application to guarantee that funding is in place and it is worth noting that without funding being in place, we do not allow students to register for their course. Applications for funding will open in the spring – it's usually early March – and we'll let all our applicants know when the application window opens. Further details can be found on our website at www.salford.ac.uk/undergraduate/applied-what-next

If your son or daughter has already received a tuition fee loan at a different institution having previously studied elsewhere (even if they didn't complete the course) then their eligibility for additional funding should be checked with the relevant funding body as above. We do not make decisions about eligibility for tuition fee loans, it is the funding body's decision and they will be able to provide tailored person-specific advice.

Tuition fee loans are paid directly to the university during the academic year and we receive this once the student has registered and their attendance is confirmed.

It is possible for tuition fees to be paid directly without a loan in place – if this is the case then we don't need any information from you upfront, the payment method can be added at registration time in September.

MAINTENANCE LOANS

The other major cost at university is living costs – this includes accommodation, utilities, travel, food, stationery and any course materials. If there are additional costs associated with with an applicant's particular course of study, such as specialist equipment or membership of professional bodies, this will be outlined on the relevant course information page on our website. To support with meeting these costs, students are entitled to apply for a maintenance loan. This is a means-tested loan and will take a number of factors into consideration including:

- ✓ **Household income** – this means the total gross income of the student's parent(s), care giver(s) or spouse living in the household where the student lives.
- ✓ **Living arrangements** – students living away from home are entitled to a higher maintenance loan than those staying in the family home.
- ✓ **Dependants** – students with a dependant child(ren) or spouse may also be entitled to extra funding to support them, such as a Childcare Grant, Parents' Learning Allowance or an Adult Dependants' Grant.

There are other factors taken into account but these are the major ones. There is a handy calculator on the Student Finance website which you can use to check eligibility for student loans, visit www.gov.uk/student-finance-calculator

Students apply for their maintenance loan at the same time as their tuition fee loan and it is paid directly into the student's bank account in three instalments. The first instalment will be paid once the student's attendance has been confirmed – we use the student's collection of their ID card as the confirmation of attendance and it can take up to five working days after this before the monies are released. All students should be prepared for this to take a bit of time at the start of the year and it's recommended that they have an alternative source of funds available to use until they receive their loan. The second instalment is in January and the final at Easter time.

ADDITIONAL FUNDING SUPPORT FOR HEALTHCARE STUDENTS

As you may have seen in the media, in late 2019 the government announced additional funding for students on certain healthcare programmes. At the time of going to print, we have limited confirmed information about how these bursaries will operate, but as soon as we have more detailed information, we'll let all eligible applicants know. In the meantime, you can find the latest update online: www.gov.uk/government/news/paramedic-students-will-get-5000-support-payment-each-year

INSPIRE SUPPORT SCHEME

When new students complete registration on campus at the start of their degree, they'll automatically be given access to an Inspire account. The scheme is open to all new home and EU undergraduate students joining a foundation year or year one of an undergraduate degree based at the University, and gives them £150 of credit to spend in a dedicated online store. Here they can buy learning resources such as text books, electronics or stationery. This scheme will run annually, meaning students will receive £150 of credits each year of their undergraduate degree if based here on campus. As a parent or carer, you can also choose to top up their online credits if you would like, to give an extra boost.

For students from low-income backgrounds and living in areas where participation in higher education is low, there will also be the opportunity to receive an additional £350 of credits, bringing the total to £500 each year. This will be based on personal circumstances and will be assessed at the point of them registering as a student here in September.

For further details on the scheme and to get an idea of what can be bought, visit the Inspire website at www.salford-inspire.co.uk

BUDGETING AT UNIVERSITY

Some basic budgeting skills will be important for all students. You'll find a wealth of information online to support with this (www.salford.ac.uk/money) and we've created a guide to living costs at Salford online (www.salford.ac.uk/living-costs) too.

OTHER RESOURCES

The Student Room is an excellent resource for applicants and their families and it contains information on a wide range of topics – see www.thestudentroom.co.uk/finance.

The Money Saving Expert website also has a dedicated page for students including budget planners, money saving tips student bank accounts and discounts and deals for students – see www.moneysavingexpert.com/students.

