

Application for  
Student Finance  
**2010/11**



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



## section 1 finance available


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



- Maintenance Grant
- Special Support Grant
- Maintenance Loan
- Tuition Fee Loan
- Adult Dependants' Grant
- Childcare Grant
- Parents' Learning Allowance
- Disabled Students' Allowances
- Bursaries and Scholarships
- Travel Grant

You can find more detailed information on what is available and what you might be entitled to in 'A guide to financial support for higher education students 2010/11' or by using our Student Finance Calculator. Both are available from [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).

### You can apply in 5 easy steps

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

We have provided guidance notes to help with any difficult questions so please refer to these each time you see this icon. 


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

If you don't send all the evidence we need with this form, your application may be delayed and you may end up getting less student finance than you are entitled to.

#### Step 1



##### For all students

- Complete sections 2-6.
- Don't forget if you are applying for a loan you need to tell us how much you want by completing the Loan Request section on page 14.
- You **do not** need to complete section 6 if you are **only** applying for a Tuition Fee Loan.

 If you **only** want to apply for a Tuition Fee Loan or a reduced rate of Maintenance Loan you can go directly to **Step 5**.

#### Step 2

##### For students who want student finance based on household income

- Complete sections 7 and 8.
- If you think you qualify for the Special Support Grant, please tick this box.  **Tick**  
Detailed information about who can qualify for the Special Support Grant and what evidence needs to be provided can be found in the notes.  

#### Step 3

##### For students who have dependants

- Complete section 9.
- 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 10.
- Depending on your answers in section 10 you may need to ask your **parent(s) or partner** to provide details about their income in section 11 so we can work out what your full entitlement to student finance will be.

# section 1 finance available

Step  
**5**

## For all students

- Make sure that you read and sign the **Student Declaration** on pages 21/22. If you asked someone to complete section 11, make sure that they have signed **their declarations on page 29.**

## Other student finance available

### Childcare Grant

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

Please send me a Childcare Grant application form:  **Tick**

### Disabled Students' Allowances (DSAs)

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

Please send me a DSA form:  **Tick**

Childcare Grant and DSA application forms can also be downloaded from [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or requested by calling us on **0845 300 50 90**.

### What if I have further questions?

If you have further questions you can:

- visit our website at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)
- refer to 'A guide to financial support for higher education students 2010/11'
- call us on **0845 300 50 90**

### When do I need to send you my form?

If you are applying for student finance which **does not** require any financial information to be provided, you must return your form to us by **23 April 2010** in order to ensure you receive your first payment at the start of term.

If you are applying for student finance which **does** require financial information to be provided, you must return your form to us by **25 June 2010** in order to ensure you receive your first payment at the start of term.

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

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

### Where do I send my form?

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



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

## section 2 personal details

### Personal details

a 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

### Identity evidence details

b Do you hold a UK passport?

Yes  No

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

**(1)** Provide the following details from your **UK Passport**, which must be **currently valid and not expired** (this is the easiest way for you to verify your identity and means you **do not need to send us your Passport**).

Passport number

Forename(s)

Surname

Date of issue

 /  / 

Date of expiry **n**

 /  / 

**(2)** Send your **non-UK passport**. **e**

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

## section 2 personal details

### Previous loans

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

Yes  No

If 'No' [go to e](#)

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

Yes  No

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

Yes  No

If 'No' [go to e](#)

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

Yes  No

### Contact details

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

### Marital status

**f** Please tick one box.

Single

Living with a partner

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

Separated **e**

Divorced/dissolved civil partnership **e**

Widowed/surviving civil partner **e**

# section 3 residence

## 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), step-parent or
- child, son or daughter-in-law, child's civil partner; or
- parent's or step-parent's husband, wife or civil partner

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK? **n e**

If 'Yes', please give details.

Yes  No If 'No' go to a5

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

Yes  No

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

[go to b2](#)

a5 Do you have 'settled status' in the UK? **n e**

Yes  No If 'No' go to a6

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

/  /   
[go to b2](#)

a6 Have you or your:

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

been granted 'refugee status' by the UK Government? **n e**

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

Home Office reference number

Date this status is due to expire

Yes  No If 'No' go to a7

/  /   
[go to b2](#)

# section 3 residence

**a7** Have you or your:

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

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

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

Home Office reference number

Date this status is due to expire

Yes  No If 'No' go to b2

/   /

go to b2

## Residence history

**b1** In the three years prior to the start of the first academic year of your course, **did you live outside the UK and Islands** at any time?

Yes  No If 'No' go to b3

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

If you require further space to provide your answer, please give the details requested above on the Additional Notes section at the back of this form.

Full address

From:   /   /

To:   /   /

Why were you there?

Full address

From:   /   /

To:   /   /

Why were you there?

## section 3 residence

**b3** At any time since 1 September 2007 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.

<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>					
Full address								
From:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Why were they there?								
Full address								
From:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Why were they there?								
Full address								
From:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Why were they there?								





