



UNIVERSITY OF LINCOLN



Finance Guide: Academic Year 2013/14

	TERM 1														TERM 2														TERM 3													
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S												
September		1	2	3	4	5	6	7	8	9	10	VACATION				13	14	15	16	17	18	19	20	21	22	23	24	INDUCTION WEEK			29	30										
October				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
November							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
December	1	2	3	4	5	FORMAL TIMETABLED ACTIVITY				11	12	13	14	15	16	17	RESEARCH AND SELF-DIRECTED LEARNING				23	24	25	26	VACATION			31														
January				1	2	VACATION			5	6	RESEARCH AND SELF-DIRECTED LEARNING				13	14	15	16	17	18	19	20	21	22	23	24	FORMAL TIMETABLED ACTIVITY				31											
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28														
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
April			1	2	3	RESEARCH AND SELF-DIRECTED LEARNING				13	14	15	16	17	18	19	VACATION			23	24	25	26	27	28	29	30															
May				1	2	3	4	5	6	7	8	9	10	11	12	REVISION			19	20	21	22	23	EXAMINATIONS				31														
June	1	2	EXAMINATIONS			8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	EXAMINATION BOARDS			30																	
July			EXAMINATION BOARDS			7	8	9	10	11	12	13	14	RESEARCH AND SELF-DIRECTED LEARNING				24	25	26	27	28	29	30	31																	
August						1	2	3	4	5	6	7	8	9	10	11	RESEARCH AND SELF-DIRECTED LEARNING										31															

Finance

T: 01522 886705
E: ar@lincoln.ac.uk

Student Support

T: 01522 837080
E: studentsupport@lincoln.ac.uk

Library

T: 01522 886222
E: library@lincoln.ac.uk

SU Reception

T: 01522 886006
E: su@lincoln.ac.uk

Student Administration

T: 01522 886101

Student Finance

England: 0845 300 5090
Northern Ireland: 0845 600 0662
EU: 0141 243 3570

Scotland: 0300 555 0505
Wales: 0845 602 8845

Frequently Asked Questions

Q: Do I only need to apply for my Student Loan once?

A: No, you need to apply for a loan prior to the start of each academic year.

Q: Who can I speak to about my tuition/accommodation payments?

A: Either call in to the Student Support Centre and speak to the finance representative, or call the Finance Department on 01522 886705.

Q: I think the amount I have been charged is incorrect, who should I contact?

A: For billing queries you should contact Student Administration on 01522 886101.

Q: I want to set up a payment plan for my tuition/accommodation fees, what are my options?

A: Log onto pay.lincoln.ac.uk. You can either pay online, or for more information please contact Finance on 01522 886705.

Q: I would like to pay my outstanding Library fines.

A: Log onto your Blackboard site and click the 'Library' tab, or call the Library on 01522 886222.

Q: I need to change the card details my payment plan is set up with, how can I do that?

A: Either call into the Student Support Centre and speak to the finance representative, or call the Finance Department on 01522 886705.

Q: I have outstanding fees left on my University account, can I still enrol next year?

A: No, you can neither re-enrol nor graduate until all outstanding fees have been paid.

Your Guide to Finance

Self Paid Tuition Fees

Tuition fees are invoiced by Student Administration and any query regarding how much you are being charged should be directed to **01522 886101**.

This can be paid in full or by setting up an instalment plan online (please visit <https://pay.lincoln.ac.uk>). Instalments are due on the 15th of each month for a term of between two and nine months. Payments commence in September 2013 or the month following your enrolment.

Sponsorship

If you are sponsored you need to bring written evidence of your sponsorship to enrolment on letter headed paper. This should be signed by your manager/director and needs to include your name, academic year you are being sponsored for, the programme title and the amount. The letter needs to be addressed to the University of Lincoln and your sponsor must be a commercial body, not an individual. Sponsors cannot pay in instalments and where your sponsor's payment is outstanding for more than 30 days, the University shall have direct recourse to you and you will be automatically liable for any outstanding sum.

Online Payments

You can pay your fees online using one of the following credit or debit cards:

- MasterCard
- MasterCard Debit
- Visa Credit
- Visa Debit
- Electron.

Outstanding Debts

You will need to clear any outstanding debts that you owe to the University before your enrolment can be completed or your Graduation place confirmed.* This includes library fines. To make a payment please visit: <https://pay.lincoln.ac.uk> To pay library fines please visit: <https://blackboard.lincoln.ac.uk>

Student Support Centre

The Student Support Centre is a central point where students can access the administration and support services within the University, including general queries, finance, personal advice and support. The Student Support Centre is located on the ground floor of the Main Administration Building and is open from 8.30am to 5pm, Monday to Thursday (9.30am Wednesdays) and 8.30am to 4.30pm on Fridays.

Contact: **01522 837080**

Email: studentsupport@lincoln.ac.uk

University of Lincoln Support and Bursaries

Students from lower income families may be eligible for additional financial support from the University's Support package. A range of specific bursaries and scholarships are also available. For more information on these, please visit www.lincoln.ac.uk/fees

Student Loans

The University of Lincoln unfortunately cannot advise on issues specific to your account with any external student loans company. Please contact your respective loan company for more advice if needed.

