

studentfinance **england**

Application for
Student Finance
2009/10



You can also apply online at
www.direct.gov.uk/studentfinance

If you have applied for student finance before, please provide your ART ID or Customer Reference Number.

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By completing this form, you can apply for the following types of student finance. Descriptions of these can be found in the booklet 'A Guide to Financial Support for Higher Education 2009/10 (New Students)'.

Please refer to the notes each time you see this icon. **n**

Whenever you see this icon you may have to provide evidence to support your application. **e**

Type of finance	Sections to be completed
Tuition Fee Loan Maintenance Loan	Sections 2 - 5 and Loan Request Form Sections 2 - 6 and Loan Request Form You may be entitled to more Maintenance Loan by also completing Sections 7, 8 and 10 - 12.
Maintenance Grant OR Special Support Grant	Sections 2 - 8 and 10 - 12 Detailed information about who can qualify for Special Support Grant can be found in the notes. n If you think you qualify for Special Support Grant, please tick this box. You will need to send appropriate evidence. e <input type="checkbox"/> Tick
Parents' Learning Allowance Adult Dependant's Grant Travel Grant Bursaries and Scholarships	Sections 2 - 12 Sections 2 - 12 Sections 2 - 8 and 10 - 12 Sections 2 - 8 and 10 - 12

If you want to apply for Disabled Students' Allowances (DSA) or Childcare Grant (CCG) you should complete the sections of this form detailed below.

You will also need to complete a separate form which you:

- can download from www.direct.gov.uk/studentfinance and return with this form;
- can have sent to you by ticking the appropriate box below; or
- can request by contacting our Customer Support Office on **0845 300 50 90**.

Type of finance	Sections to be completed	I want to apply	Send me an application form
Disabled Students' Allowances	Sections 2 - 5	<input type="checkbox"/> Tick	<input type="checkbox"/> Tick
Childcare Grant	Sections 2 - 12	<input type="checkbox"/> Tick	<input type="checkbox"/> Tick

! You must remember to sign the Student's Declaration on page 21 otherwise your application for student finance may be delayed.

Please also ensure that **anyone named in Section 10 signs the declaration(s) on page 25.**

In order to ensure that you receive your first payment at the start of term, you should return your completed form by the deadlines stated on the back page of this form.



Instructions

- Complete this form in black ink and use BLOCK CAPITALS.
- **Answer all the questions.** If you leave any question blank we will not be able to process your application. If a question does not apply to you, please enter 'None' or 'N/A' as the answer.
- Further information about the evidence required can be found in the notes and will also be marked with this icon. **e**
- Return this form to us at Student Finance England, PO Box 210, Darlington, DL1 9HJ.
- If you have any questions or problems please call our Customer Support Office on **0845 300 50 90**.

Personal details

- a** Title
- Forename(s)
- Surname
- Sex
- Date of birth

Please complete these questions with the details as exactly stated on your birth certificate or passport.

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

Nationality

Mr Mrs Miss Ms

Male Female

/ /

section 2 personal details

Identity evidence details

- b** Do you hold a UK passport?

Yes No

You must provide us with evidence of your identity. You can do so in **one** of the following ways:

- (1)** Provide the following details from your **UK Passport** (this is the easiest way for you to verify your identity):

Passport Number

Forename(s)

Surname

Date of issue

Date of expiry

/ /

/ /

- (2)** Send your **Non-UK Passport**. **e**

- (3)** Send your original **Birth or Adoption Certificate** and a completed Birth/Adoption Certificate form. **e**



Previous loans

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

Yes No

If 'No' go to e

If 'Yes', are you behind with the repayments?

Yes No

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

Yes No

If 'Yes', have you signed credit agreements for all of them?

Yes No

Contact details

e Please give your current home address. If you know it, please also give your term-time correspondence address.

Home address	Term-time address
<input type="text"/>	<input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>
Home phone number: <input type="text"/>	Date on which you will move to this address: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mobile phone number: <input type="text"/>	
Email address: <input type="text"/>	

Marital status

f Please tick one box.

Single

Living with a partner

Married/civil partnership **e**
Please give the date of marriage/civil partnership
 / /

Separated **e**

Divorced/dissolved civil partnership **e**

Widowed/surviving civil partner **e**



Nationality

a1 Are you a UK national? **n e** Yes No If 'Yes' go to b1

a2 Are you an EU national? **e** Yes No

a3 Are you the child of a Swiss national? **e** Yes No If 'Yes' go to b2

Residence status

a4 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; or
- parent's or step-parent's husband, wife or civil partner

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK? **n e** Yes No If 'No' go to a5

If 'Yes', please give details.

If you are currently working, are you going to continue working during your studies? Yes No

If 'Yes', please give details. **e**

go to b2

a5 Do you have 'settled status' in the UK? **n e** Yes No If 'No' go to a6

If 'Yes', give the date you received this status.

/ /

go to b2

a6 Have you or your:

- husband, wife, civil partner; or
- parent(s), step-parent; or
- parent's or step-parent's husband, wife or civil partner

been granted 'refugee status' by the UK Government? **n e** Yes No If 'No' go to a7

If 'Yes', and if applicable, please give the following:

Home Office reference number

Date this status is due to expire

/ /

go to b2



a7 Have you or your:

- husband, wife, civil partner; or
- parent(s), step-parent; or
- parent's or step-parent's husband, wife or civil partner

been given 'leave to enter or remain' in the UK as a result of a failed asylum application? **ne**

If 'Yes', and if applicable, please give the following:

Home Office reference number

Date this status is due to expire

Yes No

If 'No' go to b2

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

go to b2

Residence history

b1 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?

Yes No

If 'No' go to b3

b2 Give details of your residence for the three years before the start of the first academic year of your course. **n**

If you require further space to provide your answer, please give the details requested above on a separate piece of paper and enclose it with this form.

Full address

From: / /

To: / /

Why were you there?

Full address

From: / /

To: / /

Why were you there?



b3 At any time since 1 September 2006 has:

- either of your parents, step-parents, guardians; or
- your husband, wife, civil partner; or
- your parent's or step-parent's husband, wife or 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?