# section 4 about your course and your university/college

In this section, please give details of your first choice university/college and course.

## University/college details

**a** University/college name and address

UCAS personal identification number

UCAS university/college code

UCAS campus code (if applicable)

Postcode:

## Course details

**b** 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 and year)

Course end date (month and year)

Course length (years)

Year of course

Full tuition fee amount for academic year 2010/11 **n**

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

/

/

Foundation year

Third year

First year

Fourth year

Second year

Other (give details)

£

Postcode:

## section 4 about your course and your university/college

### c Course type (please tick one box):

Full-time undergraduate

Full-time postgraduate Initial Teacher Training (ITT)

Full-time foundation degree

Full-time distance learning

Full-time involving a placement (sandwich course)

Do you have a disability which prevents you from attending your university/college in person?  Yes  No

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

Yes  No

### Term details

#### e Where will you live during the academic year 2010/11?

Term 1

Living with parent(s)

Elsewhere or own home

Term 2

Living with parent(s)

Elsewhere or own home

Term 3

Living with parent(s)

Elsewhere or own home

# section 4 about your course and your university/college

f Where will you spend most of your time studying in the academic year 2010/11?

Term 1

University or college

Study abroad

Placement in the UK or abroad

Term 2

University or college

Study abroad

Placement in the UK or abroad

Term 3

University or college

Study abroad

Placement in the UK or abroad

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

## Placement details

g Where will your placement be?

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

Placement name and address if known:

Abroad     UK     Don't know

Yes     No

Postcode:

paid

unpaid

a hospital, Public Health Service Laboratory or with a Primary Care Trust;

a Health Authority, Strategic Health Authority, Local Health Board, Special Health Authority, Health Board, Special Health Board or a Health and Social Services Board;

a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, a voluntary organisation providing facilities or carrying out similar activities;

the prison or probation sector or after-care services;

unpaid research in a UK or overseas institution; or

an unpaid placement that is not listed above.

Is the placement:

If you ticked 'unpaid' please tick which type:

# section 5 previous study and other information

## Previous study

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

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

Yes  No

If 'No' go to **b**

**a2** Did you achieve a qualification?

Yes  No

If 'No' go to **a4**

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

Yes  No

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

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

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

## section 5 previous study and other information

### Other information

**b** Have you applied, or will you be applying for any bursary or award, excluding a social work bursary, for the academic year 2010/11 from any of the following:

- National Health Service (NHS)
- Department of Health (DoH)
- Scottish Government Health Directorate Bursary (Scottish Healthcare Allowance)

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

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

Yes  No

Income assessed

Non-income assessed

## section 6 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.

Sort code

 -  - 

Account number

Building society roll number (if applicable)

# loan request section

If you are applying for a Maintenance Loan, a Tuition Fee Loan or both, 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**

You can apply for up to a maximum of £3,290 depending on your circumstances. You should find out how much your university or college is charging before you apply for a Tuition Fee Loan.

Amount of Tuition Fee Loan you would like to apply for:

Maximum available to you:

 **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

Forename(s):

Surname:

Relationship to you:

Address:

Postcode:

Phone number:

### Contact 2

Forename(s):

Surname:

Relationship to you:

Address:

Postcode:

Phone number:

## section 7 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 8

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

Yes  No

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

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

Yes  No

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

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

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

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

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

Both your parents have died.

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

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

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

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

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

## section 7 dependent and independent students

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

Yes  No

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

Name and address of your employer or your benefit office	Did you work full or part-time	From	To	Amount of salary wages or benefit you have received (state whether it was weekly, monthly or yearly) <b>e</b>
		(MM YYYY)	(MM YYYY)	



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





# section 8 student financial questions

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

## 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 2010/11. **n**

£

What is the source of this income?

## Payments from an employer

- b Will your employer be releasing you to attend your course for the academic year 2010/11?  
If 'Yes', how much will your employer pay you for time spent attending your course during this period? **n**

Yes  No If 'No' go to d

£

- c During the academic year 2010/11, will you or your employer pay any money into a pension fund on your behalf?  
If 'Yes', how much during this period?

Yes  No

£

## Dependent children

- d Give details of any children who will be wholly or mainly financially dependent on you during the academic year 2010/11.  
When stating the child's income, include their income from all sources after income tax and social security contributions.

Child's full name	Date of birth <b>e</b> (DD MM YYYY)	Relationship to you	Whom will they live with?	Child's income <b>n</b> (£)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# section 9 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 2010/11 for:

You:

£

Your partner:

£

You:

£

Your partner:

£

How much of this will be Child Tax Credit for the academic year 2010/11?

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

Give an estimate of your husband's, wife's, partner's or other adult dependant's income for the academic year 2010/11.

Income from earnings after deductions

£

£

Adoption Agency payments

£

£

Any disability pension or benefit

£

£

Child Benefit

£

£

Guardian's Allowance

£

£

Fostering or Boarding Out payments **n**

£

£

Residence Order Allowance

£

£

Child Tax Credit

£

£

Working Tax Credit

£

£

All other income after deductions

£

£

If other, what is it?

