

# Application for grants for part-time study 2009/10



This form is also available on our website  
[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

# Applying for Part-Time Student Finance

## Who should complete this form?

New and returning part-time students  
Full-time distance learners\*

## What sections do I need to complete?

All students need to complete Sections 1, 2, 4, 5, 7 & 8 and the declaration

## Does my University/College need to complete anything?

Yes, they need to complete Section 6

## I am applying for the first time, do I need to complete anything else?

Yes, you also need to complete Section 3

## Where do I return my application?

Depending on if you are a first time applicant or a returning applicant you should return it to the address as indicated below

### First time applicant

Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ

### Returning applicant

Your Local Authority (LA). Their address can be found at [www.studentfinancedirect.co.uk/lafinder](http://www.studentfinancedirect.co.uk/lafinder)

 Please supply supporting evidence whenever you see this icon in this form   
Please refer to the guidance notes whenever you see this icon in this form 

\* If you study full-time you should only complete this form if you are studying through distance learning by choice and not because you have a disability which prevents you from attending your university/college in person.



Customer Reference Number **n**  
(if you have one):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Personal details **n****

**a1** Title

Mr  Mrs  Miss  Ms

Forename(s)

Surname

Sex

Male  Female

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

If returning applicant **go to b1**

**First time applicants identity evidence details**

**a2** 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 n**

**Marital status**

**b1** Please tick one box.

<input type="checkbox"/>	Single
<input type="checkbox"/>	Living with a partner <b>n</b>
<input type="checkbox"/>	Married/civil partnership <b>e</b>
Please give the date of marriage/civil partnership	
	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Separated <b>e</b>
<input type="checkbox"/>	Divorced/dissolved civil partnership <b>e</b>
<input type="checkbox"/>	Widowed/surviving civil partner <b>e</b>
<input type="checkbox"/>	<b>Yes</b>
<input type="checkbox"/>	<b>No</b>

**b2** Will you be 25 or over on the first day of the academic year?

**Contact details**

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

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"/>	

Financial support

**a** Will you be getting funding from any other source to meet the costs of your course in 2009/10? **n**

Yes  No

If 'Yes', please give details of this funding.

**b** Have you received a grant for part-time study for this programme of study for any academic year up to and including 2008/09?

Yes  No

If 'Yes' go to Section 4

**c** Do you hold a first degree from an educational institution in the UK? **n**

Yes  No

**d** Have you completed an undergraduate course of Higher Education in any country since leaving school in which you achieved a qualification? **n**

Yes  No

If 'No' go to f

**e** 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

If 'Yes' you will **not** qualify for part-time funding. **Please do not continue with this application.**

If 'No', is the course you are now applying for:

- in the same subject as your previous qualification; and
- at the same institution as your previous qualification; and
- being studied without taking a break between courses? **n**

Yes  No

If 'No' you will **not** qualify for part-time funding. **Please do not continue with this application.**

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

Yes  No

If 'No' go to Section 3

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

Yes  No

**g** 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? **n**

Yes  No

Please do not complete this section if you have applied for student finance **before** for this period of study, or if you have applied for Disabled Students' Allowance for academic year 2009/10.

**go to Section 4**

**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?  Yes  No **If 'No' go to a5**

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

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

If 'Yes', please give details. **n 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 date this status is due to expire **n**  /  /  **go to b2**

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- 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 date this status is due to expire.

Yes  No

If 'No' go to b2

/  /

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?

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

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. **n**

Yes  No

If 'No' go to b3

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?

**University/college details**

- a** University/college name and address. If the 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 (e.g Hatfield College, University of Durham). **n**
- b** If the course is a franchise course run at a different establishment from the university/college providing the course, give the full address of that university/college.
- c** Give the name of the course and the course subject (eg Information Systems). If you are following a combined studies/modular course, list all the subjects. **n**
- d** Qualification you expect to gain (e.g. BSc Physics)
- e** Course start date (month and year)
- f** Course end date (month and year)
- g** Course length (years) **n**
- h** Current year of course in academic year 2009/10.
- i** Are you undertaking a full-time distance-learning course? **n**




 / 
 / 


<input type="text"/> 1	<input type="text"/> 5
<input type="text"/> 2	<input type="text"/> 6
<input type="text"/> 3	<input type="text"/> 7
<input type="text"/> 4	<input type="text"/> 8
<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 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 grant payment or bursary payments (if applicable) 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"/>									
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Building society roll number (if applicable)

<input type="text"/>												
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## Student information **n**

Student Circumstance	College/University Action Required
You are a new student or this is your first application for student finance	To confirm that you have been undertaking your course in academic year 2009/10 for a minimum of two weeks
You are a continuing student	To confirm that you have enrolled on your course for academic year 2009/10

**If your university or college does not complete this section this will delay your application for student finance.**

**go to Section 7**

### University/College Section

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

Course fee charged to the student for 2009/10

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

SLC or UCAS university/college code

I confirm to the best of my knowledge and belief that:

- 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 2009/10.
- 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.