If 'Yes' please give details.

Yes No

Full address

From:

/ /

To:

/ /

Why were you there?

Full address

From:

/ /

To:

/ /

Why were you there?

Full address

From:

/ /

To:

/ /

Why were you there?





c Course type (please tick one box):

Full time undergraduate

Initial Teacher Training (ITT) courses

Flexible postgraduate ITT

Part-time undergraduate ITT

Part-time ITT (excluding first degrees) **n**

Full-time postgraduate ITT

Other course types

Full-time foundation degree

Full-time distance learning

Full-time involving a placement (sandwich course)

Answer both questions

Number of weeks you will be studying full-time in academic year 2009/10. **e**

Number of weeks you will be on full-time teaching practice in academic year 2009/10. **e**

Do you have a disability which prevents you from attending your university/college in person? **e**

 Yes

 No

d Have you been awarded a state-funded place on a dance and drama course at a privately-funded institution? **e**

 Yes

 No

Term details

e Where will you live during the academic year 2009/10?

Term 1

Living with parent

Elsewhere or own home

Term 2

Living with parent

Elsewhere or own home

Term 3

Living with parent

Elsewhere or own home



Where will you spend most of your time studying in the academic year 2009/10?

Term 1

- University or college
- Study abroad
- Placement in the UK or abroad

Term 2

- University or college
- Study abroad
- Placement in the UK or abroad

Term 3

- University or college
- Study abroad
- Placement in the UK or abroad

If you have ticked 'University or college' and/or 'Study abroad' for all 3 terms **go to Section 5**

Placement details

f Where will your placement be?

If your placement is abroad, have you been accepted onto the ERASMUS exchange scheme?

Placement name and address, if known

- Abroad
- UK
- Don't know

- Yes
- No

Postcode:

Is the placement:

- paid
- unpaid

If you ticked 'unpaid' please tick which type:

- a hospital, Public Health Service Laboratory or with a Primary Care Trust;
- a Health Authority, Strategic Health Authority, Local Health Board, Special Health Authority, Health Board, Special Health Board or a Health and Social Services Board;
- a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, a voluntary organisation providing facilities or carrying out similar activities;
- the prison or probation sector or after-care services;
- unpaid research in a UK or overseas institution; or
- an unpaid placement that is not listed above.

Previous study

Courses of Higher Education are those of HNC level or above. Where course details are requested, you should not include A Level/AS Level examinations or equivalent.

a1 Have you started an undergraduate course of Higher Education in any country since leaving school? Tick 'Yes' even if you did not complete the course. **n**

Yes No

If 'No' go to b

a2 Did you achieve a qualification?

Yes No

If 'No' go to a4

a3 Was the level of the qualification(s) achieved equal to or higher than the level of course you are now applying for? **n**

Yes No

a4 Please give course details below. Do not mention any course that you studied part-time where you did not achieve a qualification; or any course that was entirely self-funded where you did not achieve a qualification. **n**

Title of course (e.g. BA History)	Name of university or college	Town and country of university or college	Date started (MM YYYY)	Date left (MM YYYY)	Did you achieve a qualification <input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

If you did not achieve a qualification for any course listed above, why was this? **e**

Other information

- b Have you applied, or will you be applying, for any bursary or award for the academic year 2009/10 from the National Health Service (NHS) or the Department of Health (DoH), excluding the social work bursary?

If you applied for support, whether or not you received it, tick 'Yes'.

Yes No

If 'Yes', is this bursary or award income assessed or non-income assessed?

Income assessed
 Non-income assessed

UK bank/building society account details

This account must be in your own name and be able to accept direct credits.

Please note that missing or incorrect bank or building society details will result in your Maintenance Loan, Bursary (if applicable) or any grant payments being delayed.

Sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Building society roll number (if applicable)

<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"/>
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Loan Request Form - 2009/10 studentfinanceengland

Remember you must complete and leave attached the following Loan Request Form if you want to apply for a Maintenance Loan, a Tuition Fee Loan or both.

Only if you **DO NOT** want either loan at this time, tear out this page and keep it safe. You can send this at a later date if you change your mind.

Customer Reference Number or ART ID (if you have one)	<input type="text"/>
Forename(s)	<input type="text"/>
Surname	<input type="text"/>
National Insurance Number n	<input type="text"/>

Maintenance Loan **n**

Amount of Maintenance Loan you would like to apply for:	Maximum available to you: <input type="checkbox"/> Tick
	If you wish to apply for less than the maximum available to you, please state the amount. £ <input type="text"/>

Tuition Fee Loan **n**

You can apply for up to a maximum of £3,225 depending on your circumstances. You should find out how much your university or college is charging before you apply for a Tuition Fee Loan.

Amount of Tuition Fee Loan you would like to apply for:	Maximum available to you: <input type="checkbox"/> Tick
	If you wish to apply for less than the maximum available to you, please state the amount. £ <input type="text"/>

Contact details

Please give the names and addresses of two contacts. The contacts you give **should live at different addresses** and will only be contacted if, for example, you move address and do not inform us. You **must** inform your contacts that you are providing us with their details.

Contact 1

Forename(s):

Surname:

Relationship to you:

Address:

Postcode:

Phone number:

Contact 2

Forename(s):

Surname:

Relationship to you:

Address:

Postcode:

Phone number:

Loan Request Form



You MUST now read and sign the following declaration.