# section 9 Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

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

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

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

Type
£
Type
£
Type
£
Type
£

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

Yes  No

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

## section 10 about your family **n**

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

If you are an **independent student with a partner**, please read and sign the **Student Declaration** on **pages 21/22** and then pass this form to your partner to complete **section 11**.

If you are a **single independent student**, go to the **Student Declaration** on **pages 21/22**.

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

What we mean by 'parent', for the purposes of working out your household income can change depending on when you started in higher education. **n**

Mother  Father

or


Both  N/A

**b** What is the marital status of this parent?

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

Now please read and sign the **Student Declaration** on **pages 21/22** and then pass this form to the person(s) who you have indicated in 'question a' to complete **section 11**.

# 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 2010/11.

You should 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 2010/11. If you don't apply for these in academic year 2010/11 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 might be refused financial support, or prosecuted and my financial support withdrawn.
- I agree to give 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.
- I understand that if I have provided details of my UK passport, SLC will verify those details with the Identity and Passport Service.

## Loan Contract

- a I have read and understood the booklet 'Student loans: A guide to terms and conditions'.
- 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 the Loan Request Form including these

declarations and in Regulations which are made under section 22 of the Act as amended from time to time.

- 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.

### 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 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:

Date:

**X**

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

If you started your course in academic year 2006/07 or after you may be eligible for a bursary or scholarship. In order for your university or college to determine and pay any non-repayable bursary or scholarship to which you may be entitled, we will need to share some of your personal, financial and course details as well as information about your eligibility for student finance with them. Most

universities and colleges will not pay bursaries and scholarships if you do not give consent.

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

The relevant person(s) you indicated in section 10 must complete section 11 as well as the declaration(s) on page 29. **Please pass this form to them now.**

**If you are a single independent student, please turn to page 31 to finalise your application.**

# section 11 financial details for the tax year 2008-09 for parents and partners

To complete this section you must provide details in Parts A - D:

- Part A – Your personal details
- Part B – Data sharing and you
- Part C – Your financial information
- Part D – Your dependants

## Part A – Your personal details

Person 1	Person 2
Your Customer Reference Number (If you have one)	Your Customer Reference Number (If you have one)
<input type="text"/>	<input type="text"/>
Relationship to the student	Relationship to the student
<input type="text"/>	<input type="text"/>
Title	Title
<input type="text"/>	<input type="text"/>
Forename(s)	Forename(s)
<input type="text"/>	<input type="text"/>
Surname	Surname
<input type="text"/>	<input type="text"/>
Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Place of birth (name of town or village exactly as it appears on your birth certificate or passport)	Place of birth (name of town or village exactly as it appears on your birth certificate or passport)
<input type="text"/>	<input type="text"/>
Home address	Home address
<input type="text"/>	<input type="text"/>
Postcode	Postcode
Home telephone number	Home telephone number
<input type="text"/>	<input type="text"/>
Email address	Email address
<input type="text"/>	<input type="text"/>

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

If you would like to provide it separately, you can download a 'Financial Assessment form 2010/11, for parents and partners providing financial details for the first time' from [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) and return it to us.

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

Person 1: Send me a separate form  Tick

Person 2: Send me a separate form  Tick

# section 11 financial details for the tax year 2008-09 for parents and partners

## Part B - Data sharing and you

This year it may be possible to share the information that you give us with other Government bodies, allowing us to gain the most accurate information possible. This can only be done if you have a valid National Insurance (NI) Number. 

I have an NI Number  Tick

Please provide your NI Number below:

**Person 1**

-       -

**Person 2**

-       -

You are now ready to provide your financial information. Please [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 and provide the appropriate financial evidence.

You are now ready to provide your financial information. Please [go to Part C](#)



# section 11 financial details for the tax year 2008-09 for parents and partners

## Part C – Your financial information

Please give financial details for the tax year from 6 April 2008 to 5 April 2009. **n**  
 Answer 'Yes' or 'No' to all 17 questions in Part C, providing income details where applicable.  
 Please note that if you leave any questions blank we will not be able to process this application.

**Q1** Did you receive Working Tax Credits or Child Tax Credits?

<b>Person 1</b>	<b>Person 2</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Q2** Did you receive Income Support?

<b>Person 1</b>	<b>Person 2</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### How to answer questions 3 - 14

- If you answer 'Yes' to any of these questions you will need to provide the **total** amount of income you receive for that income type.  
If you need help to calculate the total income you should refer to the guidance notes. **n**
- Where any amount is entered, evidence for that amount must be provided. **e**
- If you answer 'No' to a question, this means you are telling us that you did not receive any income from that particular income type.