Student Finance England

0845 300 5090

Student Finance Wales

0845 602 8845

Student Finance Northern Ireland

0845 600 0662

Student Awards Agency Scotland

0300 555 0505

Student Finance – EU Students

0141 243 3570

**In accordance with University Regulations Part H.*

Paying Self-billed Tuition Fees

pay.lincoln.ac.uk
01522 886705

Paying Accommodation Fees

pay.lincoln.ac.uk
01522 886705

Paying Library Fines

blackboard.lincoln.ac.uk (then choose the 'Library' tab)
01522 886222

Billing Queries

01522 886101

Changing Card Details

01522 886705

Problems Making Online Payments

ar@lincoln.ac.uk
01522 886705

Student Finance England

0845 300 5090

Student Finance Wales

0845 602 8845

Student Finance Northern Ireland

0845 600 0662

Student Awards Agency Scotland

0300 555 0505

Student Finance – EU Students

0141 243 3570



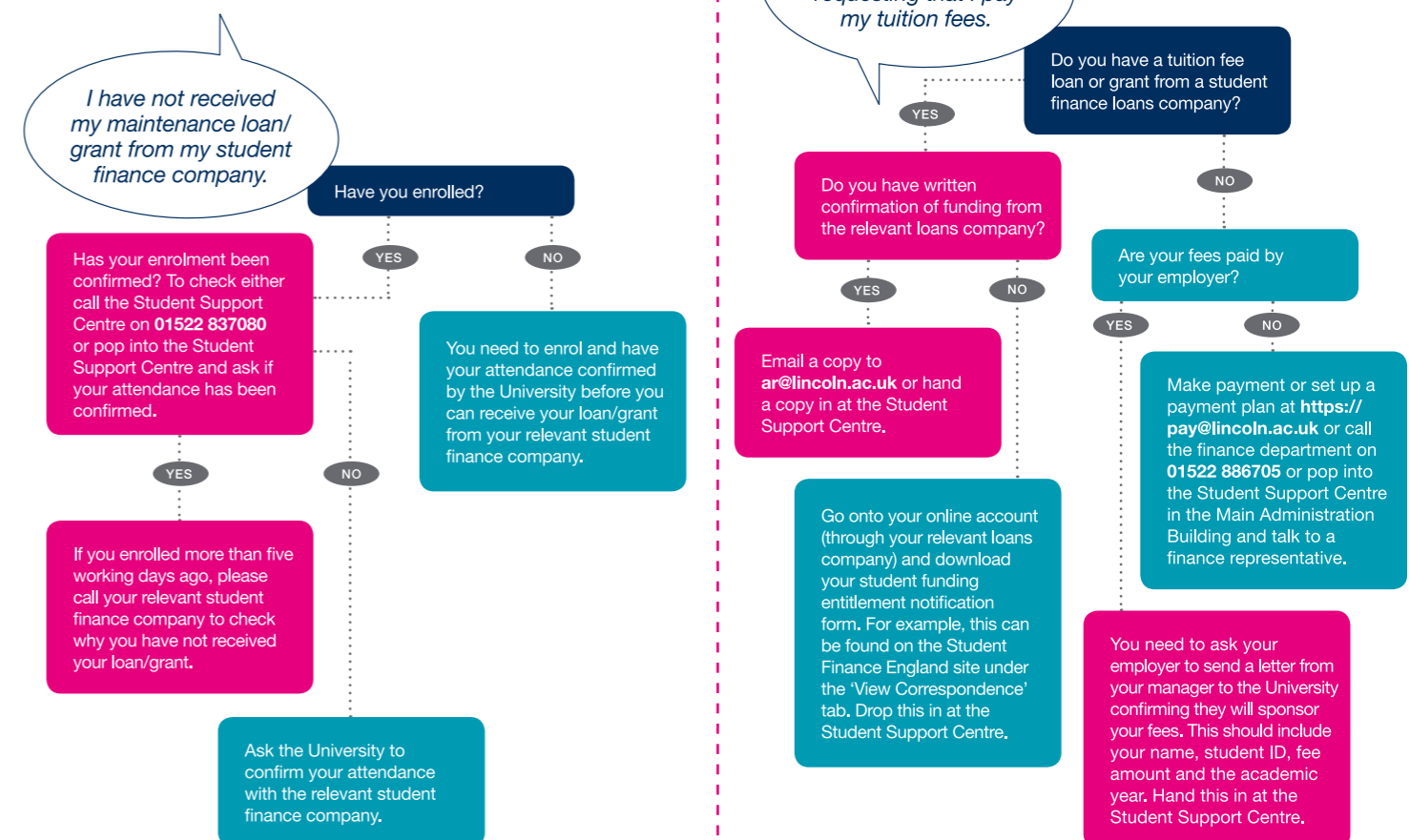
Finance Guide

"All You Need to Know"



Keep up to date: [@UoL_Finance](https://twitter.com/UoL_Finance)
finance.blogs.lincoln.ac.uk

Common Start of Term Issues Explained



The Finance Department are requesting that I pay my tuition fees.

I have not received my maintenance loan/grant from my student finance company.

Do you have a tuition fee loan or grant from a student finance loans company?

Do you have written confirmation of funding from the relevant loans company?

Are your fees paid by your employer?

Email a copy to ar@lincoln.ac.uk or hand a copy in at the Student Support Centre.

Make payment or set up a payment plan at <https://pay@lincoln.ac.uk> or call the finance department on 01522 886705 or pop into the Student Support Centre in the Main Administration Building and talk to a finance representative.

Go onto your online account (through your relevant loans company) and download your student funding entitlement notification form. For example, this can be found on the Student Finance England site under the 'View Correspondence' tab. Drop this in at the Student Support Centre.

You need to ask your employer to send a letter from your manager to the University confirming they will sponsor your fees. This should include your name, student ID, fee amount and the academic year. Hand this in at the Student Support Centre.

Have you enrolled?

Has your enrolment been confirmed? To check either call the Student Support Centre on 01522 837080 or pop into the Student Support Centre and ask if your attendance has been confirmed.

You need to enrol and have your attendance confirmed by the University before you can receive your loan/grant from your relevant student finance company.

If you enrolled more than five working days ago, please call your relevant student finance company to check why you have not received your loan/grant.

Ask the University to confirm your attendance with the relevant student finance company.