Declaration by the student requesting a loan

I declare that:

- a The particulars I have given overleaf are correct.
- b I have read and understood the booklet "Student Loans: A guide to terms and conditions".
- c I acknowledge and agree that any loan(s) made to me by the Secretary of State, "the lender" (which includes any persons exercising functions on behalf of the Secretary of State pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation, "the Act") will be on the terms set out in the Loan Request Form including these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.
- d I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/are contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.
- f I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- g I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- h I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my home address as stated in this form PN1 (or, if my address is outside the United Kingdom, English law).
- i I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in this form PN1 is situated (or the English, Scottish and Northern Ireland courts where my address is outside the United Kingdom) shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
- j I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the regulations referred to in paragraph c.
- k In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the regulations referred to in paragraph c and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.
- l I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the regulations referred to in paragraph c.
- m If I breach any of the terms under which any loan(s) will be made, I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the regulations made under that Act, as amended from time to time or successor legislation and/or regulations.
- n I understand that the Student Loans Company will check my National Insurance Number and personal details with the Department for Work and Pensions (DWP). If I do not know my National Insurance Number, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.
- o If I have broken the terms of this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Your signature:

X

Date:

/ /

This section determines whether you are a dependent or an independent student. This is important as it establishes whose income we need to take into account from your household before we calculate your entitlement.

a1 Will you be 25 or over on the first day of the academic year?

Yes No

If 'Yes' you are an independent student, go to Section 8

a2 Have you been married or in a civil partnership at any time before the first day of the academic year?

Yes No

If 'Yes' you are an independent student, go to Section 8

a3 Will you have care of a person under the age of 18 on the first day of the academic year? **e n**

Yes No

If 'Yes', you may be considered an independent student, go to Section 8

b Please tick the relevant box if any of the following apply to you.

Your parents cannot be found or it is not reasonably practicable to get in touch with them.

You are irreconcilably estranged (have no contact with) from your parents and this will not change. **n**

At any point from the age of 16 to the start of your course, you have not been under the legal care of your parents; and, for three months or more, you have been in the custody or legal care of, or have been given accommodation by, a local authority. **n**

Both your parents have died.


You have applied for student finance before, and the parent who was assessed for a contribution has died.

Your parents are living outside the European Union and the assessment of their financial circumstances would place them in jeopardy.

Your parents are living outside the European Union and it would not be reasonably practicable or possible for them to send you money.


If you have ticked any of the boxes above, you will be contacted for evidence and, subject to this, you may be considered independent.

if you have ticked any of the boxes above, go to Section 8

c Have you supported yourself financially for a total of three years or more prior to the start of the first academic year of your course? 

Yes No

If 'Yes', you may be considered an independent student. Please give details below.

Name and Address of your employer or your benefit office	Did you work full or part time.	From	To	Amount of salary wages or benefit you have received (state whether it was weekly, monthly or yearly) 
		(MM YY)	(MM YY)	



If you have answered 'No' to all the questions in this section you will be considered a **dependent student**.

If you leave any question blank we will not be able to process your application.
If a question does not apply to you, please enter 'None' or 'N/A' as the answer.

Unearned income

- a** Taxable **unearned** income is any income you receive from the following sources:
- Bank or building society gross interest.
 - Property, lettings or rent.
 - Dividends or investments.
 - Trusts or sponsorships.
 - Any other payment received for attending the course.

Please estimate the total taxable unearned income, before deductions, that you expect to receive in academic year 2009/10. **n**

£

What is the source of this income?

Payments from an employer

- b** Will your employer be releasing you to attend your course for the academic year 2009/10?
If 'Yes', how much will your employer pay you for time spent attending your course during this period? **n**

Yes No If 'No' go to d

£

- c** During the academic year 2009/10, will you or your employer pay any money into a pension fund on your behalf?
If 'Yes', how much during this period?

Yes No

£

Dependent children

- d** Give details of any children who will be wholly or mainly financially dependent on you during the academic year 2009/10.
When stating the child's income, include their income from all sources after income tax and social security contributions.

Child's full name	Date of birth e (DD MM YYYY)	Relationship to you	Whom will they live with?	Child's income n (£)

Only complete this section if you are applying for Parents' Learning Allowance, Adult Dependant's Grant or Childcare Grant.

a Are you a lone parent?

Yes No

If 'Yes' go to **d**

b Are you under 25, living with a partner and applying for Childcare Grant or Parents' Learning Allowance?

Yes No

If 'No' go to **d**

c Give the total estimated income after income tax and National Insurance deductions in the academic year 2009/10 for:

You:	Your partner:
£ <input type="text"/>	£ <input type="text"/>

How much of this will be Child Tax Credit for the academic year 2009/10?

You:	Your partner:
£ <input type="text"/>	£ <input type="text"/>

d If you are a lone parent and are **not** claiming Adult Dependant's Grant go to **f**

Give an estimate of your husband's, wife's, partner's or other adult dependant's income for the academic year 2009/10.

Income from earnings after deductions

Husband, wife or partner	Other adult dependant
£ <input type="text"/>	£ <input type="text"/>

Adoption Agency payments

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

Any disability pension or benefit

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

Child Benefit

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

Guardian's Allowance

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

Fostering or Boarding Out payments **n**

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

Residence Order Allowance

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

Child Tax Credit

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

Working Tax Credit

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

All other income

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

If other, what is it?

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

If applying for Adult Dependant's Grant, please indicate who the adult dependant is.

- Your husband
- Your wife
- Your partner (if you are 25 or over)
- Other adult dependant

e Give details of financial commitments you have before the start of the course which you, your husband, wife or partner will continue to pay for you during the academic year. **ne**

Type	
£	
Type	
£	
Type	
£	
Type	
£	

f **Answer this question if you are applying for Childcare Grant.**
Do you, your husband, wife or partner receive, or expect to receive, the childcare element of Working Tax Credit? **n**

- Yes
- No

If 'Yes', you cannot also receive Childcare Grant. But you can choose to receive Childcare Grant **instead** of the childcare element of Working Tax Credit if you wish.

! If you are a **dependent student**, go to Section 10, question a.

! If you are an **independent student with a partner**, go to Section 10, question c.

! If you are an **independent student who is single**, go to the Student's Declaration on page 21.

Read the note, 'Which family members count for income assessment purposes?' before completing this section. **n**

a With which parent do you normally live, or have more contact?

Mother Father
 Both N/A

If you have ticked 'Both' or 'N/A' go to c

b What is the marital status of this parent?