**Q3** Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?  
**n e**

Total income received:

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

**Q4** Did you receive any income from Self-employment?  
**n e**

Combined total income showing on your SA103 and/or SA200 forms:

Total income showing on your SA104 form:

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

# section 11 financial details for the tax year 2008-09 for parents and partners

**Q5** **ne** Did you receive any income from a State Retirement Pension?

Total non-lump sum amount received:

Total lump sum amount received:

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

**Q6** **ne** Were you a Minister of religion?

Total income (minus expenses not included on your P60 or P11D):

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

**Q7** **ne** Did you receive any income from savings and investments?

Combined total income showing on your SA100 and SA200 forms or on your bank statements/letters if you were not Self Assessed:

Total income showing on your SA101 form:

Total income showing on your SA104 form:

Total income showing on your SA106 form:

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

**Q8** **ne** Did you receive any taxable benefits in kind?

Total income from taxable benefits in kind:

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

**Q9** **ne** Did you receive any other taxable income or lump sums?

Total other taxable income or lump sums:

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

**Q10** **ne** Did you receive any income from property lettings?

Total income from property lettings:

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

# section 11 financial details for the tax year 2008-09 for parents and partners

**Q11** Did you receive any income from UK trusts?

**ne**

Total income from UK trusts:

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

**Q12** Did you receive any foreign income?

**ne**

Total foreign income:

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

**Q13** Did you receive any income from an Overseas Pension?

**ne**

Total income from an Overseas Pension:

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

**Q14** Did you receive any other overseas income and gains?

**ne**

Total income from other overseas income and gains:

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

## Obligations

**Q15** Did you pay any private pension contributions?

**ne**

Total private pension contributions you paid:

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

**Q16** Did you pay any Additional Voluntary Contributions (AVCs)?

**ne**

Total Additional Voluntary Contributions you paid:

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

**Q17** Did you have any allowable expenses on which you claimed tax relief?

**ne**

Total allowable expenses on which you claimed tax relief:

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

# section 11 financial details for the tax year 2008-09 for parents and partners

## Part D – Your dependants **n**

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

### Q1 Child dependants NOT in further or higher education in academic year 2010/11 **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 2010/11

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

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

Full name	Date of birth (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 I might be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

**Person 1**

Your full name (in BLOCK CAPITALS):

Your signature:

Date:  
  /   /


**Person 2**

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 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.**

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.



**You must now pass this form back to the student.**



## Additional Notes

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

# Voluntary questions

The following questions are voluntary - you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support. If you answer both questions a and b, the information will be used to help the Department for Business, Innovation 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 you return this form please make sure that:



You have answered all the questions that apply to you



You have checked the declaration(s) are **signed** and **dated**



**You have included all the evidence we need with this form**



If you don't send all the evidence we need, your application may be delayed and you may end up getting **less** student finance than you are entitled to.



**Remember, you don't need to send your actual UK passport** as proof of your identity because **we only need your UK passport details** in Section 2. If you send your passport it may take several weeks before we can return it to you.

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

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

## Student Finance England

**PO Box 210**

**Darlington**

**DL1 9HJ**

## Deadlines

If you are applying for student finance which **does not** require any financial information to be provided, you must return your form to us by **23 April 2010** in order to ensure you receive your first payment at the start of term.

If you are applying for student finance which **does** require financial information to be provided, you must return your form to us by **25 June 2010** in order to ensure you receive your first payment at the start of term.

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

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



Notes to help you complete your  
Application for Student Finance  
**2010/11**



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

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

## Who should complete the application form?

A student studying:

- A full-time course of higher education.
- A full-time sandwich course of higher education.
- A full-time Initial Teacher Training (ITT) course.
- A full-time distance learning course for a reason relating to a disability.
- A diploma or degree course in a health-related discipline who expects to receive an income-assessed bursary from the National Health Service or Department of Health.

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

## Where can I find more information about student finance?

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

You can also find more information in the following guides:

- A guide to financial support for higher education 2010/11 for new full-time students.
- Higher education student finance: How you are assessed and paid.
- Student loans: A guide to terms and conditions.
- Bridging the gap: A guide to the Disabled Students' Allowances (DSAs) in higher education.
- Childcare Grant and other support for full-time student parents in higher education.

You can also get Braille, large-print and audio versions of all forms and guides by calling us on **0845 300 50 90** or by textphone on **0845 604 4434**.

## How can I contact you?

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

Call us on **0845 300 50 90**

## section 1 finance available

### Special Support Grant

You may be eligible for this grant if you:

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

### Childcare Grant

You may get help with some of your childcare costs, depending on your income and any income of your dependants, if you have dependent children aged under 15 at the beginning of the academic year - or under 17, if they have special educational needs - and you need childcare services for them. Your childcare provider must be registered or approved for you to receive this grant.

### Disabled Students' Allowances (DSAs)

These can help pay for the extra course-related costs you may have as a result of your disability, mental-health condition or specific learning difficulty. This includes special equipment, a non-medical helper or special travel arrangements.

