‘Re-sit: not in attendance’ students and funding

If you require this document in an alternative format, please contact Financial Support:
t: +44 (0)115 823 2071
e: financialsupport@nottingham.ac.uk

This factsheet provides financial information for UK ‘home’ undergraduate students during the period their attendance status at the University is ‘Re-sit: not in attendance’.

When is this attendance status used?

If a student does not sit their exams, or is allowed to re-sit them due to extenuating circumstances, then this status may be used. Usually a student re-sits (or takes first sits) over the summer vacation period and then progresses onto the next year of their course.

However, occasionally it may be necessary for a student to be given more time before they take their exams. In these cases a School/Department can recommend that a student takes a year or semester away from their course and take any relevant exams during that period. If this is the case the ‘re-sit: not in attendance’ status is used.

What does this mean for me?

You should be advised that your attendance status is changing to ‘re-sit: not in attendance’.

You do not complete online registration for the relevant academic session with the University. It is similar to being ‘suspended’ for a period of time.

During the period your attendance status is ‘re-sit: not in attendance’ you are not usually entitled to receive any statutory support from the Government via the Student Loans Company (SLC). There is no tuition fee loan for the period, but you will also not be charged any standard tuition fee by the University, although there may be a re-sit fee to pay.

If you are registered at the University for part of the year, then you may be eligible for funding for that period of time, and any tuition fee charged by the University. This will count as a full year’s funding when Student Finance calculates your years of entitlement.

The University will not pay any Bursary and/or Scholarship while you come under this attendance status.

How can I fund the time I am suspended?

You will need to find a source of income to support yourself during this period. The majority of students find work; some return home to live and manage with family support.
Whilst there is no automatic access to student loans or grants during the period of ‘re-sit not in attendance’ in some cases, where this will cause financial hardship, you can write to the SLC to request they consider providing ‘funding through a period of suspension’. Address your letter to:

The Discretionary Payments Team  
Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ

Points to include:

1. Reason for not attending University and provide evidence of ill health, disability or other extenuating circumstances
2. Length of the period you will be away from University
3. Evidence of financial hardship e.g. 3 months bank statements; a copy of your rent agreement; evidence of ongoing financial commitments in place before your interruption.

The SLC will then consider your request and advise you of the outcome.

Students are NOT usually entitled to any state benefits during this period eg. Job Seekers Allowance (if you have dependents, a disability or long term medical condition, then contact the Student Advice Centre 0115 8468730 as your individual circumstances may make you eligible for benefits).

As soon as you are advised that you are going to be placed into attendance status ‘re-sit; not in attendance’ come to see (or telephone) the Financial Support team based in the Student Services Centre, Portland Building. They can help and advise on student finance and funding – see Useful Contacts.

Financial help for ‘re-sit: not in attendance’ students:

Access to University Support Funds  
The University has a number of support funds that provide discretionary financial support which can help alleviate unexpected financial hardship or help to make up a shortfall between income and essential expenditure. The fund is open to both undergraduate and postgraduate students with home fee status studying either a full time or part time course.

It is expected that ‘re-sit: not in attendance’ students should be able to work to provide themselves with an income during the relevant period, or be supported by family. However students can apply to the funds for help with travel and accommodation costs that specifically relate to the taking or re-taking of their exams. Awards are not guaranteed and depend on an individual’s financial circumstances at the time. The fund is not able to help with any other costs during this period.
Already signed a housing contract for the period you are suspending your course?

If you have signed a contract for a room/house then you are legally bound to pay rent as agreed. If you are successful in finding work, or have sufficient family financial support, then this may not be a problem.

If you know that you are going to struggle to pay the rent try to find a replacement tenant as soon as possible. If you can, talk to your housemates and explain what is happening; they may know of someone who would be happy to move in.

Visit a Welfare Advisor in the Student Advice Centre, Portland Building or telephone 0115 8468730 for advice.

Do I need to pay council tax?

If the period of the status is within the start and expected completion date of your course, then you may be able to continue to claim council tax exemption. Contact the Student Services Centre on 0115 9513710 as you will need an exemption certificate to send to your local council.

However, if you are taking or re-taking exams AFTER the original expected completion date of your course then it is expected that you would be working, or possibly receiving benefits, so you may be liable for council tax.

If you are worried about your finances please contact a member of the Financial Support Team using the details on page 3; or call in to a Drop in Session at one of the Student Services Centres:

**University Park**
Portland Building
Every weekday 11.00am – 3.00pm

**Sutton Bonington**
Main Building
Monday (term time only) 10am – 3pm

**Derby**
Courses and Student Centre
Second Tuesday in the month 10am – 3pm
Useful contacts

National contacts

Student Finance England
- www.direct.gov.uk/studentfinance
- 0845 300 5090
(This site includes information/links to support for non-English domiciled students)

Student Finance Wales
- www.studentfinancewales.co.uk
- 0845 602 8845

Student Finance NI
- www.studentfinanceni.co.uk
- 0845 600 0662

Student Awards Agency for Scotland
- www.student-support-saas.gov.uk
- 0845 111 1711

University contacts

Financial Support, Student Services Centre
Advice on all aspects of student finance including Student Loans, Government grants, University scholarships, bursaries and support funds.
t: +44 (0)115 823 2071
e: financialsupport@nottingham.ac.uk
w: www.nottingham.ac.uk/financialsupport

Academic Support and Disability Support, Student Services Centre
Study support, support for students with dyslexia, dyspraxia and other specific learning difficulties and disabilities.
t: +44 (0)115 823 2070 or +44 (0)115 951 3710
e: dyslexia-support@nottingham.ac.uk or disability-support@nottingham.ac.uk
w: www.nottingham.ac.uk/financialsupport

Student Administration
Student Services Centre, Portland Building, University Park
t: 0115 951 3710

The University of Nottingham Students’ Union Student Advice Centre
A confidential service available to all University of Nottingham students, giving advice and information on a range of matters, such as housing, money and academic issues.
t: +44 (0)115 846 8730
e: SUAdvice@nottingham.ac.uk
w: www.su.nottingham.ac.uk/helpadvice

All information was correct at the time of writing and is based on data from Gov.UK, The University of Nottingham, and the Department for Business, Innovation and Skills.

We make every effort to ensure the accuracy of the information we provide however it can only give general guidance. We would always advise you to contact the relevant funding bodies referenced in relation to your specific circumstances.

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