Single
 Living with a partner
 Married/civil partnership
 Separated **e**
 Divorced/dissolved civil partnership **e**
 Widowed/surviving civil partner


c If you are an **independent student and you live with a partner**, please give details of your partner. If you are a **dependent student**, please give details of your:

- mother, father; or
- stepmother, stepfather; or
- mother's partner, or father's partner

you identified in questions a and b.

Person 1	Person 2
Relationship to you: <input type="text"/>	Relationship to you: <input type="text"/>
Title: <input type="text"/>	Title: <input type="text"/>
Forename(s): <input type="text"/>	Forename(s): <input type="text"/>
Surname: <input type="text"/>	Surname: <input type="text"/>
Date of birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	Date of birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Place of birth: (name of town or village exactly as it appears on their birth certificate or passport) <input type="text"/>	Place of birth: (name of town or village exactly as it appears on their birth certificate or passport) <input type="text"/>
Home address: <input type="text"/>	Home address: <input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>
Home telephone number: <input type="text"/>	Home telephone number: <input type="text"/>
Email address: <input type="text"/>	Email address: <input type="text"/>

Student's Declaration

Your application for financial support may be delayed unless you sign and date this declaration. Before signing and returning your completed form, you should read the Data Protection Statement in the notes that accompany this form. 

- 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 the Student Loans Company (SLC) false information, or have not given them complete information, I might be refused financial support, or I may be 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 outstanding instalments or 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 any of this overpayment in full.
- I understand that if I have provided details of my UK Passport on this form, SLC will verify those details with the Identity and Passport Service.


Your full name (in BLOCK CAPITALS):

Your signature:

Date:

 / /

Your decision about Bursary and Scholarship data sharing consent will not affect your entitlement to any other financial support available.

If you started your course in academic year 2006/07 or after you may be eligible for a bursary or scholarship. In order for your university or college to determine and pay any non-repayable bursary or scholarship to which you may be entitled, we will need to share some of your personal, financial and course details as well as information about your eligibility for student finance with them. Most universities and colleges will not pay bursaries and scholarships if you do not give consent. 

If you **do not** wish your details to be shared for this purpose, please tick this box.

The relevant person(s) you named in Section 10 must complete Sections 11 and 12 as well as the declaration(s) on page 25. **Please pass this form to them now.**

If you are an independent student who is single, please now turn to page 26 to finalise your application.

This section should be completed by the person(s) named in Section 10.

You do not have to disclose your financial information to the student.

If you would like to provide it separately, you can download the form 'Financial Assessment form for Parents and Partners of New Students' (PFF1) from www.direct.gov.uk/studentfinance and return it with this form.

Alternatively, you can have the form sent to you by ticking this box.

If you are providing your financial details in this section you must answer every question. If you leave any questions blank we will not be able to process this application. If a question does not apply to you, please enter 'None' or 'N/A' as the answer. **n**

a Person 1

Your full name

Your ART ID or Customer Reference Number if you have one

Person 2

Your full name

Your ART ID or Customer Reference Number if you have one

Where you enter an amount other than 'None' or 'N/A', you must provide evidence of that amount. **e**

Income

Please give financial details for the period from **6 April 2007** to **5 April 2008**.

Employment

- b1** Give details of the gross taxable income from salary or wages (before deductions) **n**
- b2** Taxable benefits in kind **n**
- b3** Income from self-employment (estimate if you are not sure)
- b4** Income as a company director **n**

Pensions

- b5** Income from the state retirement pension
- b6** Income from any other pensions **n**

Property

- b7** Income from property, lettings or rents
How much of this is through the rent a room scheme?

Person 1	Person 2
£ <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"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>



Savings and investments

- b8** Bank and building society gross interest (before tax) **n**
- b9** Other investment income before income tax

Person 1	Person 2
£ <input type="text"/>	£ <input type="text"/>
Type <input type="text"/>	Type <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
Type <input type="text"/>	Type <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>

Benefits

Only include money you receive for the following benefits:

- Jobseekers Allowance
- Bereavement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Adoption Pay
- Statutory Sick Pay
- Widowed Parent's Allowance
- Incapacity Benefit. Only include amount received after 28 weeks of incapacity.
- Contribution based Employment and Support Allowance.

- b10** Income from benefits
- b11** Do you receive Income Support, Working Tax Credit or Child Tax Credit?

Person 1	Person 2
£ <input type="text"/>	£ <input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type <input type="text"/>	Type <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
Type <input type="text"/>	Type <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>

Other

- b12** Any other type of income

Deductions

- c1** Amount of any private pension contributions you have paid **n**
- c2** Amount of any Additional Voluntary Contributions (AVCs) you have paid
- c3** Amount of any professional or employment-related expenditure on which you claim tax relief **n**

Person 1	Person 2
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>



This section should be completed by the person(s) named in Section 10.

Identify any person who will be wholly or mainly financially dependent on you.

a Child dependants not in further or higher education in academic year 2009/10 

Include unearned income for ALL dependants. Only include earned income details for persons aged 16 and over. Do not count casual earnings of persons under 16.

Full name	Date of birth	Income for the year
	(DD MM YY)	

b Child dependants in further or higher education in academic year 2009/10 

If the student is your partner, please include any children named in Section 8 of this form **if** they have applied for student finance.

Full name	Date of birth	School, college or university	Course	Are they receiving financial support? If so, from which authority or organisation?
	(DD MM YY)			


Declaration for any person(s) named in Section 10

This application for financial support may be delayed unless you sign and date this declaration.


Before signing, you should read the Data Protection Statement in the notes that accompany this form. 

- 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 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.

Person 1	Person 2
Your full name (in BLOCK CAPITALS): <input type="text"/>	Your full name (in BLOCK CAPITALS): <input type="text"/>
Your signature: <input checked="" type="text"/>	Your signature: <input checked="" type="text"/>
Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

Your decision about Bursary and Scholarship data sharing consent will not affect the student's entitlement to any other financial support available. In order for the student's university or college to determine and pay any non-repayable bursary or scholarship to which they may be entitled, we will need to share some of your personal and financial details with them. Most universities and colleges will not pay bursaries and scholarships if you do not give consent. 

