



PR1

APPLICATION FOR STUDENT FINANCE - CONTINUING STUDENTS 2014/15

Forename(s)

Surname

Refer to the guidance notes when you see this icon. **n** The notes will give you extra information to help you complete the form correctly.

You will have to send evidence with your application whenever you see this icon. **e** Details about the evidence required can also be found in the guidance notes.

You should complete this form if you are **continuing** study on one of the following courses:

- A full-time or sandwich course of higher education.
- A diploma or degree course in a health related discipline and you are eligible to apply for an **income assessed** bursary from the National Health Service (NHS).
- A full-time distance learning course, for reasons not related to a disability, that started on or after 1 September 2012 (You can only apply for a Tuition Fee Loan).
- A full-time Initial Teacher Training (ITT) course.

If your course started **before** 1 September 2010: **n**

- A part-time ITT course.
- A flexible ITT course that lasts at least 6 weeks.

If you are a part-time ITT student and started your course on or after 1 September 2010 you need to apply for part-time support. Find out more at **www.gov.uk/studentfinance**

Deadline

To make sure you receive your first payment at the start of term, you **must** return this form and all of the evidence we need by **27 June 2014**. We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

If your application form is returned more than 9 months after the start of your academic year it won't be processed, and you may lose your full entitlement to student finance.



SFE/PR1F/1415/B




/sf_england




/SFEEngland

You can apply for the following student finance by completing this form: 

- Maintenance Loan
- Tuition Fee Loan
- Parents' Learning Allowance
- Adult Dependants' Grant
- Travel Grant
- Disabled Students' Allowances
- Childcare Grant

If you started your course in academic year 2006/07 or after (not including gap year students who started in 2006/07) you can also apply for: 

- Maintenance Grant
- Special Support Grant
- Bursaries and Scholarships

If you started your course in academic year 2005/06 or before (this would include gap year students who started in 2006/07) you can also apply for: 

- Grant for Tuition Fees
- Higher Education Grant

You can find more detailed information on what is available and what you might be entitled to by visiting our website www.gov.uk/studentfinance


You can apply in 5 easy steps

Depending on your circumstances you may not need to complete all of the steps.

Step 1

For all students

- Complete sections 2-4.
- You do **not** need to complete section 4 if you are **only** applying for a Tuition Fee Loan.
- If you are applying for a Maintenance Loan and/or a Tuition Fee Loan you need to tell us how much you want by completing the loan request section on page 10.

 If you **only** want to apply for a Tuition Fee Loan and/or a Maintenance Loan that is not based on household income you can go to **Step 5**.

Step 2


For students who want student finance based on household income

- Complete sections 5 and 6.
- If you want to apply for a Special Support Grant complete section 7.

Step 3

For students who have dependants

- Complete section 8.
- You should complete this section if you have any children or adult dependants and want to apply for financial help in relation to them.

 If you are a single independent student go directly to **Step 5**.

Step 4

For students who want student finance based on household income

- Complete section 9.
- Depending on your answers in section 9 you may need to ask your **parent(s) or partner** to provide details about their income in section 10 so we can work out what your full entitlement to student finance will be.

Step 5

For all students

- Make sure that you have signed the **Student Declaration on pages 17 and 18**. If you asked someone to complete section 10, **make sure that they have signed their declaration(s) on page 27**.

Other student finance available

Childcare Grant

If you want to apply for the Childcare Grant you need to complete this form first then complete a Childcare Grant (CCG1) application form.

Please send me a CCG1 application form:

☐ Tick

Disabled Students' Allowances (DSAs)

If you want to apply for DSAs you need to complete this form first then complete a Disabled Students' Allowances application form.

Please send me a DSA application form:

☐ Tick

Childcare Grant and DSA application forms can also be downloaded from www.gov.uk/studentfinance

What if I have further questions?

If you have further questions you can:

- visit www.gov.uk/studentfinance
- call us on **0300 100 0607** or by textphone on 0300 100 0622

Where do I send my form?

Return this form to: Student Finance England, PO Box 210, Darlington, DL1 9HJ.



Please remember to pay the correct postage.

2

2 personal details

Customer Reference Number

Personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Forename(s)

Surname

Sex

Date of birth

Contact details

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

Home address

Postcode

Postcode

Home phone number

Term-time address

Postcode

Postcode

Date on which you will move to this address

DAY MONTH YEAR

Mobile phone number

Email address

Marital status

Please tick one box. You only have to send evidence if your circumstances have changed since your last application.

