

# Grant application form

for part-time students **2012/13**

## About this form

### Who should complete this form?

Complete this form if you're:

- living in England; and
- are a continuing part-time or full-time distance learning student applying for student finance for the first time.

### Please read the accompanying notes.

The 'Grant application notes' will give you detailed guidance and help you to complete this form.

Find out more at [www.slc.co.uk/england](http://www.slc.co.uk/england)


### What sections should be completed?

|  |  |
|--|--|
| <b>Student</b>   | Complete sections <b>1, 2, 3, 4, 5, 8</b> and read, sign and date section <b>9</b> , the <b>student declaration</b> .  |
| <b>Partner (Husband, wife, civil partner or partner)</b> | Complete sections <b>7</b> and <b>8</b> . Read, sign and date section <b>9</b> , the <b>declaration for partners</b> . |
| <b>University or college</b>                             | Complete, sign and stamp section <b>6</b> .  |


## 1 your personal details


### 1.1 Customer Reference Number

(if you have one)

Where you see this icon it means there are notes in the accompanying 'Grant application notes' to help you. 

### 1.2 Personal details

If your name has changed from your birth certificate or passport then give supporting evidence confirming the change. Give a note of any other previous names you've had on the additional notes pages at the back of the form. 

Where you see this icon it means we need you to give supporting evidence. You can find details in the accompanying notes. 

Complete these details exactly as stated on your birth certificate or passport.

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Title

Mr  Mrs  Miss  Ms

Forename(s)

Surname

Sex

Male  Female

Date of birth

-   -

Place of birth (the name of the town or village)

Nationality




# 1 your personal details - continued

## 1.3 Do you hold a valid UK passport?

You must give us evidence of your identity. The easiest way to do this is by giving information from your passport.

### UK Passport expired?

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to give other evidence as set out in the accompanying notes.

**No** - you'll have to give alternative evidence 

**Yes** - complete the following details from your passport

Date of issue

-   -

Date of expiry

-   -

Passport number


Forename


Surname

## 1.4 Marital status

Tick one box that best describes your marital status.


Single


Living with a partner 

Married/civil partnership 

Give the date of marriage/civil partnership

-   -

Separated 

Divorced/dissolved civil partnership 

Widowed/surviving civil partner 

## 1.5 Will you be 25 or over on the first day of the academic year?

No

Yes

## 1.6 Contact details

Give your current home address.

Home address

Postcode

# 1 your personal details - continued

Give your term-time address if you know it. If you provide a term-time address then we'll send all correspondence to that address from the date you move there. You can update your address(es) at any time by contacting us.

Term-time address

Postcode

Date you'll move to this term-time address

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| D | D | - | M | M | - | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|---|---|

Home phone number

Mobile phone number

Email address

# 2 financial support and qualification history

## 2.1 Will you be getting funding from any other source to meet the costs of your course in 2012/13?

Tell us about any payments you may receive from your employer, bursaries or any other assistance. Examples of other assistance are day release arrangements, help with travel and other course costs, or help with childcare.

 No Yes - give details

## 2.2 Have you received a grant for part-time study for this programme of study for any academic year up to and including 2011/12?

 No Yes

## 2 financial support and qualification history - continued

2.3 Have you ever had any other loans from the Student Loans Company (SLC)?

- No - go to 2.4
- Yes - are you behind with the repayments?
- No
- Yes - you can't apply for student finance until you resolve this. Call 0845 073 8891 for Income Contingent Repayment (ICR) loans or 0845 073 8896 for Mortgage Style loans

2.3.1 Did you receive a loan from the SLC when you were under 18?

- No
- Yes - have you signed credit agreements for all of them?
- No - you can't apply for student finance until you have signed credit agreements. To arrange this call 0845 073 8891 for Income Contingent Repayment (ICR) loans or 0845 073 8896 for Mortgage Style loans
- Yes

2.4 Do you have an Honours degree from a UK Institution?

- No - go to 2.6
- Yes

2.5 Are you a qualified teacher?

For the purpose of this form, you must hold a Qualified Teacher Status (QTS) certificate to be a qualified teacher.