Number of PT units	Unit of measure (delete as applicable)
<input type="text"/>	credits/credit points/modules/other
Number of PT units	Unit of measure (delete as applicable)
<input type="text"/>	credits/credit points/modules/other

**Intensity of study is calculated by taking the number of part-time units (identified above) that the student intends to study in academic year 2009/10 and dividing it by the number of units (identified above) that the student would complete in one academic year if the course were studied on a full-time basis. The result is then expressed as a percentage.**

- the **intensity of study** for this course is

$$\frac{\text{PT units } \boxed{\phantom{000}}}{\text{FT units } \boxed{\phantom{000}}} \times 100 = \boxed{\phantom{00}} \%$$

- the student's course is designated as eligible for financial support under Regulation 134 of the Education (Student Support) (No2) Regulations (as amended).
- the equivalent full-time course would last.  Years
- it is 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:

University or College stamp

Please give details of your husband, wife, civil partner or partner.

a Relationship to you

Husband       Wife  
 Civil Partner       Partner

Title

Mr     Mrs     Miss     Ms

Forename(s)

Surname

Date of birth

/   /

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

b Home address

Postcode:

Home phone number (including area code):

c Please ask your husband, wife, civil partner or partner to provide their Customer Reference Number, if they have one.

a If you or your husband, wife, civil partner or partner are receiving one or more of the following state benefits, please tick the appropriate box. **ne**

- Housing Benefit
- Local Housing Allowance
- Council Tax Benefit
- Income Support
- Income-based Jobseeker's Allowance
- New Deal Allowance
- Income related Employment and Support Allowance

If you have ticked any of the boxes above go to the declaration.

If you and your husband, wife, civil partner or partner are NOT receiving any benefits, please provide full financial details below.

When providing your financial details in this section you must answer every question, entering the amount of income received. If you have no income for a particular source, for example, income from pensions, then you must enter 'none' or 'N/A' as the income received. Where you enter an amount other than 'none' or 'N/A', you must provide evidence of that amount. **ne**

**Type of income**

**Amount received before tax (Gross income)**

**b1 Employment**

Gross income from salary/wages before deductions received from 6 April 2008 to 5 April 2009 **n**

You	Husband, wife or partner
£ <input type="text"/>	£ <input type="text"/>

**b2** Income from self-employment (estimate if you are not sure) **n**

£ <input type="text"/>	£ <input type="text"/>
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**Savings and Investments**

**b3** Bank and building society gross interest (before tax)

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

**b4** Other investment income before tax

Type

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

Type

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

**Property**

**b5** Income from property, lettings or rent

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

How much of this is through the rent a room scheme?

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

**Other**

**b6** Any other type of income **n**

Type

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

Type

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

Total Income

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



c Give details of any children who will be totally or mainly financially dependent on you during the academic year 2009/10. **n**

Child's full name	Date of birth (DD MM YYYY)	Relationship to you	Whom will they live with?	Income from all sources after income tax and social security

This application for financial support may be delayed unless you, and the appropriate 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's Declarations

- 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 (or my LA where appropriate) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to give SLC (or my LA where appropriate) 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 (or my LA where appropriate) 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.

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 bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them.

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



## Declaration for the person named in Section 7 **n**

- 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 (or my LA where appropriate) 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 (or my LA where appropriate) 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:

 /  /  

**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 applicant's university or college to determine and pay any bursary or scholarship to which they may be entitled, we will share some of your personal and financial details with them. **n**

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

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 2008/09.

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



## Checklist

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

- Fully answered all questions that apply to you.
- Enclosed all the documents we have asked for as evidence where you have seen this icon next to a question. 
- Signed and dated the relevant declaration(s).
- Asked your university or college to stamp and sign the declaration in Section 6 and return it to you. We will not be able to deal with your application unless this section has been completed.

You can apply for a part-time grant at any time in the academic year provided you are within the time limit. The time limit for applying is usually six months from the start of the academic year.

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.



**Please remember to pay the correct postage.**

Where should I return my completed form?

### **Returning applicant**

Your Local Authority (LA) address can be found at [www.studentfinancedirect.co.uk/lafinder](http://www.studentfinancedirect.co.uk/lafinder)

### **First time applicant**

Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ



Notes to help you complete your  
part-time application form  
**2009/10**



This notes booklet will help you answer the questions on the application form. It will also advise you about what evidence you will need to supply to allow us to fully assess your entitlement for part-time grants.