If you want to apply for DSAs only, you should complete sections 2-5 of this form and return it to us. We will then send you another form that asks more specific questions about your disability / specific learning difficulty.

Alternatively, if you want to send us all the details in one go you should complete a full DSA1 form instead of this form. You can download a full DSA1 application form at [www.direct.gov.co.uk/studentfinance](http://www.direct.gov.co.uk/studentfinance).

## Evidence

Evidence of	Evidence item required
<b>Eligibility for Special Support Grant</b>	Specific evidence to show you fall into one of the categories listed as part the Special Support Grant notes at the top of this page.

## section 2 personal details

### Identity evidence details

**b** If your UK passport has **expired** you **must** send your original birth or adoption certificate together with a completed Birth/Adoption Certificate form.

### Previous loans

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

If you have any mortgage style loans please call 0845 073 8896 for advice.

If you have any Income Contingent Repayment (ICR) loans, please call 0845 073 8891 for advice.

### Contact details

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

### Evidence **e**

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

## section 3 residence

### Nationality

**a1** If you have provided your UK passport information or birth certificate as part of section 2, you do not need to send any further evidence of your UK nationality.

### Residence status

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

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

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

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

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

## Residence history

### b2 Date study begins between

1 August 2010 until 31 December 2010 inclusive

1 January 2011 until 31 March 2011 inclusive

1 April 2011 until 30 June 2011 inclusive

1 July 2011 until 31 July 2011 inclusive

### Date academic year begins

1 September 2010

1 January 2011

1 April 2011

1 July 2011

## Evidence

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 2, 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>

Question	Evidence of	Evidence item required
<b>a2</b>	<b>EU nationality</b>	<ul style="list-style-type: none"> <li>• Passport or national identity card.</li> </ul>
<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 and your university/college

### Course details

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

### Course type

- c** A full-time postgraduate initial teacher training (ITT) course is a course taken after a first degree has been attained (Postgraduate Certificate in Education (PGCE) and equivalent courses). These are courses of at least one academic year in length and completed in no more than two. Students starting a part-time undergraduate ITT course in academic year 2010/11 should apply for part-time student finance.

## Evidence

Question	Evidence of	Evidence item required
<b>c</b>	<b>Distance learning for a reason related to a disability</b>	<ul style="list-style-type: none"><li>• Evidence that clearly shows you are unable to attend university or college in person for a reason which relates to your disability.</li></ul>
<b>d</b>	<b>State-funded place on a dance and drama course</b>	<ul style="list-style-type: none"><li>• Official letter confirming your place on the course.</li></ul>



## section 5 previous study and other information

### Previous study

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

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

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

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

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

### Other information

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

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

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

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

### Evidence

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

## loan request section

### **National Insurance Number**

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

You will find your National Insurance Number on:

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

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

### **Maintenance Loan**

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

### **Tuition Fee Loan**

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

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

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

To apply for a Maintenance Loan or a Tuition Fee Loan, or to change the amount you originally requested, you can download a Maintenance Loan or Tuition Fee Loan Request form at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or contact us on **0845 300 50 90** to have one sent to you.

## section 7 dependent and independent students

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

### **b Irreconcilable estrangement**

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

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

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

### **In the legal care of a local authority**

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

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

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

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

## Evidence **e**

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

## section 8 student financial questions

### Unearned income

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

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

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

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

### Payments from an employer

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

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

## Dependent children

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

The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student or the student's husband, wife or partner, or the student's parents or step-parents. You can find out more information about how household information is calculated in the booklet 'Higher Education Student Finance – How you are assessed and paid'. Please do not include income from sources such as the Government Child Trust, State Child Benefit or minimal sums of money from other sources when entering a child dependant's income.

## Evidence **e**

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

## section 9 parents' learning allowance, adult dependants' grant and childcare grant

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

## Evidence **e**

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

## section 10 about your family

### Independent students

For the purpose of income assessment, if you are an independent student, only your partner, if you have one, counts.

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

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

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

### Dependent students

If you are a dependent student, the following family members count for the purpose of income assessment:

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

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

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

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

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

## Evidence

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

## Student Declaration

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

## Data Protection

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

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

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

We may share the information you have given us with other organisations including the Department for Business, Innovation and Skills, other Government bodies and with your 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 how your application will be processed and with whom your information will be shared and for what purpose, go to [www.direct.gov.uk/studentfinance-dataprotection](http://www.direct.gov.uk/studentfinance-dataprotection).

## Change of circumstances

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

The most common changes of circumstance would be if:

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

## Student Declaration

### Information about data sharing for bursary and scholarship purposes

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

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

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



## section 11 Part B - Data sharing and you

Any information that we receive about you is kept securely and held strictly under the provisions of the Data Protection Act.

If you fail to provide your National Insurance (NI) Number on the application form but it is shown on any evidence you provide us in support of an application, we may use this information and share it with the HM Revenue and Customs in order to obtain accurate financial information about you.