☐ Single

☐ Living with a partner **n**

Please give the date of marriage/civil partnership

DAY MONTH YEAR

☐ Separated 

☐ Divorced/dissolved civil partnership 

☐ Widowed/surviving civil partner

about your course and university or college

- a** Full tuition fee amount for the academic year 2014/15 £
- Your tuition fee amount can change each year. If you are unsure about the tuition fee amount you will be charged, contact your university or college.
- b** Is this the final year of your course? Yes ☐ No ☐
- c** Will you be studying at exactly the same university or college and on exactly the same course that you were in the academic year 2013/14? Yes ☐ No ☐ if 'Yes' go to f

You must complete all of the questions in this section if any of your course, university or college details have changed since your last application.

University/college details

- d** University/college name and address
-
-
- Postcode
- UCAS personal identification number
- UCAS university/college code
- UCAS campus code (if applicable)

Course details

- e** Course name
- If you are following a combined studies or modular course, please list all subjects being studied
-
-
- UCAS course code
- Qualification you expect to gain (e.g. BSc Physics)
- Course start date MONTH YEAR
- Course end date MONTH YEAR
- Course length (years)

section 3 continued

about your course and university or college

Year of course

☐

Foundation

☐

Third year

☐

First year

☐

Fourth year

☐

Second year

Other (give details)

If the course is franchised to another university/college, give the address of the other university/college

Postcode

f Which of the following is your course? Tick one box only.

☐

Full-time undergraduate

☐

Full-time postgraduate

Initial Teacher Training (ITT) **n**

☐

Full-time distance learning

☐

Full-time foundation degree

☐

Full-time involving a placement
(sandwich course)

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

Yes **e**

☐

No **n**

☐

Other course types (if you started your course before 1st September 2010) **n**

☐

Flexible postgraduate ITT

☐

Part-time undergraduate ITT

☐

Part-time ITT

(excluding first degrees)

Answer both questions

Number of weeks you will be studying full-time in academic year 2014/15. **e**

Number of weeks you will be on full-time teaching practice in academic year 2014/15. **e**

about your course and university or college

- g1** Are you eligible to apply for any bursary or award, excluding a social work bursary, for the academic year 2014/15 from any of the following? **n** Yes ☐ No ☐
- National Health Service (NHS)
 - Department of Health (DoH)
 - Scottish Government Health Directorate Bursary (Scottish Healthcare Allowance)

- g2** If 'Yes', is this bursary or award income assessed or non-income assessed? **n**
- Income assessed ☐ Non-income assessed ☐

Term details

- h** Where will you live during the academic year 2014/15?
- | | | |
|--------|--|--|
| Term 1 | Living with parent(s) <input type="checkbox"/> | Elsewhere or own home <input type="checkbox"/> |
| Term 2 | Living with parent(s) <input type="checkbox"/> | Elsewhere or own home <input type="checkbox"/> |
| Term 3 | Living with parent(s) <input type="checkbox"/> | Elsewhere or own home <input type="checkbox"/> |

- i** Where will you spend most of your time in the academic year 2014/15? **n**
- | | | | |
|--------|--|---------------------------------------|---|
| Term 1 | University or college <input type="checkbox"/> | Study abroad <input type="checkbox"/> | Work placement <input type="checkbox"/> |
| Term 2 | University or college <input type="checkbox"/> | Study abroad <input type="checkbox"/> | Work placement <input type="checkbox"/> |
| Term 3 | University or college <input type="checkbox"/> | Study abroad <input type="checkbox"/> | Work placement <input type="checkbox"/> |

if you have ticked 'University or college' for all 3 terms go to section 4

- j** Have you been accepted onto the Erasmus exchange scheme? Yes ☐ No ☐

if 'Yes' or you'll be studying abroad go to section 4

- k** Where will your placement be?

Abroad ☐

UK ☐

Don't know **n** ☐

Placement name and address, if known

Postcode

I

Is the placement:

paid ☐

unpaid ☐

If 'unpaid', please tick which type:

- ☐ a hospital, Public Health Service Laboratory or with Clinical Commissioning group;
- ☐ a Special Health Authority, the National Health Service Commissioning Board, the National Institute for Health and Care Excellence, the Health and Social Care Information Centre, Local Health Board, Health Board, Special Health Board or 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 or a Local Authority acting in the exercise of public health functions;
- ☐ 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. **n**

your UK bank or 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.