If you require this booklet in an alternative format, such as Braille, large print or audio, please call our Customer Support Office.

### Where can I find more information about part-time grants?

Visit our website at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance). Or alternatively, you can refer to the booklet 'Financial support for part-time students in higher education: Guide for 2009/10'.

### How can I contact you?

Visit our website at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).

Call our Customer Support Office on **0845 300 50 90** or by minicom on **0845 604 4434**.

### Can I apply for Disabled Students' Allowance (DSAs) while studying part-time?

Yes you can but you will need to complete a Disabled Students' Allowance application form (DSA1). This form is available from [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance), or you can call our Customer Support Office on 0845 300 50 90 to have one sent to you.

If you are a postgraduate student or distance learning student applying for DSA you should **not** complete this PTG1 form as you are not eligible for part-time grants.

If you have already completed the DSA1 form relating to part-time study you will **not** have to complete the following sections of the PTG1 form:

- Section 2 questions f and g
- Any of Section 3

### Cross border study

Eligible part-time students who are living in England but choose to study in Wales, Scotland or Northern Ireland (the devolved administrations) will still receive financial support in the form of a fee grant and a course grant. The fee grant available for these students will be equal to that which the devolved administration would provide to its own students. However, it will not be more than the maximum fee grant offered to students living in England who choose to study in England.

## You should not complete this form if any of the following apply to you:

If you normally live in any of the following places (even if you have moved, or are moving to England to undertake your course) you would need to contact the relevant organisation.

Where you live	Relevant Organisation
<b>Wales</b>	Your Local Authority (LA)
<b>Scotland</b>	The Student Awards Agency for Scotland (SAAS)
<b>Northern Ireland</b>	Your local Northern Ireland Education & Library Board (ELB)
<b>Channel Islands</b>	The Education Department of Guernsey or Jersey
<b>Isle of Man</b>	The Education Department for the Isle of Man

If you fall into any of the categories below please see the relevant contact you need to speak to, to obtain a copy of the correct form.

Category	Relevant Contact/Response
<b>Open University course</b>	Open University 0845 300 60 90
<b>National Health Service course</b>	Information regarding a non income assessed bursary is available from <a href="http://www.nhs.uk/careers">www.nhs.uk/careers</a>
<b>European Union Member State</b>	EU Customer Services Team 0141 243 3570
<b>Prisoner serving custodial sentence</b>	Grant not available (if you go to or are released from prison during the academic year you may be able to receive a grant for a part-time undergraduate course)
<b>Flexible postgraduate ITT course (less than 1 year)</b>	Contact your university/college

## Part-time distance learning students

If you are a part-time student undertaking a course by distance learning you are eligible for finance from the administration you lie in and not the administration you will be studying in, for example:

If you are living in England but the course is provided by a Scottish university/college, you are eligible for finance from the English administration.

Place of Study	Administration
<b>England</b>	Secretary of State for Innovation, University and Skills
<b>Wales</b>	Welsh Ministers
<b>Northern Ireland</b>	Department for Employment and Learning
<b>Scotland</b>	Student Awards Agency for Scotland

## Section 1 personal details

Your Customer Reference Number (previously known as ART ID) is your personal reference number and should be 11 digits long. You will have one of these if you have previously had a student loan or any other student finance from SLC or your local authority. You may also have one if you have given financial information for another student's application. If you do not have one, or do not know what your Customer Reference Number is, please leave this blank.

- a1 If your name has changed from the birth certificate or passport then please supply supporting evidence confirming the change, also provide a note on a separate piece of paper of any other previous names you have had.
- a2 If you send your original birth certificate or adoption certificate you must also send a completed Birth/Adoption Certificate form. This form is available from [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or by calling our Customer Support Office.

**Your original documents will be sent back to you as soon as possible.**

Replacement birth certificates can be obtained from the Registers Office in the sub district where your birth was registered or from the following depending on where you were born:

Born	Contact point
England/Wales	Certificate Services Section, General Register Office 0845 603 7788
Scotland	General Register Office for Scotland 0131 314 4411
Northern Ireland	General Register Office 028 9025 2000

**b1** The definition of partner depends on when you entered higher education.

**If you entered higher education between 1 September 2000 – 31 August 2005**

- your husband/wife;
- your civil partner; or
- your opposite sex partner if you are 25 or over and you live together as though you were married.