## section 11 Part C - Your financial information

Please give evidence for the tax year 2008-09. Normally, this is the year ending 5 April 2009, but may differ if your employer or business has a tax year which does not end in April.

For any income paid in a foreign currency, please state the equivalent in pounds sterling.

### **What if my income is less in tax year 2010-11 than it was in tax year 2008-09?**

If the total income for your household (before tax) for the tax year 2010-11 will be at least 15% less than it was in tax year 2008-09, still complete this section.

From April 2010, it may be possible for the financial assessment to be calculated using the expected total income for your household in the financial year 2010-11 - a 'current year income assessment'.

- If you are completing this form before April 2010, please give brief details of the expected reduction in income on a separate piece of paper and enclose it with this form. We will then contact you for further information when we can fully assess your household's financial circumstances.
- If you are completing this form after April 2010, you can download a 'Current Year Income Assessment' form from [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) and return it with this application or contact us on 0845 300 50 90 to have one sent to you.



Please note that a 'current year income assessment' cannot be carried out unless you also provide your financial details for the 2008-09 tax year.

## Part C - Your financial information

### Q3 Income from salary, wages, taxable state benefits, occupational pensions or private pensions

#### Benefits

Only include income received for the following benefits:

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

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Total salary or wages for the year:	£	£	P60 – Pay and income details box
Income from taxable state benefits:	£	£	P60 - Pay and income details box
Occupational/Private Pension:	£	£	P60 - Pay and income details box
Tips and other payments not on P60:	£	£	SA102 E1 Box 3
Directors salary or wages:	£	£	P60 - Pay and income details box
Total income received:	£	£	Write this total figure on the application.

#### Evidence

Please send any of the following:

- Month 12 Wageslip
- Original P60
- Original P60U
- Week 53 Wageslip

### Q4 Income from Self-employment

Income showing on your SA103 and/or SA200 documents

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Total taxable profits from this business (aggregated for multiple Self-employments):	£	£	SA103F Box 72 + Box 74 SA103L Box 51 minus Box 52 SA103S Box 27 + Box 29
Profit (Self-employment):	£	£	SA200 Box 3.10
Business start up allowance:	£	£	SA200 Box 3.6
Total Self-employment income from SA103 and SA200:	£	£	Write this total figure on the application.

#### Evidence

Please send your Self Assessed Tax Return

## Part C - Your financial information

### Income from Self-employment

Income stated on SA104 document

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Share of total taxed and untaxed income other than that taxable at 10% and 20%:	£ <input type="text"/>	£ <input type="text"/>	SA104F Box 14 + Box 17 + Box 66 + Box 73 minus box 74
Your share of total taxable profit from partnerships:	£ <input type="text"/>	£ <input type="text"/>	SA104S Box 14 + 17
Total Self-employment income from your SA104 document:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send your Self Assessed Tax Return

### Q5 Income from a State Retirement Pension

Non-lump sum

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
State Retirement Pension (non-lump sum):	£ <input type="text"/> Write this total figure on the application.	£ <input type="text"/> Write this total figure on the application.	SA100 TR3 Box 7 or SA200 Box 4.1

#### Evidence

Please send any of the following:

- Original BR735
- Pension Book
- Self Assessed Tax Return
- Confirmation from the Department of Work and Pensions (DWP)
- Confirmation from the Benefits Agency

## Part C - Your financial information

### Income from a State Retirement Pension

Lump sum

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
State Retirement Pension (lump sum):	£ <input type="text"/> Write this total figure on the application.	£ <input type="text"/> Write this total figure on the application.	SA100 Box 8

#### Evidence

Please send any of the following:

- Original BR735
- Pension Book
- Self Assessed Tax Return
- Confirmation from the Department of Work and Pensions (DWP)
- Confirmation from the Benefits Agency

### Q6 Minister of religion

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Total taxable income minus expenses not included in your P60 or P11D:	£ <input type="text"/> Write this total figure on the application.	£ <input type="text"/> Write this total figure on the application.	SA102M Box 4 + Box 8 + Box 10 minus (Box 26 + Box 35)

#### Evidence

Please send your Self Assessed Tax Return

## Part C - Your financial information

### Q7 Income from savings and investments

Total income showing on your SA100 and SA200 documents or on your bank statements/letters if you were not Self Assessed (SA).