You do not need to provide your bank or building society account details if you are only applying for a Tuition Fee Loan because this will be paid directly to your university or college and not to you.

Sort code

 – –

Account number

Building society roll number (if applicable)

loan request section

If you are applying for a Maintenance Loan and/or a Tuition Fee Loan please complete this section to tell us how much you want to apply for.

National Insurance number **n**

 - -

Maintenance Loan **n**

Amount of Maintenance Loan
you would like to apply for:

Maximum available to you

☐ **Tick**

If you wish to apply for less than the maximum
available to you, please state the amount.

 £

Tuition Fee Loan **n**

Your tuition fee is set by the university or college you go to. Any Tuition Fee Loan you borrow will be paid directly to your university or college. 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

☐ **Tick**

If you wish to apply for less than the maximum
available to you, please state the amount.

 £

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

Contact 2

dependent and independent students

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 6

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 6

a3 Will you have the care of a person under the age of 18 on the first day of the academic year? **ne** Yes ☐ No ☐

if 'Yes', you may be considered an independent student go to section 6

If you have previously been considered independent because you have supported yourself financially for a total of 3 years or more prior to the start of the first academic year of your course, you will continue to be considered independent.

if this applies to you go to section 6

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 from (have no contact with) 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 3 months or more you have been in the custody of, in legal care of or have been given accommodation by a local authority. **n**
- ☐ Both your parents are deceased.
- ☐ Your parents are living outside the European Union and the assessment of their financial circumstances would place them in jeopardy.
- ☐ You have been assessed for student finance before, and the parent who was assessed for a contribution has died.
- ☐ 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 leave any questions 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 2014/15. **n**

£

What is the source of this income?

Payments from an employer

b1 Will your employer be releasing you to attend your course for the academic year 2014/15?

Yes ☐

No ☐

if 'No' go to c

If 'Yes', how much will your employer pay you for time spent attending your course during this period? **n**

£

b2 During the academic year 2014/15, will you or your employer pay any money into a pension fund on your behalf?

Yes ☐

No ☐

If 'Yes', how much during this period?

£

Dependent children

c Give details of any children who will be wholly or mainly financially dependent on you during the academic year 2014/15.

Your child's income includes their income from all sources after income tax and National Insurance contributions in the 2012-13 tax year.

Child's full name

Date of birth

Relationship to you

Who will they live with?

Child's income

e

n e

(DD MM YYYY)

Special Support Grant

Depending on your circumstances you may be eligible for a Special Support Grant instead of a Maintenance Grant.

a To apply for a Special Support Grant tick the box(es) that are relevant to you.

You must send supporting evidence with the application. **e**

- ☐ I'm a lone parent with a child or young person under 20 who is in full-time education below higher education level or on an approved training course **n**
- ☐ I have a partner who is also a student, and one or both of us are responsible for a child or young person under 20 who is in full-time education below higher education level or on an approved training course
- ☐ I have a disability and qualify for the Disability Premium or Severe Disability Premium
- ☐ I'm deaf and qualify for Disabled Students' Allowances
- ☐ I have been treated as incapable of work for a continuous period of at least 28 weeks
- ☐ I have a disability and qualify for income-related Employment and Support Allowance
- ☐ I'm from abroad and am entitled to an Income Support Urgent Cases Payment because I'm temporarily without funds for a period of up to six weeks
- ☐ I'm 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
- ☐ I'm aged 60 or over
- ☐ I'm entitled to Housing Benefit or the housing element of Universal Credit
- ☐ I'm entitled to Personal Independence Payment (PIP)
- ☐ I'm entitled to Disability Living Allowance (DLA)
- ☐ I'm entitled to Armed Forces Independence Payment (AFIP)
- ☐ None of the above



If none of the above apply to you, you are not eligible for a Special Support Grant. You will be assessed for a Maintenance Grant.

8

Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

Only complete this section if you are applying for Parents' Learning Allowance, Adult Dependants' 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 2014/15 for: **n**

You £ Your partner £

How much of this will be Child Tax Credit or the child element of Universal Credit for the academic year 2014/15?