- No - go to 2.7.1
- Yes - you will not qualify for part-time funding.  
**Don't continue with this application.**

2.6 Did your current course start on or after 1 September 2009?

- No - go to 3.1
- Yes

2.7 Are you a qualified teacher?

For the purpose of this form, you must hold a Qualified Teacher Status (QTS) certificate to be a qualified teacher.

- No
- Yes - you will not qualify for part-time funding.  
**Don't continue with this application.**

## 2 financial support and qualification history - continued

2.7.1 Is your current course a part-time course for Initial Teacher Training (ITT) or a flexible Postgraduate Certificate in Education (PGCE) course?

No

Yes - is your course more than four years in length?

No - go to 3.1

Yes - you will not qualify for part-time funding.

**Don't continue with this application.**

2.8 Is your current course higher in level than any qualification you have achieved in any country since leaving school?

No

- you will not qualify for part-time funding.  
**Don't continue with this application.**


Yes

## 3 residence

3.1 Are you a UK national?

No


Yes - Did you give your valid UK passport details at 1.3?

No - send evidence 

Yes - you don't need to send any other residency evidence - go to 3.8


3.2 Are you an EU national?


No

Yes - send evidence 

3.3 Are you the child of a Swiss national?

No


Yes - send evidence  - go to 3.8

3.4 Are you or your;  
• husband, wife, civil partner; or  
• parent(s), a step-parent; or  
• child, son, or daughter-in-law, child's civil partner  
a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK? 

No


- go to 3.5

Yes

- give details. You should also give details of your previous studies 

### 3 residence - continued


3.4.1 If you're currently working, are you going to continue working during your studies?


- No  
 Yes - give details  - go to 3.8


3.5 Do you have 'settled status' in the UK? 

- No  
 Yes - when did you get this status?


-   -


 - go to 3.8


3.6 Have you or your:  
• husband, wife, civil partner; or  
• parent(s), step-parent  
been granted 'refugee status' by the UK government? 

- No  
 Yes - when does this status expire? 


-   -


 - go to 3.8

3.7 Have you or your:  
• husband, wife, civil partner; or  
• parent(s), step-parent  
been granted 'Humanitarian Protection' as a result of a failed asylum application? 

- No  
 Yes - when does this status expire? 

-   -

 - go to 3.8

3.8 In the three years prior to the start of the first academic year of your course, did you live outside the UK and Islands at any time? 

- No  
 Yes - give details of your residence for these three years

Full address

From

-   -

To

-   -

Why were you there?

### 3 residence - continued

- 3.9 At any time since 1 September 2009 has:
- either of your parents, step-parents, guardians; or
  - your husband, wife, civil partner lived or worked outside the UK and Islands or, in the case of an EU, EEA or Swiss national, outside the EEA or Switzerland?

Full address

From

  -   -    

To

  -   -    

Why were you there?

No

Yes - give details

Full address

From

  -   -    

To

  -   -    

Why were they there?

continued...

## 3 residence - continued

Full address

From

  -   -    

To

  -   -    

Why were they there?

## 4 about your course

### 4.1 University or college details

If your course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university (for example, Birkbeck, Central London campus, University of London).

Name

Full address

- 4.1.1 If your course is a franchise course held at a different location from the university or college providing the course, give the full address of that university or college.**

Full address

### 4.2 Name of course

Give the name of the course and the course subject (for example, Information systems). If you're following a combined studies/modular course, list all the subjects.



## 4 about your course - continued

4.3 Qualification you expect to gain  
(for example, BA (honours) English)

4.4 Course start date

  -    

4.5 Course end date

  -    


4.6 Course length 

 Years

4.7 Current year of course in academic  
year 2012/13

4.8 Are you undertaking a full-time  
distance-learning course? 

 No  
 Yes

4.9 Is your course a part-time  
postgraduate Initial Teacher  
Training (ITT) course? 

 No  
 Yes

## 5 your UK bank or building society account details

5.1 Account details

Sort code

  -   -  

Account number

Building society roll number (if applicable)

Ask your university or college to complete this section.

If your university or college doesn't complete this section it will delay your application for student finance. 