If you **do not** wish your details to be shared for this purpose, please tick this box.

Your decision about Bursary and Scholarship data sharing consent will not affect the student's entitlement to any other financial support available. In order for the student's university or college to determine and pay any non-repayable bursary or scholarship to which they may be entitled, we will need to share some of your personal and financial details with them. Most universities and colleges will not pay bursaries and scholarships if you do not give consent. 

If you **do not** wish your details to be shared for this purpose, please tick this box.



You must now pass this form back to the student.

Voluntary questions

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 a and b, the information will be used to help the Department for Innovation, Universities and Skills develop their policies in the future. Your local authority will also use your answer to question b to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

- a Your parents' education** (this includes your natural parents, your adoptive parents, your step-parents, partners of your parents, and your guardians).

Do any of your parents (as defined above) have any higher education qualifications, for example degrees and diplomas or certificates of higher education?

Yes No Don't know

- b** 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 are providing extra information below please clearly mark what section and question number the information is relating to.

Checklist

Before returning this form, please make sure you have done the following:

- Fully answered all questions that apply to you.
- Enclosed all evidence items. Any original evidence will be returned to you as soon as possible. **e**
- Signed and dated the relevant declaration(s).

Within 6 weeks of returning your completed application form with all the relevant evidence, you will be sent a letter showing the amount of financial support you will receive.

You must return your completed form to the address shown below.

**Student Finance England
PO Box 210
Darlington
DL1 9HJ**

Deadlines

In order to ensure that you receive your first payment at the start of term, you should return your completed form to the above address by:

- **24 April 2009** - If you are applying for student finance which **does not** require any financial information to be provided.
- **26 June 2009** - If you are applying for student finance which **does** require financial information to be provided.

If you miss these deadlines, your application will be processed as soon as possible, but your first payment may not be available at the start of term.

This form should be returned within 9 months of the start of your academic year, otherwise you may lose your full entitlement to student finance.

Notes to help you complete your
Application for Student Finance
2009/10



This notes booklet will help you answer the questions on the application form. It will also advise you of the evidence you will need to supply to allow us to fully assess your entitlement to student finance.

Any original evidence you send with your application form will be returned to you as soon as possible.

Who should complete the application form?

A student studying:

- A full-time course of Higher Education.
- A full-time sandwich course of Higher Education.
- A full-time Initial Teacher Training (ITT) course.
- A part-time ITT course.
- A flexible ITT course lasting at least 6 weeks.
- A full-time distance learning course for a reason relating to a disability.
- A diploma or degree course in a health related discipline who expects to receive an income assessed bursary from the National Health Service or Department of Health.

If you are not studying one of these types of course you should not complete this form.

Where can I find more information about student finance?

Visit our website at **www.direct.gov.uk/studentfinance**.

You can also find more information in the following guides:

- A guide to financial support for Higher Education 2009/10 (New Students).
- Higher Education student finance: How you are assessed and paid.
- Student loans: A guide to terms and conditions.
- Bridging the gap: A guide to the Disabled Students' Allowances (DSAs) in Higher Education.
- Childcare Grant and other support for full-time student parents in Higher Education.

If you require any of our guides in an alternative format, such as Braille, large print or audio, please call our Customer Support Office on **0845 300 50 90**.

How can I contact you?

Visit our website at **www.direct.gov.uk/studentfinance**.

Call our Customer Support Office on **0845 300 50 90**.

Section 1 finance available

Special Support Grant

Notes **n**

You may be eligible for this grant if you:

- Are a lone parent.
- Have a partner who is also a student and one or both of you is responsible for a child or young person aged under 20 who is in full-time education below Higher Education level.
- Have a disability, and qualify for the Disability Premium or Severe Disability Premium.
- Are deaf and qualify for Disabled Students' Allowances.
- Have been treated as incapable of work for a continuous period of at least 28 weeks.
- Have a disability and qualify for income-related Employment and Support Allowance
- Are from abroad and are entitled to an Income Support Urgent Cases Payment because you are temporarily without funds for a period of up to six weeks.
- Are waiting to go back to a course having taken agreed time out from that course due to an illness or caring responsibility that has now ended.
- Are aged 60 or over.

Evidence **e**

Evidence of	Evidence item required
Eligibility for Special Support Grant	Specific evidence to show you fall into one of the categories above.

Section 2 personal details

Notes **n**

Previous loans

- c** If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.

If you have any mortgage style loans please call 0870 241 4998 for advice.

If you have any Income Contingent Repayment (ICR) loans, please call 0870 240 6298 for advice.

Contact details

- e** If you provide a term-time correspondence address then all correspondence we issue will be sent to that address from the date you move there.

Evidence **e**

Question	Evidence of	Evidence item required
b	Identity	<ul style="list-style-type: none">• Non-UK Passport.• Original Birth or Adoption Certificate and a completed Birth/Adoption Certificate form. <p>The Birth/Adoption Certificate form is available from our website at www.direct.gov.uk/studentfinance or by contacting us on 0845 300 50 90.</p>
	Name change Required if your name has changed from that which appears on your Birth Certificate or Passport.	<ul style="list-style-type: none">• Change of name deed.• Marriage/divorce certificate.• Civil partnership/dissolution certificate.
f	Date of marriage or civil partnership if you will be under 25 at the start of the academic year	<ul style="list-style-type: none">• Original marriage certificate.• Original civil partnership documentation.
	Separated, divorced or dissolved civil partnership	<ul style="list-style-type: none">• Decree absolute.• Dissolution order.• A letter from your solicitor confirming your status.
	Widowed or surviving civil partner	<ul style="list-style-type: none">• Original death certificate.

Section 3 residence

Notes **n**

Nationality

a1 If you have provided your UK Passport information or Birth Certificate as part of Section 2, you do not need to send any further evidence of your UK nationality.

Residence status

a4 If your child, son or daughter-in-law or child's civil partner is the worker you must be dependent on them.

a5 'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have a right of 'permanent residence' in the UK.
- You have been granted 'indefinite leave to remain'.
- You have a right of abode in the UK.