The MSE blog has some great info for parents and supporters as well.

HELP AND ADVICE FOR APPLICANTS

Our Recruitment Support Team is your first port of call for all advice and guidance through the application process. They can be contacted on enquiries@salford.ac.uk or 0161 295 4545.

All current course information can be found on our website at www.salford.ac.uk

If, at any point during the application phase, or indeed pre or post arrival at University, your son or daughter has any queries or concerns, we would encourage them to contact us to discuss as soon as possible. We're here to help and advise and even though it might seem difficult to speak about a problem, it's what we're here for and chances are we've seen it before. We recognise that it can be a difficult transition period for students and their parents and our support teams are here to ease that transition wherever we can.

We have a dedicated student support service at the University of Salford, known as askUS. They have a wealth of information available on their website and some of the most useful links for applicants are noted below.

Money Matters:
www.salford.ac.uk/money

Wellbeing and Counselling:
www.salford.ac.uk/askus/wellbeing-and-counselling

Disability and Learner Support:
www.salford.ac.uk/disability-and-learner-support

Work and Careers:
www.salford.ac.uk/askus/work-and-careers

The wellbeing of our students is extremely important to us at Salford, and we have a team in place to support students with mental health conditions and those who may need emotional support during their studies. To prepare for university life, both you and your son or daughter might find Student Minds' 'Know Before You Go' guide a useful resource – download a copy from www.studentminds.org.uk

Our student bloggers have also written about their own experiences of moving to uni on their blog at blogs.salford.ac.uk/made-in-salford

ACCOMMODATION

OPTIONS AT SALFORD

Peel Park Quarter accommodation

Living in accommodation is a great way for students to get settled into university life, meet new people and immerse themselves in the student experience. At Salford we work with our accommodation partners Campus Living Villages (CLV),

who manage two accommodation villages. Prices include all utilities, wi-fi, use of on-site social areas and free on-site gym. You can find full details of our CLV accommodation on their website at www.campuslivingvillages.co.uk/salford



PEEL PARK QUARTER ACCOMMODATION

This is our on-campus accommodation, based on our Peel Park campus just a stone's throw away from lectures and other facilities such as the Sports Centre and Students' Union. All accommodation here is en-suite and rooms start from £133.50 per week for Bronze rooms up to £157.50 per week for Diamond rooms.



JOHN LESTER/EDDIE COLMAN ACCOMMODATION

Rooms here are around a ten minute walk from our Frederick Road campus and are the closest halls of residence to our MediaCityUK campus. Prices for John Lester and Eddie Colman Courts start at £94.50 per week for Bronze rooms and go up to £127.50 per week for Diamond rooms.



COMMON ROOM
University House

HOW TO APPLY

Accommodation applications will open for new students in late February and we will email all offer-holders to let them know when they are open. Early application is recommended and you do not have to have selected Salford as your firm choice before application. There are accessible rooms available on both sites too. For any queries relating to accommodation with CLV, you can contact the team on salford@clvuk.com. Accommodation applications are made through CLV's website www.campuslivingvillages.co.uk/salford

PAYING FOR ACCOMMODATION

To secure a room a £200 deposit will need to be paid within seven days of application. A further payment of two weeks' rent is payable to confirm the room but this is not required until after results are confirmed in August, and the applicant knows they are definitely coming to Salford.

The typical contract duration for undergraduate students is 42 weeks and this payment of two weeks' rent is deducted from the total amount required. The remaining 40 weeks' payment is payable in three termly instalments due in October, February and April – these payments fall in line with the maintenance loan release dates.

If an applicant does not meet the conditions of their offer and will not be coming to Salford, any payment made will be refunded.

LIVING OFF CAMPUS

Many applicants choose to look further afield for their accommodation, and if this is the case we recommend www.manchesterstudenthomes.com who offer

free house-hunting advice. They only work with fully accredited landlords and will help to keep tenants informed about their rights during their tenancy. There are a number of accredited accommodation choices within close proximity to the University.