You £ Your partner £

If you are not applying for Childcare Grant go to e1

d Do you, your husband, wife, civil partner or cohabiting partner receive, or expect to receive, the childcare element of either Working Tax Credit or Universal Credit? Yes ☐ No ☐

! If 'Yes', you cannot also get Childcare Grant. However you can choose to receive Childcare Grant **instead** of the childcare element of either Working Tax Credit or Universal Credit. **n**

e1 Are you applying for Adult Dependants' Grant? Yes ☐ No ☐ if 'No' go to f

e2 Who is your adult dependant? husband, wife, civil partner or partner (if you are over 25) ☐ go to f
other adult dependant ☐

e3 Will your other adult dependant's income be more than £3,796 for the academic year 2014/15? Yes ☐ No ☐ if 'Yes' go to f

! If 'Yes' you will not be able to apply for Adult Dependants' Grant

Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

e4 Give your adult dependant's income for the 2012-13 tax year. **ne**

Total gross income

All salary/wages and self-employed income
(include income from property)

£

All pension income, including private,
occupational and state

£

All gross taxable income and interest from
savings, investments and dividends

£

Taxable state benefits

£

All other taxable income

£

Deductions

Private pension contributions and Additional
Voluntary Contributions (AVCs)

£

Allowable expenses on which tax relief is
claimed

£

Only complete this question if you started your course in or before academic year 2012/13.

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

Type	£	Type	£
Type	£	Type	£
Type	£	Type	£
Type	£	Type	£

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

If you are an **independent student with a partner**, go to the **Student Declaration** on **pages 17 and 18** and then pass this form to your partner to complete **section 10**.

If you are a **single independent student**, go to the **Student Declaration** on **pages 17 and 18**.

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

Mother ☐

Father ☐

or

Both parents ☐

N/A ☐

b What is the marital status of this parent?

Single ☐

Living with a partner ☐

Married/civil partnership ☐

Separated ☐

Divorced/dissolved civil partnership ☐

Widowed/surviving civil partner ☐

c Have your parents divorced, separated or been in a civil partnership which has been dissolved, since 1 September 2013? **e** Yes ☐ No ☐

What you need to do next


Read and sign the **Student Declaration** on **pages 17 and 18** and then pass this form to your parent(s).

What your parent(s) need to do next

The parent(s) you normally live with should complete **section 10**.

If the parent indicated in 'a' is married, in a civil partnership or living with a partner, their partner must also complete **section 10**.

Student 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 2014/15.

By signing this declaration you are confirming that you have read the specific terms and conditions about loans, Childcare Grant and Disabled Students' Allowances because they will affect you if you apply for them at any time in academic year 2014/15. If you don't apply for these in academic year 2014/15 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 obliged to repay this in full.

Loan Contract

- a I confirm I have read and understood the 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 acknowledge and agree that in the event that I have: (i) reached the age of 18 years; and (ii) have entered into one or more agreements for a loan under section 22 of the Teaching

and Higher Education Act 1998 (and relative secondary legislation) before I reached the age of 18 years, upon signing this declaration I am agreeing to ratify any and all such student loans. I understand that ratification of any agreement for a loan made with me before I reached the age of 18 years is a statutory precondition of my eligibility for student support after attaining the age of 18 years.

- 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 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 application form (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 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.



- 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 b.
- 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 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.
- 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 b.
- 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 (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.

- 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.

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.

Childcare Grant

- I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
- I understand that if I do not provide the evidence of childcare costs within the timescales set, I might lose my entitlement. Also if my payments to my childcare provider are different from the estimates I provide, I understand that further payment will increase or decrease accordingly, or if no further Childcare Grant payments are due to be paid to me, I may be liable to repay any difference.
- I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from the childcare element of the Working Tax Credit or Universal Credit and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support.

Customer Reference Number

Your full name

(in BLOCK CAPITALS)

Your signature

(in ink)

X

Today's
date

DAY

MONTH

YEAR

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. **n**

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



The relevant person(s) you indicated in section 9 must complete section 10, as well as the declaration(s) on page 27. **Please pass this form to them now.**

If you are a single independent student please now go to page 29 to finalise your application.

financial details for tax year 2012-13 for parents and partners

section 10

What details do I need to provide in this section?

If you are the parent, parent's partner or partner of the student you need to tell us some personal details and what your financial income was for tax year 2012-13. You **must** tell us your 2012-13 income details as we cannot accept amounts from any other tax year. We need your income amounts so we can work out what the student(s) you are supporting are entitled to.

Refer to the guidance notes when you see this icon.  The notes will give you extra information to help you complete the form correctly.

Quick start guide

Section 10 is divided into 6 parts, this guide gives you a quick summary of each part.