Further information about the right of permanent residence and other immigration issues can be obtained from the UK Border Agency at the Home Office at www.ukba.homeoffice.gov.uk.

a6 Refugee status

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent; or
- parent's or step-parent's husband, wife or civil partner

have successfully applied for refugee status in the UK under the terms of the 1951 United Nations Convention on Refugees, and you, or they, have been granted refugee status, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

Expiry date

If you or your

- husband, wife, civil partner; or
- parent(s), step-parent; or
- parent's or step-parent's husband, wife or civil partner

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

a7 Leave to enter or remain

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent; or
- parent's or step-parent's husband, wife or civil partner

have been granted 'leave to enter or remain' in the UK as the result of an unsuccessful asylum application, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a person granted leave to enter or remain, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted leave to enter or remain, you must have been their husband, wife or civil partner at the time of their application for asylum.

Residence history

b2 Date study begins between

1 August 2009 until 31 December 2009 inclusive

1 January 2010 until 31 March 2010 inclusive

1 April 2010 until 30 June 2010 inclusive

1 July 2010 until 31 July 2010 inclusive

Date academic year begins

1 September 2009

1 January 2010

1 April 2010

1 July 2010

Evidence

Question	Evidence of	Evidence item required
a1	UK nationality	<ul style="list-style-type: none">• If you have provided your Adoption Certificate as part of Section 2, you must provide your UK Passport or Birth Certificate to prove your UK nationality.• If you were born outside the UK and have a British Birth Certificate issued by a British Consulate, send this instead of your Passport or a letter or other document.

Question	Evidence of	Evidence item required
a2	EU nationality	<ul style="list-style-type: none"> • Passport or national identity card.
a3	Parent's Swiss nationality and your relationship to them	<ul style="list-style-type: none"> • Your parent's Passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).
a4	European Economic Area (EEA) or Swiss nationality Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK	<ul style="list-style-type: none"> • Passport or national identity card. <p>Send one of the following:</p> <ul style="list-style-type: none"> • A P60 or a letter from employer if currently working. • Audited accounts, tax returns or details of income if self-employed. • A letter from employer confirming the intention to continue working whilst studying. • P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.
a5	Settled status	<ul style="list-style-type: none"> • UK Passport or a letter from the Home Office which confirms immigration status.
a6	Refugee status Relationship to person holding refugee status if it is not you	<ul style="list-style-type: none"> • A Home Office letter and an immigration status document, normally a Passport. • Evidence to confirm your relationship to the person who has been granted refugee status.
a7	Leave to enter or remain Relationship to person holding leave to enter or remain status if it is not you	<ul style="list-style-type: none"> • A Home Office letter and an immigration status document, normally a Passport. • Evidence to confirm your relationship to the person who has been granted leave to enter or remain status.

Section 4 about your course and your university/college

Notes

Course details

- b** If you are unsure about the tuition fee amount you will be charged, please contact your university or college for clarification.

Course type

c Part-time ITT (excluding first degrees)

A part-time undergraduate ITT course is a first degree course. If you are applying for support for a part-time PGCE, part-time Certificate in Education (CertEd) or part-time Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent course, please tick the 'Part-time ITT' box.

Evidence

Question	Evidence of	Evidence item required
c	Full-time study and full-time teaching practice for part-time ITT courses and flexible postgraduate ITT courses. Distance learning for a reason related to a disability	<ul style="list-style-type: none">• A letter from your university or college confirming the number of weeks you will be on full-time study and full-time teaching practice during academic year 2009/10.• Evidence that clearly shows you are unable to attend university or college in person for a reason which relates to your disability.
d	State-funded place on a dance and drama course	<ul style="list-style-type: none">• Official letter confirming your place on the course.

Section 5 previous study and other information

Notes **n**

Previous study

a1 This includes any undergraduate course you have attended whether it was in the UK or overseas. Examples of undergraduate Higher Education courses you should tell us about include:

- DipHE, HND and Foundation Degree, and similar courses from outside the UK.
- Integrated Masters Degrees.

This does not include any stand-alone postgraduate qualifications (e.g PgDip, MA, MSc, MBA or equivalents).

a3 If you are unsure of the level of your existing qualification, please contact your university or college where you completed the course, which may be able to help.

a4 A self-funded course is one that was studied at a private university or college and no support of any kind was paid either to you or the university or college to meet tuition fee or maintenance costs for the duration of the course.

Other information

b If you have applied, or will be applying, for a social work bursary from the National Health Service Business Services Authority (NHSBSA) you should answer 'No' to this question because this is a separate bursary to those offered by the NHS or the DoH.

If you are receiving or are likely to receive an **income assessed** bursary or award, the only element of student finance you are eligible to apply for is the non-income assessed part of the Maintenance Loan and this will be at a reduced rate.

If you are receiving or are likely to receive a **non-income assessed** bursary then you are NOT eligible for any other student finance unless you are a seconded student studying a health related course and you have been advised that you cannot apply for any bursary at all, either income or non-income assessed.

If you are unsure about your eligibility for a bursary, contact the NHS Pensions Agency Student Grants Unit on 0845 358 6655.

Evidence **e**

Question	Evidence of	Evidence item required
a4	Compelling personal reasons for not achieving a qualification	<ul style="list-style-type: none">• Evidence that supports the reasons you have given.

Loan Request Form

Notes

National Insurance Number

If you do not provide your National Insurance Number, payment of your loan(s) will be withheld and you will have to fund your own tuition fees and living costs until you have resolved this issue.

You will find your National Insurance Number on:

- Your National Insurance Number card.
- A payslip.
- An income tax document such as a P45 or P60.

If you have never been given a National Insurance Number, you should leave the National Insurance Number box blank. You will be contacted if you need to take any action to obtain a National Insurance Number.

Maintenance Loan

This loan is paid in instalments directly to you and is to help cover your living costs throughout the academic year.

Tuition Fee Loan

This loan is paid directly to your university or college once they confirm your attendance on the course.