HELP AND SUPPORT WITH ACCOMMODATION

If, for whatever reason, a student has not been able to find a place to live, if they're having problems with their landlord, their house or anything else accommodation related, our askUS student support team can help. Contact them at askUS-accommodation@salford.ac.uk. The University does not directly manage any accommodation and we can't always resolve issues but we may be able to help in different ways and provide advice.

COMMUTING FROM HOME

We're ideally placed at Salford for public transport links with Salford Crescent train station right on campus and a number of our students are regular commuters. There are regular bus routes along the Crescent into Manchester and it's only a 15 minute walk into the city centre. There is a Metrolink station right outside our MediaCityUK campus building and students can travel for free via bus between our main and MediaCityUK campuses by showing their student ID card.

Our Students' Union have introduced two new Common Rooms for our commuter students to use, featuring chill-out spaces, group and solo study spaces, a lounge area with TV, a kitchenette and lockers for commuter student use. These are based in University House, and in Allerton Building.

COMMUNICATION DURING THE APPLICATION PROCESS

During the application window we send a number of different communications out to our offer-holders. Some of these are general information, hints and tips, some will relate to their offer and some are practical communications which need the applicant's action.

As we go through the year and issue communications to our applicants, we update our website with all the relevant information. As parents and supporters of our applicants, you might find it helpful to bookmark this page yourself, to make sure you're up to date with relevant information: www.salford.ac.uk/undergraduate/applied-what-next

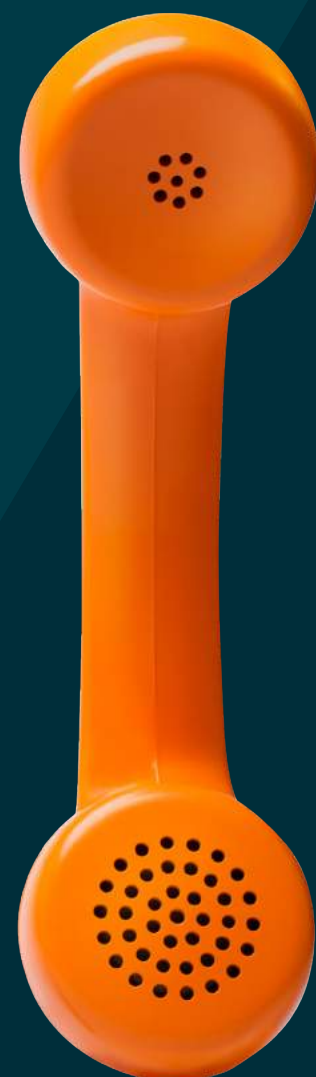
When communicating with the University during the application phase, it makes things a lot easier for us if an applicant identifies themselves using their full name, course of application, UCAS Personal ID number and date of birth. The curse of modern technology is that we often get very brief emails 'sent from my iPhone' providing very limited information which means it takes us longer to respond. We will always verify an applicant's identity before responding to an enquiry about the status of an application.

When your child applies to university, we are unable to provide any information about their application to you as their parent, carer or supporter, without the express permission of the applicant. This is in keeping with the terms of the Data Protection Act 2018 and all universities operate in the same way. We appreciate that this can be quite a challenging transition, and if your son or daughter would like you to discuss their application with us, they will need to provide consent to us on enquiries@salford.ac.uk

All applicants are issued with a student ID number on application to the University – this is an eight digit unique identifier and it starts with an '@' sign. You will find this on the initial 'thanks for your application' email and then it is used as a footer on every communication we send. This number is needed for accommodation applications and we'd encourage all applicants to keep this number handy when contacting the University. This student ID number will stay with the student throughout their time at Salford so they'll memorise it soon enough! Before we get to results day, we strongly advise

all our applicants to check their contact information on UCAS and make sure it is up to date. Often applicants will use a school or college email address at the point of application but then find it is no longer accessible when they've finished college.