Part A

Tell us your name and address and some other personal information.

Part B

Tell us your National Insurance number.

Parts C and D

Answer every question, providing financial information for the tax year 2012-13.

Part E

Answer every question, telling us about any income deductions you had during tax year 2012-13 where appropriate.

Part F

If you have any children who are financially dependent on you, tell us about them here.

What happens if my household income has dropped since tax year 2012-13?

If your household income has dropped by 15% or more since tax year 2012-13 you can apply for a 'Current Year Income Assessment'.

This means we would use your expected income for tax year 2014-15 instead of your actual income from tax year 2012-13 when calculating the student's entitlement. However, there must be at least a 15% drop in the **overall household income** (not just your own income) between these two tax years for us to do this and we will ask for evidence of your 2014-15 income at the end of that tax year.

financial details for tax year 2012-13 for parents and partners

Part A – Your personal details

Person 1

Your Customer Reference Number
(If you have one)

Relationship to the student

Title

Forename(s)

Surname

Date of birth / /

Place of birth
(name of town or village exactly as it appears
on your birth certificate or passport)

Home address

Postcode

Home telephone number

Email address

Person 2

Your Customer Reference Number
(If you have one)

Relationship to the student

Title

Forename(s)

Surname

Date of birth / /

Place of birth
(name of town or village exactly as it appears
on your birth certificate or passport)

Home address

Postcode

Home telephone number

Email address

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

If you would like to provide your financial information separately, you can download a form at www.gov.uk/studentfinance or alternatively, you can have the form sent to you by ticking the box below:

Person 1

Send me a separate form

☐ Tick


Person 2

Send me a separate form

☐ Tick

financial details for tax year 2012-13 for parents and partners

Part B - Data sharing and you

We will share and check the details you give us with HM Revenue & Customs, allowing us to gain the most accurate information possible. This can only be done if you have a valid National Insurance (NI) number. 

Person 1

I have an NI number ☐ Tick

Please provide your NI number below:

- -

You are now ready to provide your financial information.

[go to Part C](#)

I do not have an NI number ☐ Tick

If you do not have a NI number because you receive non-UK taxable income, please provide the equivalent financial information in pounds sterling.

You are now ready to provide your financial information.

[go to Part C](#)

Person 2

I have an NI number ☐ Tick

Please provide your NI number below:

- -

You are now ready to provide your financial information.

[go to Part C](#)

I do not have an NI number ☐ Tick

If you do not have a NI number because you receive non-UK taxable income, please provide the equivalent financial information in pounds sterling.

You are now ready to provide your financial information.


[go to Part C](#)

financial details for tax year 2012-13 for parents and partners

Part C - Your financial information

Instructions

- Please give gross financial details for the tax year from **6 April 2012 to 5 April 2013**.
- Answer 'Yes' or 'No' to every question, if you answer 'Yes' please provide the income amount.
- If any questions are left blank we will not be able to process this application.

 **You do not need to send us any evidence.** However, you should keep all of your 2012-13 financial evidence as we may ask for it at a later date to verify the details you have provided.

Q1 Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?

a Total income from salary/wages 

b Total income from taxable state benefits 

c Total income from occupational pension(s)

d Total income from private pension(s)

Person 1

☐ Yes ☐ No

£

£

£

£

Person 2


☐ Yes ☐ No

£

£

£

£

Q2 Did you receive any income from a state retirement pension? 

a Total non-lump sum amount received

b Total lump sum amount received

Person 1

☐ Yes ☐ No

£


£

Person 2

☐ Yes ☐ No

£

£

Q3 Did you receive any income from savings and investments? 

a Total **interest** from UK banks, building societies and unit trusts

b Total income from UK life insurance gains, securities and partnerships

c Total income from UK investments and dividends

d Total income from foreign investment and dividends

Person 1

☐ Yes ☐ No

£

£

£

£

Person 2

☐ Yes ☐ No

£

£

£

£

financial details for tax year 2012-13 for parents and partners

section 10 continued

Q4 Did you receive any taxable benefits in kind? **n**

Total income received from taxable benefits in kind

Person 1

☐ Yes ☐ No

£

Person 2

☐ Yes ☐ No

£

Q5 Did you receive any other income during tax year 2012-13 that you **haven't** yet told us about?