Applying for a loan at a later date or changing the amount requested

You can apply for a Maintenance Loan or a Tuition Fee Loan at any time in the academic year provided you are within the time limit. The time limit for applying is usually nine months from the start of your academic year.

To apply for a Maintenance Loan or a Tuition Fee Loan, or to change the amount you originally requested, you can download a Maintenance Loan or Tuition Fee Loan Request form at www.direct.gov.uk/studentfinance or contact our Customer Support Office on **0845 300 50 90** to have one sent to you.

Section 7 dependent and independent students

Notes **n**

a3 Having the care of a person under the age of 18 means that you look after a child and the child lives with you, irrespective of your relationship with the child.

b Irreconcilable estrangement

You will normally only be considered irreconcilably estranged from your parents if you have had no contact with them for at least a year prior to the start of your academic year.

You will not be able to claim irreconcilable estrangement just because:

- you do not get on with your parents;
- you do not live with them;
- your parents do not want to give details of their income; or
- your parents choose not to provide you with financial support.

In the legal care of a local authority

If you have at any point been in the custody or care of a local authority but have been back in the legal care of your parents at any time since then, you will not be considered independent.

c To be considered as supporting yourself financially you must have been meeting your own living costs for at least 3 years (this does not have to be 3 consecutive years) from any of the following sources:

- Income from employment.
- Benefits.
- State studentships.
- Scholarships, exhibitions and bursaries.

You would not be considered as supporting yourself financially if you are meeting living costs from money paid by a parent.

Evidence **e**

Question	Evidence of	Evidence item required
a3	Care of a child	<ul style="list-style-type: none">• The child's/children's original birth certificates and evidence that you have care of the child, for example, evidence that you are receiving Child Benefit or Child Tax Credit.
c	Supporting yourself financially	<ul style="list-style-type: none">• P60s or benefit information.

Section 8 student financial questions

Notes **n**

Unearned income

a You may be asked to confirm any estimated income at a later date.

If your actual income is different from your estimated income we will reassess your entitlement to student finance. This may change the level of financial support you receive.

When working out your taxable unearned income, you should **not** include:

- **earnings from full or part-time work** such as holiday work or work you do during term-time;
- any Maintenance Loan or grant payments you may receive;
- payments you receive from your parents under a covenant;
- maintenance payments you expect to receive for your children. These maintenance payments should be included as part of your children's income in question 8d;
- Teacher Training Bursaries;
- Care Leavers' Bursary;
- bounties paid by the armed services to reservists or disablement or invalidity pensions; or
- ISAs.

Payments from an employer

b You should **only** provide an amount here if you are being released from employment by your employer to attend your course. If this is the case, you should only include salary or wages that you will receive from that employer for days you are actually attending your course and have been released from your employment to do so. Any earnings from salary or wages entered here may affect your student finance entitlement.

Do not provide any amount here if you are a student who is working while studying but have not been specifically released by your employer to attend your course.

Dependent children

- d** You must include any income the child receives from working, from interest earned on savings, from investments and any maintenance payments you expect to receive for your children as part of **their** income in this question.

The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student or the student's husband, wife or partner, or the student's parents or step-parents. You can find out more information about how household information is calculated in the booklet 'Higher Education Student Finance – How you are assessed and paid'.

Please do not include income from sources such as the Government Child Trust, State Child Benefit or minimal sums of money from other sources when entering a child dependant's income.

Evidence **e**

Question	Evidence of	Evidence item required
d	Date of birth of any children	<ul style="list-style-type: none">Child's/children's original birth certificate(s).

Section 9 parents' learning allowance, adult dependant's grant and childcare grant

Notes **n**

- d** Fostering or boarding out allowances are regular payments that foster carers receive to meet the costs of keeping a child.
- e** Financial commitments to include would be insurance policies such as household or medical insurance, life assurance premiums, mortgage repayments or maintenance payments for a dependant.
- f** If you apply for Childcare Grant or you choose to receive Childcare Grant instead of the childcare element of Working Tax Credit you will be sent a further form to complete and an information booklet outlining the amount of Childcare Grant available. You can get information on all aspects of Working Tax Credit from the HM Revenue & Customs (HMRC) helpline on 0845 300 3900.

Evidence **e**

Question	Evidence of	Evidence item required
e	Financial commitments	<ul style="list-style-type: none">Documentary evidence of any financial commitments you declare.

Section 10 about your family

Notes **n**

Which family members count for the purposes of income assessment?

Dependent students

If you are a dependent student, the following family members count:

- Your natural or adoptive parents, if both of them live with you.
- Your parent and their partner, if they have one.

If you entered Higher Education **on or after 1 September 2005**, your parent's partner is defined as:

- Your stepmother or stepfather.
- Your parent's opposite **or** same sex partner if they live together as though they were married or in a civil partnership.

If you entered Higher Education **on or after 1 September 2004 but before 1 September 2005** your parent's partner is defined as:

- Your stepmother or stepfather; or
- Your parent's opposite sex partner if they live together as though they were married.

Independent students

If you are an independent student, only your partner, if you have one, counts.

If you entered higher education **on or after 1 September 2005**, your partner is defined as:

- Your husband, wife or civil partner.
- Your opposite **or** same sex partner, if you are 25 or over and you live with your partner as though you were married or in a civil partnership.

If you do not have a partner as defined above we will only assess your income.

Evidence **e**

Question	Evidence of	Evidence item required
b	Parent's marital status if they are separated, divorced or they have had their civil partnership dissolved	<ul style="list-style-type: none">• Decree absolute.• Dissolution order.• A letter from their solicitor confirming their status.

Student's Declaration

If you cannot sign the form it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with the application before a signature from that Power of Attorney will be accepted.

Change of circumstances

You must notify SLC about any change in your circumstances which may affect your entitlement to financial support.

The most common changes of circumstance would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending the course and do not intend, or are not allowed, to return for the rest of the academic year;
- you transfer to a different course at the same, or a different, university or college;
- you transfer from a full-time to a part-time course;
- you repeat part or all of a year of your course; or
- the date of the start or end of your course changes.

Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - 'bursary administration purposes') they will ask the Secretary of State or Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which you may be entitled will be delayed.

Please contact the university or college if you require further information about their bursaries and scholarships.

Section 11 financial details for the tax year 2007-08 for person(s) named in Section 10

Notes

What if my income is less in financial year 2009-10 than it was in financial year 2007-08?

If you think the total income for your household (before tax) for the financial year 2009-10 will be at least 15% less than it was in financial year 2007-08, still complete this section.

From April 2009 it may be possible for the financial assessment to be calculated using the expected total income for your household in the financial year 2009-10, this is called a 'current year income assessment'.

If you are completing this form before April 2009 please give brief details of the expected reduction in income on a separate piece of paper and enclose it with this application. We will then contact you for further information when we can fully assess your household's financial circumstances.

If you are completing this form after April 2009 you can download a 'Current Year Income Assessment' form from www.direct.gov.uk/studentfinance and return it with this application, or contact our Customer Support Office on **0845 300 50 90** to have one sent to you.

Income

Please give evidence for the financial year 2007-08. Normally this is the year ending 5 April 2008, but may differ if your employer or business has a tax year which does not end in April.

Employment

b1 Gross taxable income means income you receive from salary or wages including overtime, bonuses and commission **before deductions**. Also include income from employment overseas and any other income you get from abroad which is not covered by UK tax, including any benefits received.

Do not include any of the following as part of your gross taxable income:

- Any personal relief;
- Payments under covenant; or
- Non-taxable income.

b2 Benefits in kind means benefits other than money that you get from your employment, and might include a company car, meals, accommodation or private health insurance. Only include benefits on which you must pay tax.

b4 If you have already included your income as company director in question b1 or b3 do not repeat it here.

Pensions

b6 If you **pay** any portion of a pension to a former partner due to an order made under the Matrimonial Causes Act 1973 or the Civil Partnership Act 2004, **do not** include this amount as part of your pension income.

If you **receive** any portion of a former partner's pension due to an order made under the Matrimonial Causes Act 1973 or the Civil Partnership Act 2004, you **must** include this amount as part of your pension income.

Savings and investments

b8 Give the interest you receive before tax. Do not include interest you receive from ISAs.

Deductions

- c1** Do not include any regular payments you are making towards a retirement pension provided by your employer.
- c3** This includes anything you can claim tax relief on because it is a necessary cost of your employment, for example subscriptions to professional organisations, cost of uniforms and travel expenses. If you are a minister of religion, include here deductions made from your income for tax purposes.

Evidence

Question	Evidence of	Evidence item required
b1	Gross taxable income	<ul style="list-style-type: none"> • P60. • Payslip for month 12 or week 53 showing 'Total paid to date' for earnings. • A completed Income Confirmation Form (CI2). • Letter from employer confirming earnings.
b2	Benefits in kind	<ul style="list-style-type: none"> • P11D.
b3	Income from self-employment	<ul style="list-style-type: none"> • A completed Self-employment Earnings Confirmation Form (GSA1). • Letter from accountant.
b4	Income as a company director	<ul style="list-style-type: none"> • P60. • P11D. • Independent confirmation of earnings and director's fees from a chartered or certified accountant or HM Revenue & Customs (HMRC). • A completed Self-employment Earnings Confirmation Form (GSA1).
b5	Income from state retirement pension	<ul style="list-style-type: none"> • P60. • Letter from pension provider showing pension payments.
b6	Pension payments made to or received from a former partner	<ul style="list-style-type: none"> • Attachment order.
b10	Income from benefits	<ul style="list-style-type: none"> • P60U. • Letter signed by Jobcentre Plus to confirm the amount of any benefits received. • A completed Benefits Confirmation Form (CB2).
c3	Professional or employment-related expenditure on which you claim tax relief	<ul style="list-style-type: none"> • Send the same evidence as has been sent to HM Revenue & Customs (HMRC). <p>Any evidence provided must show evidence of tax relief.</p>

You can download a copy of any of the forms mentioned above at www.direct.gov.uk/studentfinance and return them with this application form, or contact our Customer Support Office on **0845 300 50 90** to have one sent to you.

Section 12 dependants of person(s) named in Section 10

Notes **n**

Academic Year

You should provide the child dependants' income for the academic year. The academic year is determined by when the student begins their study.

Student's study begins between:	Academic Year
1 August 2009 and 31 December 2009 inclusive	1 September 2009 to 31 August 2010
1 January 2010 and 31 March 2010 inclusive	1 January 2010 to 31 December 2010
1 April 2010 and 30 June 2010 inclusive	1 April 2010 to 31 March 2011
1 July 2010 and 31 July 2010 inclusive	1 July 2010 to 31 June 2011

- a** The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student, the student's husband, wife or partner or the student's parents or step-parents. You can find out more information about how household information is calculated in the booklet 'Higher Education Student Finance – How you are assessed and paid'.

Please do not include income from sources such as the Government Child Trust, State Child Benefit or minimal sums of money from other sources when entering a child dependant's income.

Declaration for any person(s) named in Section 10

If any person named in Section 10 cannot sign the form it must be signed on their behalf by their Power of Attorney. The Power of Attorney letter must be sent with the application before a signature from that Power of Attorney will be accepted.

Changes of circumstance

You must notify SLC about any change in your circumstances which may affect the student's entitlement to financial support.

The most common changes of circumstance would be if:

- your household income changes; or
- your marital status changes.

Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - 'bursary administration purpose') they will ask the Secretary of State, the student's local authority or Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which the student may be entitled will be delayed.

Data Protection Act 1998

The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998.

We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these. The Secretary of State for Innovation, Universities and Skills is a joint Data Controller for your information.

If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies to prevent fraud and money laundering.

We may share the information you have given us with other organisations including the Department for Innovation Universities and Skills, other Government bodies and with the university or college for these purposes. We may also get information about you from other organisations. If so, it will only be for the purposes described and as the law permits us to do.

For more detailed information about with whom we share your information and for what purpose, go to www.direct.gov.uk/studentfinance-dataprotection.