We'd also recommend adding our email address to any 'safe senders' list on email accounts to avoid anything going into junk emails. Most of our emails come from enquiries@salford.ac.uk and registration communications will come from registration@salford.ac.uk



OFFERS AND DECISION MAKING

TYPES OF OFFER

CONDITIONAL – a conditional offer requires the applicant to meet certain conditions before we will admit them onto the course. The conditions are usually academic (e.g. achieve 120 UCAS points from three A-levels, including a grade B in Biology) but there may be others, for example, a requirement to provide copies of GCSE certificates. All conditions are shown on UCAS Track. Please encourage your applicant to familiarise themselves with the conditions of their offer and ensure they are all met, not just the academic ones.

UNCONDITIONAL – this means exactly what it says on the tin! There are no conditions attached, if the applicant chooses this as their firm choice, the place is theirs.

It's worth mentioning that for some courses in the health area there are additional requirements pre-arrival, including DBS checks and occupational health checks.

MAKING DECISIONS

Once the applicant is in receipt of decisions from all five choices on their UCAS form, it is decision time! If the applicant has received all their decisions back by 31 March 2020 then their decision deadline is 5 May 2020.

If they don't do that, UCAS has what is called a 'decline by default' date of the 6 May. If an applicant hasn't replied to any offers by this date, UCAS will automatically mark the offers as unsuccessful. There are some applicants each year who are rejected because of a failure to decide and it can be difficult to undo this, so please encourage your son or daughter to respond by the appropriate date.

If you do find that your son or daughter's application has been rejected by default, there is a very short period of time which UCAS will allow for the application to be reinstated (it's usually around two weeks). You should call UCAS as soon as possible on **0371 468 0468** as a matter of urgency if you find yourself in this situation. For those who make applications after 15 January there are different deadlines depending on when decisions have been made on the application. You can find a full list of key dates for the UCAS cycle on their website at www.ucas.com/ucas/events/find/cycle/2020. If your son or daughter has applied for deferred entry in 2021, they are subject to the same timeline for decision making.

TYPES OF REPLIES

All applicants are required to make a 'firm' and 'insurance' choice.

FIRM – this means that if the conditions are met, this is the applicant's first choice and they'll be going to this institution for that course.

INSURANCE – this is the 'back-up' course, typically with lower entry requirements, that the applicant chooses just in case they don't meet the requirements of the first course.



WHAT HAPPENS ON RESULTS DAY

Towards the end of June we'll send out an email which explains how results day works and how we confirm to applicants that their place is confirmed. The timing of confirmation is based on the qualifications your son or daughter is currently studying and the type of offer they've received. In all cases, our decision will be shown on UCAS Track.

There are a number of different types of qualifications - we've included the more common ones here and you can find more information on the UCAS website about results day at www.ucas.com/undergraduate/results-confirmation-and-clearing/sending-exam-results

THE OFFER IS HAS AN OFFER CONDITIONAL ON A BTEC ONLY

We receive BTEC results automatically through UCAS but when we receive them depends on the type of BTEC your son or daughter is studying. QCF BTEC results are received during July, while RCF National BTEC results are received in August, at the same time as the A-level results. Because we get them automatically there is no requirement for the applicant to send these on to us directly. We'll confirm in the results day email when welcome communications will begin but this is usually the first week in August.

THE OFFER IS CONDITIONAL ON A-LEVELS ONLY

We receive A-level results automatically through UCAS and our decision will be shown on UCAS Track on Thursday 13 August. We will text and email on the morning of A-level results day and registration communications will start the following week.

THE APPLICANT IS STUDYING OTHER QUALIFICATIONS

The most common qualifications for university entry are A-levels, BTECs and Access qualifications and we receive all of these results automatically. If your child is studying something else, you can view a list on the UCAS website at www.ucas.com/undergraduate/results-confirmation-and-clearing/sending-exam-results which shows which results are received through UCAS and sent directly to universities.

If the qualifications your child is studying are not on the list, they will need to send these through to us when results are received. Please send these through as soon as possible, and by the 31 August at the latest. Again, we will provide the appropriate contact information for these results to be sent through to a little closer to the time.

THE APPLICANT'S OFFER INCLUDES GCSE CONDITIONS

If there are GCSE conditions included in your son or daughter's offer, we **do not** receive these automatically and these will need to be sent through to us directly. Before results day we'll let the applicant know that they need to do this and we'll provide the appropriate email address for the results to be sent through to.

