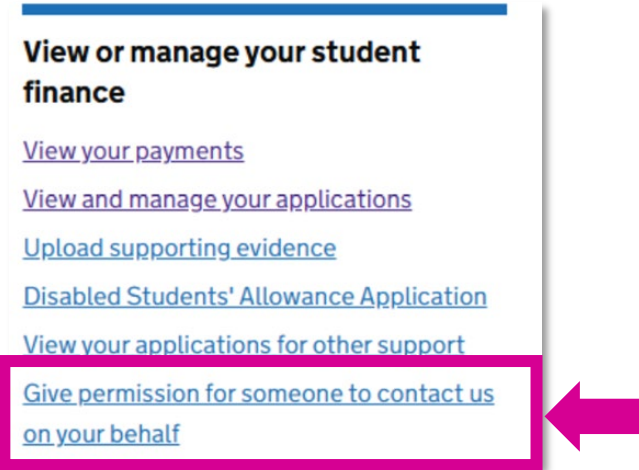


How to set up **Consent to Share** in your SFE online account

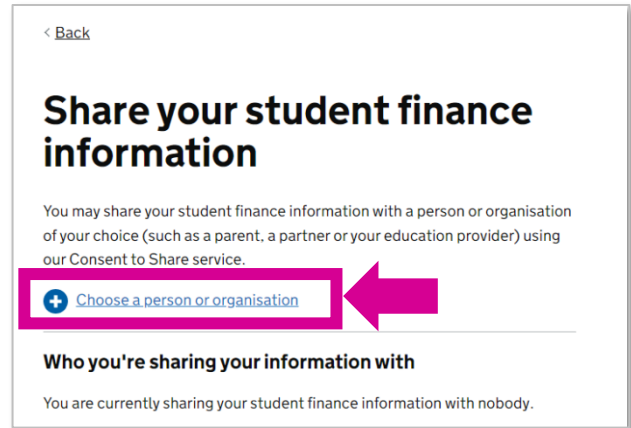
Once logged in to your Student Finance England online account, open your current/ or most recent application.

Under **View or manage your student finance** (on right-hand-side of the page if using a PC/laptop, or near the bottom of the page if using a smartphone)

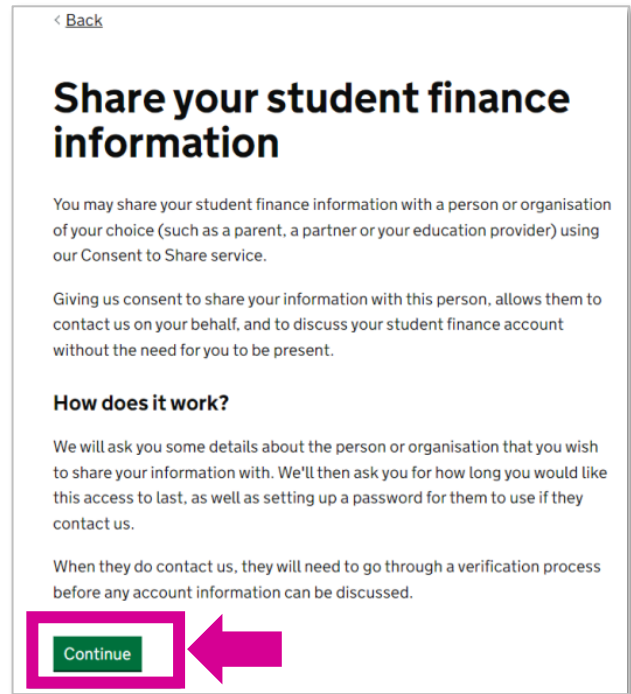
Click on **Give permission for someone to contact us on your behalf**:



This will take you to the consent to share details page. Click on **Choose a person or organisation**:



You will then see information about consent to share. Please read and click **Continue** if you are happy to proceed:



You will then see an outline of what information SFE can and cannot share with us, and what requests we can and cannot make. Please read this and then click **Continue** if you are happy to proceed:

What information will be shared?

Your chosen person or organisation may contact us on your behalf and will have permission to discuss or request the following:

- Your account balance
- Your entitlement
- Any outstanding evidence requirements
- Discuss Disabled Student's Allowance
- Discuss the account with Customer Compliance (if applicable)
- Request a Paid in Full (PIF) letter
- Request ICR statements
- Request blank forms
- Request a referral if there has been an incorrect assessment on the account

!

Sharing your information with a third-party gives them access to all aspects of your account, except your bank details. This will continue until your specified end date.

What they can't do

Your chosen person can't:

- Make any changes to your account
- Discuss, add or update bank details
- Submit a Data Subject Access Request
- Involve another third-party
- Provide advised repayments or previous year's income where required for settlement
- Request statements or correspondence to be sent to them

Continue

You will be asked who you wish to share your information with – select **An organisation** and click **Continue**:

🏠 Your account

Your inbox

< Back

Who do you wish to share your information with?

☐ An individual
For example, a parent or your partner

☒ An organisation
For example, your university or college

Continue

You will be asked for the name of the organisation. Type in **De Montfort University** and click **Continue**:

🏠 Your account

Your

< Back

Who do you wish to share your information with?

Enter the name of the organisation who's allowed to speak to us on your behalf and discuss your account

Name

De Montfort University

Continue

You will be asked for our relationship to you. Type in **Higher Education provider** and click **Continue**:

🏠 Your account

< [Back](#)

What is their relationship to you?

Higher Education provider

Continue

You will be asked to choose a password. You can use a password of your choice, or use **Welfare**

Please note the password needs to be different to the password you use to log in to your Student Finance England online account.

Type in your chosen password and click **Continue**:

🏠 Your account

Your

< [Back](#)

Choose a password

If De Montfort University contacts us, they will need this password to verify that they have access before any account information can be discussed.

This needs to be different to your account login password.

Welfare

☒ Show password

Continue

You will be asked to choose an end date – this is the date SFE will stop sharing information with us. Type in your chosen end date, for example the end of your course, and click **Continue**:

< [Back](#)

What date do you want to stop sharing your information?

De Montfort University will no longer be allowed to discuss your account with us after this date.

For example, 31 8 2000

Day Month Year

12 06 2026

Continue

You will then see a summary page. Review your answers and if it's all correct, click **Share my information**:

🏠 Your account

Your inboxCommon questionsSign out

[< Back](#)

Check your answers before sharing your information

Your chosen organisation

Name

De Montfort University

Change

Relationship

Higher Education provider

Change

Password

Change

When to stop sharing information

12 June 2026

Change

Share my information

You have now set up consent to share, the following page will appear to confirm this. If you want to make any changes, click **Consent to Share details page**:

🏠 Your account

Your

Student Finance information shared

De Montfort University now has access to your student finance information and may contact us to discuss your account. Remember to give them the password you set up on their behalf.

You can change these details or remove their access at any time from the [Consent to Share details page](#)

[Go back to your account](#)

You can review the consent to share and if you want to change any of your answers, click **Change**. Or to remove your consent at any time, click **Remove this organisation**:

Share your student finance information

You may share your student finance information with a person or organisation of your choice (such as a parent, a partner or your education provider) using our Consent to Share service.

+

[Choose a person or organisation](#)

Who you're sharing your information with

You are currently sharing your student finance information with **De Montfort University**.

De Montfort University:

Name

De Montfort University

Change

Relationship

Higher Education provider

Change

Password

Change

When to stop sharing information

12 June 2026

Change

Remove this organisation