Person 1

☐ Yes →

go to Part D

☐ No →

go to Part E

Person 2

☐ Yes →

go to Part D

☐ No →

go to Part E

Part D - Other income

Instructions

- Complete Part D in the same way you completed Part C giving gross financial details for the tax year from **6 April 2012 to 5 April 2013**.

Q1 Did you receive any income from self-employment? **n**

a Total taxable profit from businesses

b Total taxable profit from partnerships

Person 1

☐ Yes ☐ No

£

£

Person 2

☐ Yes ☐ No

£

£

Q2 Did you receive any income as a Minister of religion? **n**

Total taxable income minus expenses that are not included on your P60 or P11D

☐ Yes ☐ No

£

☐ Yes ☐ No

£

section 10

continued

financial details for tax year 2012-13 for parents and partners

Q3 Did you receive any other taxable income or lump sums? **n**

Total income received

Person 1

☐ Yes ☐ No

£

Person 2

☐ Yes ☐ No

£

Q4 Did you receive any income from property lettings? **n**

Total income received

☐ Yes ☐ No

£

☐ Yes ☐ No

£

Q5 Did you receive any income from UK trusts? **n**

Total income received

☐ Yes ☐ No

£

☐ Yes ☐ No

£

Q6 Did you receive any foreign income? **n**

Total income received

☐ Yes ☐ No

£

☐ Yes ☐ No

£

Q7 Did you receive any income from an overseas pension? **n**

Total income received

☐ Yes ☐ No

£

☐ Yes ☐ No

£

Q8 Did you receive any other overseas income and gains? **n**

Total income received

☐ Yes ☐ No

£

☐ Yes ☐ No

£

financial details for tax year 2012-13 for parents and partners

section
10
continued

Part E – Income deductions

Instructions

- Complete Part E in the same way you completed Part C giving gross financial details for the tax year from **6 April 2012 to 5 April 2013**.

Q1 Did you pay any private pension contributions?

Person 1

☐ Yes ☐ No



Total amount you paid

£

Person 2

☐ Yes ☐ No



£

Q2 Did you pay any Additional Voluntary Contributions (AVCs)?

Person 1

☐ Yes ☐ No



Total amount you paid

£

Person 2

☐ Yes ☐ No



£

Q3 Did you have any allowable expenses on which you claimed tax relief? 

Person 1

☐ Yes ☐ No



Total amount on which you claimed tax relief

£

Person 2

☐ Yes ☐ No



£

section 10 continued

financial details for tax year 2012-13 for parents and partners

Part F – Your dependants **n**

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

Q1 Child dependants not in further or higher education in academic year 2014/15 **n**

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 (DD MM YYYY)	Income for the year

Q2 Child dependants in further or higher education in academic year 2014/15

Do **not** include the applicant when completing this question.

If the student is your partner, please include any children they named in section 6 of this form if the children have applied for student finance.

Are they receiving
financial support?
If so, from which
authority or
organisation?

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

Declaration for parents and partners

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

This application for financial support may be delayed unless you sign and date this 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 the student(s) I am supporting may not receive financial support, any support they have had may be withdrawn and I could be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that the 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

Your full name (in BLOCK CAPITALS)

Your signature (in ink)

Today's date DAY MONTH YEAR


Person 2

Your full name (in BLOCK CAPITALS)

Your signature (in ink)


Today's date DAY MONTH YEAR

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

If a student started their course in academic year 2006/07 or after they may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which the student(s) you are supporting may be entitled, we will share some of your personal and financial details with them. 

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.

If a student started their course in academic year 2006/07 or after they may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which the student(s) you are supporting may be entitled, we will share some of your personal and financial details with them. 

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



Now pass this form back to the student.

Deadline

To make sure the student receives their first payment at the start of term, this form **must** be returned with all of the evidence we need by **27 June 2014**.


We will do our best to process the application as soon as possible, however if the deadline date has passed, the first payment may not be ready for the start of term.

Additional notes

If you are providing extra information please clearly mark what section and question the information is about.

Checklist

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

- Fully answered all questions that apply to you. Tick ☐
- Enclosed all the documents we have asked for as evidence where you have seen this icon next to a question.  Tick ☐
- Signed and dated the student declaration on pages 17 and 18. Tick ☐
- Checked your parent(s) or partner have signed their declaration on page 27 (if applicable) Tick ☐

What happens next

It can take at least 6 weeks to assess your application and all the relevant evidence. We'll then send you a letter showing the amount of financial support you'll receive.



Please remember to pay the correct postage.

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

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