**If you entered higher education on or after 1 September 2005**

- your husband/wife;
- your civil partner;
- your opposite sex partner if you live with your partner as though you were married; or
- your same sex partner if you live with your partner as though you were in a civil partnership.

**Evidence e**

Question	Evidence of	Evidence item required
<b>b1</b>	<p><b>Date of marriage or civil partnership if you will be under 25 at the start of the academic year</b></p> <p><b>Separated, divorced or dissolved civil partnership</b></p> <p><b>Widowed or surviving civil partner</b></p>	<ul style="list-style-type: none"> <li>• Original marriage certificate.</li> <li>• Original civil partnership documentation.</li> <li>• Decree absolute.</li> <li>• Dissolution order.</li> <li>• A letter from your solicitor confirming your status.</li> <li>• Original death certificate.</li> </ul>

If you have entered into an overseas civil partnership or an equivalent legal relationship with a same sex partner, we will contact you to let you know whether this will be recognised for student finance purposes.

**c** 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. You can update your term-time correspondence address or your home address at any time by contacting our Customer Support Office.

## Section 2 previous loans or financial support

- a** On a separate sheet of paper please provide information of any other assistance you are receiving to help you undertake your course, for example, day release arrangements, help with travel and other course costs, or help with childcare.
- c** If you already hold a first degree from a UK institution you will not be eligible for any part-time grants. However you should answer **no** to this question if:
- you previously started a course which led to a first degree (for example, BA, BSc or BEd) but didn't finish it;
  - you hold a qualification that is not a first degree (for example, HND, HNC or Dip HE);
  - your qualification was gained from outside the UK (which includes the Isle of Man and the Channel Islands).
- d** 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:
- UK courses such as: DipHE, HND and Foundation Degree, and similar courses from outside the UK; and
  - Integrated Masters Degrees.
- This does not include any stand-alone postgraduate qualifications (e.g PgDip, MA, MSc, MBA or equivalents).
- e** If you are unsure of the level of your qualification, please contact the university or college where you completed the course, which may be able to help.
- Please note that students starting courses from 1 September 2009 will not be eligible for financial support if they hold a qualification equivalent to or higher than a UK undergraduate course of Higher Education whether or not this qualification was obtained in the UK or abroad.
- To receive financial support while topping up to a higher level qualification from a lower level qualification obtained at a UK institution – you must continue to study the same subject at the same institution at which your lower level qualification was obtained, without taking a break in your studies.
- f** You will not normally be able to get any grants until you are up to date with your repayments on any previous loans you have had from the Student Loans Company (SLC). Please call SLC on 0870 240 6298 for advice.
- g** You will not normally be able to get any grants until you have signed all of the relevant documents. Please call SLC on 0845 026 2019 for advice.

## Section 3 residence

### Nationality

- a1** If you have provided your UK Passport information or Birth Certificate as part of Section 1, 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](http://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.

## b2 Residence history

The academic year will start depending on the date your course begins and will fall within one of the following timescales:

Date study begins between	Date academic year begins
1 August – 31 December inclusive	1 September
1 January – 31 March inclusive	1 January
1 April – 30 June inclusive	1 April
1 July – 31 July inclusive	1 July

## Evidence **e**

Question	Evidence of	Evidence item required
a1	<b>UK nationality</b>	<ul style="list-style-type: none"><li>• If you have provided your Adoption Certificate as part of Section 1, you must provide your UK Passport or Birth Certificate to prove your UK nationality.</li><li>• 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.</li></ul>
a2	<b>EU nationality</b>	<ul style="list-style-type: none"><li>• Passport or national identity card.</li></ul>

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

## Section 4 about your course

- a Please give details of your first choice. If you later accept a place on a different course/university/college you must notify us immediately, otherwise your application will be delayed.
- c Only designated courses are eligible for support. Your university or college will be able to tell you whether your course is a designated course.
- g Please give this answer in whole years. You should work this out assuming that you will study continuously, even if you have different plans. Your university or college will be able to tell you how long, in total, your course will take to complete. You must be planning to complete your course in no more than twice the time it would take you to finish it on a full-time basis. If you are studying at a faster rate than this, you may be able to receive more Tuition Fee Grant, subject to your financial circumstances. See the booklet, 'Financial support for part-time students in higher education: Guide for 2009/10' for information on fee grant rates applicable depending on your study rate.
- i **Do not** complete this form if you are studying full-time and are attending your university or college regularly instead of studying by distance learning. You should complete this form if you are studying by distance learning including a full-time distance learning course. Do not complete this form if you are studying a full-time distance learning course because you have a disability that prevents your from attending; contact the Customer Support Office on 0845 300 50 90 for advice. If you are not sure, your university or college will tell you whether your course is designated as distance learning or not.