UNCONDITIONAL OFFERS

If your son or daughter has an unconditional offer, there is nothing more that they need to do with regard to their results. Happy days!

YOUR APPLICANT DOES NOT MEET THE CONDITIONS OF THEIR OFFER

Unfortunately not all our applicants meet the entry standards required for their course and we're not able to confirm their place. Before making the decision to reject an applicant at this stage, we will review whether there are any appropriate foundation or alternative courses and if we believe there are, we will make an alternative offer.

If we are not able to confirm an applicant's place, this will be visible on UCAS Track. Their insurance institution will then review if they can accept the applicant instead and if so, that will also be shown on UCAS Track. If the applicant is shown here as in Clearing then they have not met the conditions of their firm or insurance institution. We have a dedicated Confirmation line in operation during the August results day period and you can contact us on **0300 555 5030** choosing option 2.

If your son or daughter has used a school or college email address for their application, please check that they remember to update it with their personal one on UCAS track before they finish so we can keep in touch with them.



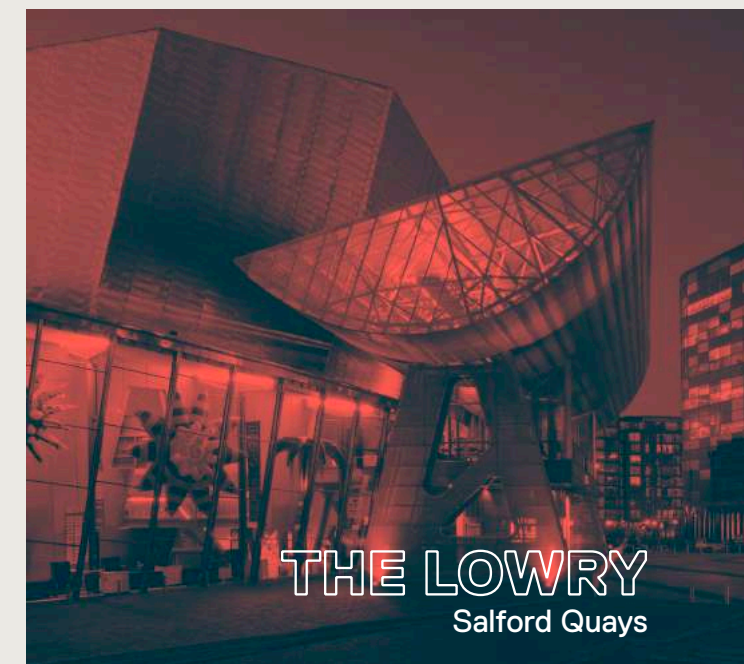
THINK YOU KNOW SALFORD? THINK AGAIN.

From the Royal Horticultural Society's development of a stunning 63 hectare garden, to the rapid development of iconic new buildings and homes across the city, Salford is growing on many levels.

As we enter the start of the growing season, it's a great time to visit the city's 60 parks and open spaces. The largest and most popular park in the city is Buile Hill which has links to many important historical figures including the artist LS Lowry and Frances Hodgson Burnett, the author of the classic children's novel *The Secret Garden*.

Other iconic green spaces include the Blue Peter garden at MediaCityUK, Ordsall Hall's garden and World War 1 Allotment and Peel Park, situated right next to our main campus - one of Britain's oldest recreational spaces.

The Lowry itself is located at Salford Quays, a few minutes' walk from our MediaCityUK campus. Here you can see the world's largest collection of paintings and drawings by LS Lowry, as well as visit the theatre or its waterside restaurant.



From our Peel Park campus, you're also just a stone's throw away from the historic Working Class Movement Library. The library's collection captures many points of view to tell the story of Britain's working classes from the beginning of industrialisation to the present day.

If you prefer sport to history, did you know that Salford is home to the Manchester Tennis and Racquet Club, one of the few places in the UK where 'real tennis' is still played? The Grade II listed Victorian building is the oldest sports facility in Greater Manchester to have retained its use to the present day.

For more details on how you can make the most of your time in Salford, visit www.visitsalford.info



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