You still have to complete sections 7 and 8.

## 6 university or college

University or college staff should check the student's answers in section 4 before completing, signing and stamping this section.

Course fee charged to this student for 2012/13

£

SLC or UCAS university/college code

I confirm to the best of my knowledge and belief:

- the student named in section 1 is undertaking the course named in section 4.
- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a part-time (PT) basis in academic year 2012/13.
- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent full-time (FT) course within one academic year.

| Unit of Measure<br>Circle the appropriate unit of measure       | Part-time Units<br>Enter number of units | Full-time Units<br>Enter number of units | Intensity of study for this course is * |
|---|--|--|---|
| <input type="checkbox"/> Credits/ credit points/ modules/ other | <input type="text"/>                     | <input type="text"/>                     | <input type="text"/>                    |

$\div$   $\times 100 =$

\* Intensity of study is the number of part-time units that the student intends to study in academic year 2012/13 that the student would complete in one academic year if the course were studied on a full-time basis.

• the student's course is designated as eligible for financial support under Regulation 139 of the Education (Student Support) Regulations 2011.

• the equivalent full-time course would last

 Years

• it's possible for the student to complete the course in no more than twice the length of time required to complete the equivalent full-time course.

Your full name (in BLOCK CAPITALS)

Your position

Your phone number (including area code)

Your email address

Your signature

Date


If you have a partner (husband, wife, civil partner or partner) ask them to complete their details in sections 7 and 8.

**You still have to complete your details in section 8.**

## 7 about your husband, wife, civil partner or partner

### 7.1 Customer Reference Number

(if you have one)

Where you see this icon it means there are notes in the accompanying 'Grant application notes' to help you 

### 7.2 What is your relationship to the student?

|  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> husband       | <input type="checkbox"/> wife    |
| <input type="checkbox"/> civil partner | <input type="checkbox"/> partner |

#### 7.2.1 Your details

Title

|                             |                              |                               |                             |
|-----------------------------|------------------------------|-------------------------------|-----------------------------|
| <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Miss | <input type="checkbox"/> Ms |
|-----------------------------|------------------------------|-------------------------------|-----------------------------|

Forename(s)

Surname

Date of birth

|                      |                      |   |                      |                      |   |                      |                      |                      |                      |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|


Place of birth (the name of the town or village)

Home address


Postcode

Home phone number (including area code)

## 8 financial details

**8.1 Are you or your husband, wife, civil partner or partner getting one or more of the state benefits listed opposite? **



If you or your husband, wife, civil partner or partner are receiving any of the benefits listed, you must provide a copy of evidence to show who's getting the benefit.



- No** - go to 8.2
- Yes** - Tick the appropriate box(es) 
- Housing Benefit
  - Local Housing Allowance
  - Council Tax Benefit
  - Income Support
  - Income-based Jobseeker's Allowance
  - New Deal Allowance
  - Income-related Employment and Support Allowance


You don't have to give any other financial details. - **go to the declaration(s) in section 9.**

If you answered 'No' to 8.1 you must answer the following questions in this section entering the amount of income received. If you have no income for any of the income types listed enter 'None' or 'N/A'.

Where you tell us an amount, you must send us copy evidence to support it. All copy evidence will be securely destroyed once we have checked it. If you choose to send us any original documents instead of copies these will also be destroyed.

**8.2 Gross income from salary/wages received from 6 April 2011 to 5 April 2012  **  
(before deductions)

**8.3 Income from self-employment**  
(estimate if you are not sure)  

**8.4 Bank and building society gross interest **  
(before tax)

**8.5 Other investment income **  
(before tax)

| Amount received before tax (Gross income) |   |
|---|---|
| You                                       | Husband, wife, civil partner or partner |
| £ <input type="text"/>                    | £ <input type="text"/>                  |
| £ <input type="text"/>                    | £ <input type="text"/>                  |
| £ <input type="text"/>                    | £ <input type="text"/>                  |

| Type                 | Type                 |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Amount               | Amount               |
| <input type="text"/> | <input type="text"/> |