## Section 5 your bank or building society account details

Please check the following before completing your bank or building society details:

- the account is held in your name;
- your account accepts BACS payments (Bankers Automated Clearing System);
- it is a UK bank or building society;
- if giving details of a building society you may need to provide a roll number (check with your building society regarding this).

If you have already provided these details on another application form for 2009/10 you do not need to provide them again unless you wish to change them. Please note SLC cannot keep different sets of bank or building society account details for different kinds of support.

## Section 6 your university or college

Intensity of study is calculated each year by considering how long it will take you to complete your course. Students should therefore make sure their university or college is in agreement with them about their intended intensity of study.

## Section 8 financial details

If you are not married or in a civil partnership, but are living with a partner, we will take your partner's income into account if you have a partner as defined in Section 1, b1 of these notes.

**a** If you or your husband, wife, civil partner or partner are receiving any one of the benefits listed, you must provide evidence to show who is receiving the benefit.

**e** **You do not need to provide any other financial details.** You can either send the original document you received from the agency or authority telling you about the benefit, or you can send a completed 'Confirmation of benefits' (CB1) form with your application. Which can be downloaded from [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or contact our Customer Support Office to obtain a copy.

### Income

Please give details of income in the financial year ending 5 April 2009. This means income from all sources before any personal relief, payments under covenant or deductions are made, and from abroad, which is not covered by UK tax.

You **do not** have to declare any income from:

- Working Tax Credit;
- Child Tax Credit; or
- Maintenance payments (either received or paid out).

If your husband, wife, civil partner or partner wishes to provide income information separately they can obtain a separate copy of the PTG1 form from our website [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or they can contact our Customer Support Office to request one.

- e** Evidence of your earnings can be in the form of:
- P60 for 2008-09;
  - Payslips for month 12 or week 53 showing 'Total paid to date' for earnings in the period 6 April 2008 to 5 April 2009;
  - A completed 'Confirmation of Income' (CI2) form;
  - A letter from your employer confirming your earnings; or
  - Written details of all benefits in kind you receive.

- b1** Your gross income means income before deductions from:
- salary/wages;
  - overtime;
  - bonuses; and/or
  - commission.

We require these figures for tax year 2008-09, normally this will be the year ending 5 April 2009, but this may differ if your employer or business has a tax year which does not end in April.

Please include income you received from abroad in 2008-09 such as from employment overseas, and any other income you get from abroad which is not covered by UK tax as well as any of the benefits asked for.

Do **not** include any of the following:

- any personal relief;
- payments under covenant; or
- non-taxable income.

You can download a copy of the form CI2 at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or call our Customer Support Office.

- b2** You should give the details shown on your self-assessment form for your trading year which ends during the period from 6 April 2008 to 5 April 2009. As confirmation of your Income from self employment you can send a letter from your accountant.

If you cannot give us the amounts, you should give an estimate and write 'E' beside the amount on the form.

If you are a company director, send your P60, P11D or independent confirmation of your earnings and director's fees from a chartered or certified accountant or HM Revenue & Customs (HMRC).

**b6** Include here any other income you have received. For example:

- scholarships, studentships, exhibitions, bursaries, awards, grants and allowances not already given above;
- other payments you receive for attending your course during the academic year;
- any payments from an employer releasing you for your study during the academic year. (Please read the note on academic years on page 8);
- any salary or wages that you will receive from your employer while you are studying for your course. This includes work you finish before the course begins, or work you are paid for in advance which you will do after your course ends;
- fostering or boarding-out allowances where these are regular payments that foster carers receive to meet the cost of keeping a child;
- for taxable benefits in kind please send your P11D.

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.

**c** If you are a student who entered higher education **before 1 September 2005**, you need to provide details of any dependent children except if:

- they are your same sex partner's children; or
- they are your opposite sex partners children if you are under 25.

If you are a student who entered (or is entering) higher education **on or after 1 September 2005**, you need to provide details of any child that you have parental responsibility for, regardless of whether they are your or your partner's child.

## Declarations

If either the student or the person named in Section 7 is unable to sign the form, for whatever reason, someone who holds a valid Power of Attorney for that person may sign on their behalf. The Power of Attorney letter must be sent with this application before a signature from that Power of Attorney will be accepted.

## 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 Department for Innovation, Universities and Skills (DIUS) 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 organisations including the Local Authority (LA), DIUS, other Government bodies and 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](http://www.direct.gov.uk/studentfinance-dataprotection).

## 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.

## Changes of circumstance

You must notify SLC (or your Local Authority where appropriate) 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:

- 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.



