

Tuition Fee Loan application form

for continuing part-time students **2013/14**

About this form

Who should complete this form?

Complete this form if you're living in England and are:

- a continuing part-time student who has previously applied for student finance and started your course on or after 1 September 2012; or
- a continuing Open University student who has previously applied for student finance from Student Finance England and started your course on or after 1 September 2012


For more information about student finance and to apply online visit www.gov.uk/studentfinance

What sections should you complete?


- All students should complete sections **1** to **3** and read, sign and date the declaration in section **4**.
- Only students applying for a bursary should complete section **5**.


1 your personal details

1.1 Customer Reference Number

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

1.2 Personal details

If your name has changed since your previous application then send us supporting evidence confirming the change. 

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

Title

Mr Mrs Miss Ms

Forename(s)

Surname

Gender

Male Female

Date of birth



1 your personal details - continued

1.3 National Insurance Number

 - -

1.4 Contact details

Give your current home address.

Home address

Postcode

Give your term-time address if you know it. If you give a term-time address then we'll send correspondence to that address. You can update your address(es) at any time by logging into your online account or contacting us.

Term-time address

Postcode

Date you'll move to your term-time address


 - -

Home phone number

Mobile phone number

Email address

2 about your university or college and course

2.1 Full tuition fee amount your university or college is charging you this academic year 

2.2 Will you be getting funding from any other source to meet the costs of your course in this academic year?

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship. Please note that we do not need to know if you are receiving a Care Leavers Higher Education Bursary.

No
 Yes - give details

2.3 In this academic year, when will you start your studies?

2.4 When will you finish the last year of your course?

2.5 Which year of your studies are you going into?

Make sure you tell us what year of your studies you are going into **not** the year of your course.

2.6 Will you be studying at exactly the same university or college and on exactly the same course that you were in the academic year 2012/13?

No
 Yes - go to section 3

2.7 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


2.7.1 Give the name of your course

You should check the name of your course with your university or college.

2.7.2 Qualification you expect to gain (for example, BA (Hons) English)

3 your loan request

3.1 Tell us the amount of Tuition Fee Loan you want to borrow

Any Tuition Fee Loan you borrow will be paid directly to your university or college. 

Maximum available to you (tick box)

Less than maximum available to you

£ (enter amount)

3.2 Contact details

Give the names and addresses of two contacts. The people you name should live at different addresses and will only be contacted if, for example, you move address and don't inform us. You must inform these people that you've named them as contacts.

Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Home phone number

Contact 2

Forename(s)

Surname


Relationship to you

Address

Postcode

Home phone number

4 declaration

Before signing and returning your completed form, you should read the Data Protection Statement in the accompanying notes. 

This declaration covers all of the student finance available to students for academic year 2013/14.

By signing this declaration you are confirming that you have read the specific terms and conditions about loans and Disabled Students' Allowances because they will affect you if you apply for them at any time in academic year 2013/14. If you don't apply for these in academic year 2013/14 their specific terms and conditions will not affect you.

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

General 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 may not receive financial support, any support I have received may be withdrawn and I could be prosecuted.
- I agree to give the Student Loans Company (SLC) any information they require 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 do this, I may not receive any further payments, and may have to repay the financial support I have already received.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this in full.

Loan Contract

- a** I confirm I have read and understood 'Student loans: A guide to terms and conditions' available online at www.gov.uk/studentfinance
- b** I acknowledge and agree that any loan(s) made to me by the Secretary of State for Business, Innovation and Skills, '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 these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.

- c** I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- d** 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.
- e** 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.
- f** 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.
- g** 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 application form (or, if my address is outside the United Kingdom, English law).
- h** I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in this application form 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.

- i 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 b.
- j 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 b 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.
- k 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 b.
- l 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.
- m I understand that the Student Loans Company (SLC) 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.
- n 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.

Disabled Students' Allowances (DSAs)

- I understand that any equipment I receive through DSAs must be used for my course of study and SLC is not responsible for paying any repair costs.

Your full name (in BLOCK CAPITALS)

Your signature

Date



5 bursaries

You may be eligible for a bursary or scholarship from your university or college. Contact them to find out more about any bursaries or scholarships they may be offering.

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.

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

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

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

*To help your university or college administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship – 'bursary administration purposes') the Secretary of State or Student Loans Company will share some of the personal and course details you have given in connection with this application for student finance (whether on this form or at a later date). Information about your eligibility for student finance will also be shared.



additional notes

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

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

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