## 8 financial details - continued

|                      |  |
|----------------------|--|
| <b>You</b>           | <b>Husband, wife, civil partner or partner</b> |
| <b>Type</b>          | <b>Type</b>                                    |
| <input type="text"/> | <input type="text"/>                           |
| <b>Amount</b>        | <b>Amount</b>                                  |
| <input type="text"/> | <input type="text"/>                           |

8.6 Income from property, lettings or rent **(e)**

|                        |                        |
|------------------------|------------------------|
| £ <input type="text"/> | £ <input type="text"/> |
| £ <input type="text"/> | £ <input type="text"/> |

8.6.1 How much of this is through the Rent a Room scheme? **(e)**

8.7 Any other type of income **(i)(e)**

|                      |                      |
|----------------------|----------------------|
| <b>Type</b>          | <b>Type</b>          |
| <input type="text"/> | <input type="text"/> |
| <b>Amount</b>        | <b>Amount</b>        |
| <input type="text"/> | <input type="text"/> |


|                      |                      |
|----------------------|----------------------|
| <b>Type</b>          | <b>Type</b>          |
| <input type="text"/> | <input type="text"/> |
| <b>Amount</b>        | <b>Amount</b>        |
| <input type="text"/> | <input type="text"/> |

8.8 Give details of any children who will be totally or mainly financially dependent on you during the academic year 2012/13. **(i)**

| Child's full name | Date of birth | Relationship to you | Who will they live with? | Income* |
|-------------------|---------------|---------------------|--------------------------|---------|
|                   | MM YYYY       |                     |                          |         |

\* Give income from all sources after income tax and social security.

## 9 declarations

This application for financial support may be delayed unless you, and the person named in section 7, sign and date the relevant parts. Before signing, you should read the Data Protection Statement in the notes that accompany this form. 

### Student declaration

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not I understand I might be refused financial support, or prosecuted and my financial support withdrawn.
- I agree to give SLC any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell SLC about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this overpayment in full.
- I understand that if I have provided details of my UK passport, SLC will verify those details with the Identity and Passport Service.

Your full name (in BLOCK CAPITALS)

Your Signature

Date

You may be eligible for a bursary or scholarship from your university or college. Your university or college will ask for some information about you and your application to decide if you are eligible for a non-repayable bursary or scholarship.

We will automatically share your information with your university or college so they can work out if you are eligible for these awards

If you **don't** want your details to be shared for this purpose, please tick this box

**Your decision about bursary and scholarship data sharing will not affect your entitlement to any other financial support available.**

Most universities and colleges won't pay bursaries or scholarships if you don't give consent to share your information.

### Partner declaration

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given Student Loans Company (SLC) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Your full name (in BLOCK CAPITALS)

Your Signature

Date

We'll automatically share your personal and financial details with the university or college so they can work out if the student is eligible for a non-repayable bursary or scholarship.

If you **don't** want you details shared for this purpose, please tick this box

**Your decision about bursary and scholarship data sharing will not affect the student's entitlement to any other financial support available.**

Most universities or colleges won't pay bursaries or scholarships if you don't give consent to share your information.

## 10 voluntary questions

**Do not complete the voluntary questions if you applied for student finance for this particular programme of study in any academic year up to and including 2011/12.**

The following questions are voluntary - you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support. If you answer both questions 11.1 and 11.2, the information will be used to help the Department for Business, Innovation and Skills develop their policies in the future. Your local authority will also use your answer to question 11.2 to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

**10.1 Do any of your parents have any higher education qualifications, for example, degrees and diplomas or certificates of higher education?**

This includes your natural parents, your adoptive parents, your step-parents, partners of your parents, and your guardians.

- No
- Yes
- Don't know

**10.2 How would you describe your ethnic origin?**

**White**

- British
- Irish
- Any other white background

**Black or Black British**

- African
- Caribbean
- Any other black background

**Mixed**

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background

**Chinese or other ethnic group**

- Chinese
- Any other

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background





## additional notes

**If you're providing extra information clearly mark what section and question the information is about.**

**Return your completed form to: Student Finance England, PO Box 210, Darlington, DL1 9HJ**