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Dividends from UK companies:	£ <input type="text"/>	£ <input type="text"/>	SA100 TR3 Box 3 (Grossed Up)
Dividends from unit trusts and open ended investment companies:	£ <input type="text"/>	£ <input type="text"/>	SA100 TR3 Box 4 (Grossed Up)
Foreign dividends (up to £300):	£ <input type="text"/>	£ <input type="text"/>	SA100 TR3 Box 5
UK bank, building society, unit trust etc. interest/amount which has been taxed already (grossed up) + untaxed UK interest (amounts that have not been taxed at all):	£ <input type="text"/>	£ <input type="text"/>	SA100 TR3 box 1 (grossed up) + SA100 TR3 Box 2 or SA200 box 5.1 (grossed) + SA200 box 5.2
UK interest, dividends and other investment income – company dividends (excluding tax credit):	£ <input type="text"/>	£ <input type="text"/>	SA200 Box 5.3
Total savings and investment income showing on your SA100 and SA200 documents:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence **e**

Please send any of the following:

- Self Assessed Tax Return
- Copies of Dividend Statements
- Statements
- Half Yearly Certificates

## Part C - Your financial information

### Income from savings and investments

Total income showing on your SA101 document

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Stock dividends:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai1 Box 12 (Grossed Up)
Non-qualifying distributions and close company loans written off or released:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai1 Box 13
Interest from gilt edged and other UK securities – gross amount before tax:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai1 Box 3
UK life insurance policy etc. gains on where no tax was treated as paid:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai1 Box 6
UK life insurance policy etc. gains from voided ISA's:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai1 Box 8
Life insurance gains - UK life Insurance policy etc. gains on which tax was treated as paid:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai1 box 4
Share schemes - taxable amount:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai2 Box 1
Total savings and investment income showing on your SA101 document:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send any of the following:

- Self Assessed Tax Return
- Copies of Dividend Statements
- Statements
- Half Yearly Certificates

## Part C - Your financial information

### Income from savings and investments

Total income showing on your SA104 document

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Total untaxed savings income taxable at 20%:	£ <input type="text"/>	£ <input type="text"/>	SA104F Box 33
Taxed Income taxable at 10%:	£ <input type="text"/>	£ <input type="text"/>	SA104F Box 69
Taxed Income taxable at 20%:	£ <input type="text"/>	£ <input type="text"/>	SA104F Box 72
Taxed Interest:	£ <input type="text"/>	£ <input type="text"/>	SA104S Box 26
Total savings and investment income showing on your SA104 document:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send any of the following:

- Self Assessed Tax Return
- Copies of Dividend Statements
- Statements
- Half Yearly Certificates

### Income from savings and investments

Total income showing on your SA106 document

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Foreign investment income:	£ <input type="text"/>	£ <input type="text"/>	SA106 F3 Box 4
Dividend income (foreign) other:	£ <input type="text"/>	£ <input type="text"/>	SA106 F3 Box 11
Dividends from foreign companies:	£ <input type="text"/>	£ <input type="text"/>	SA106 F3 Box 6 (grossed up)
Total savings and investment income showing on your SA106 document:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send any of the following:

- Self Assessed Tax Return
- Copies of Dividend Statements
- Statements
- Half Yearly Certificates

## Part C - Your financial information

### Q8 Income from taxable benefits in kind

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Total cash equivalent of fuel for all cars/ vans made available:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 10 (Section F & G)
Private medical treatment or insurance:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 11
Vouchers and credit cards:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 12 (Section C)
Mileage allowance and passenger payments:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 12 (Section E)
Assets transferred or placed at employees disposal (cars, property, goods or other assets):	£ <input type="text"/>	£ <input type="text"/>	P11D Box 13 (Section A)
Assets placed at employees disposal:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 13 (Section L)
Living accommodation:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 14 (Section D)
Payments made on behalf of employee:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 15 (Section B)
Cash equivalent of loans after deducting any interest paid by the borrower:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 15 (Section H)
Qualifying relocation expenses payments and benefits:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 15 (Section J)
Services supplied:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 15 (Section K)
Other items (including subscriptions and professional fees):	£ <input type="text"/>	£ <input type="text"/>	P11D Box 15 (Section M)
Expenses payments made to, or on behalf of, the employee:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 16 (Section N)
Total cash equivalent of all cars/vans made available:	£ <input type="text"/>	£ <input type="text"/>	P11D Box 9 (Section F & G)
Total income from benefits in kind:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send any of the following:

- P11D
- P9D
- Self Assessed Tax Return



## Part C - Your financial information

### Q9 Income from other taxable income and lump sums

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Other taxable income before expenses and tax taken off (casual earnings, freelance income, business receipts where your business has ceased):	£ <input type="text"/>	£ <input type="text"/>	SA101 TR3 Box 15
Foreign earnings not taxable in the UK:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai2 Box 12
Taxable lump sums, excluding redundancy and compensation for loss of job:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai2 Box 3
Lump sums or benefits received from an employer financed retirements benefit scheme:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai2 Box 4
Redundancy and other lump sums and compensation payments:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai2 Box 5
Other income (short return):	£ <input type="text"/>	£ <input type="text"/>	SA200 Box 7.1
<b>Total income from other taxable income and lump sums:</b>	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send your Self Assessed Tax Return

### Q10 Income from property lettings

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Income from foreign property or land:	£ <input type="text"/>	£ <input type="text"/>	SA106 Box 25
Income from UK property:	£ <input type="text"/>	£ <input type="text"/>	SA200 Box 6.3 or SA105 Box 36
<b>Total income from property lettings:</b>	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send any of the following:

- Self Assessed Tax Return
- Copy of Rent Book

## Part C - Your financial information

### Q11 Income from UK trusts

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Discretionary income payment from a trust (grossed up):	£ <input type="text"/>	£ <input type="text"/>	SA107 Box 1 (grossed up)
Total payments from settlor-interested trusts:	£ <input type="text"/>	£ <input type="text"/>	SA107 Box 2
Foreign estate income:	£ <input type="text"/>	£ <input type="text"/>	SA107 Box 22
Non-discretionary income entitlement From a trust - net amount taxed at basic rate (grossed up):	£ <input type="text"/>	£ <input type="text"/>	SA107 Box 3 (grossed up)
Non-discretionary income entitlement from a trust - net amount taxed at savings rate (grossed up):	£ <input type="text"/>	£ <input type="text"/>	SA107 Box 4 (grossed up)
Non-discretionary income entitlement from a trust - net amount taxed at dividend rate (grossed up):	£ <input type="text"/>	£ <input type="text"/>	SA107 Box 5 (grossed up)
Income chargeable on settlors:	£ <input type="text"/>	£ <input type="text"/>	SA107 Boxes 13 - 14
Income from UK estates grossed up:	£ <input type="text"/>	£ <input type="text"/>	SA107 Boxes 16 - 21 (grossed up)
Income chargeable on settlors:	£ <input type="text"/>	£ <input type="text"/>	SA107 Boxes 7 - 12 (grossed up)
Total income from UK trusts:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send your Self Assessed Tax Return

## Part C - Your financial information

### Q12 Foreign income

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
All other overseas income received by an overseas trust, company or other person abroad:	£ <input type="text"/>	£ <input type="text"/>	SA106 F3 Box 13
Overseas Pensions etc:	£ <input type="text"/>	£ <input type="text"/>	SA106 F3 Box 9
Gains on disposals of holdings offshore funds and discretionary income from non resident trusts:	£ <input type="text"/>	£ <input type="text"/>	SA106 F6 Box 41
Benefit received from an overseas trust, company or other person:	£ <input type="text"/>	£ <input type="text"/>	SA106 F6 Box 42
Gains on foreign life policies (amount of gain):	£ <input type="text"/>	£ <input type="text"/>	SA106 F6 Box 43
Total foreign income:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send your Self Assessed Tax Return

## Part C - Your financial information

### Q13 Income from an Overseas Pension

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Total amount of unauthorised payment from a pension scheme, subject to surcharge:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai4 Box 10
Taxable short service refund of contribution (overseas pension schemes only):	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai4 Box 12
Taxable lump sum death benefit payment (overseas pensions only):	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai4 Box 13
Value of pension benefits in excess of your available lifetime allowance, taken by you as a lump sum:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai4 Box 5
Amount of unauthorised payment from a pension scheme, not subject to surcharge:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai4 Box 9
Total income from an Overseas Pension:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send your Self Assessed Tax Return

### Q14 Other overseas income and gains

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Amount of omissions (exemptions under transfer of foreign assets):	£ <input type="text"/> Write this total figure on the application.	£ <input type="text"/> Write this total figure on the application.	SA106 F6 Box 46

#### Evidence


Please send your Self Assessed Tax Return

## Part C - Your financial information


### Obligations

#### Q15 Private pension contributions

Do not include any payments you made towards a retirement pension provided by your employer.

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Evidence 
Private pension contributions:	£ <input type="text"/> Write this total figure on the application.	£ <input type="text"/> Write this total figure on the application.	Please send any of the following: <ul style="list-style-type: none"><li>• Confirmation from Department of Work and Pensions of amount of pension paid</li><li>• Self Assessed Tax Return</li><li>• Tax Calculations</li><li>• Original P60</li></ul>

#### Q16 Additional Voluntary Contributions (AVCs)

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Evidence 
Additional Voluntary Contributions (AVCs):	£ <input type="text"/> Write this total figure on the application.	£ <input type="text"/> Write this total figure on the application.	Please send any of the following: <ul style="list-style-type: none"><li>• Confirmation from Department of Work and Pensions of amount of pension paid</li><li>• Self Assessed Tax Return</li><li>• Tax Calculations</li><li>• Original P60</li></ul>

## Part C - Your financial information

### Q17 Allowable expenses on which you claimed tax relief

Income Type	Person 1 Amount (£)	Person 2 Amount (£)	Where to find amount
Total amount of allowable expenses:	£ <input type="text"/>	£ <input type="text"/>	SA100 TR3 Box 16
Seafarers earnings deduction:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai2 Box 11 (Deductions)
Foreign tax for which tax credit relief not claimed:	£ <input type="text"/>	£ <input type="text"/>	SA101 Ai2 Box 13 (Deductions)
Business travel and subsistence expenses:	£ <input type="text"/>	£ <input type="text"/>	SA102 E1 Box 17
Fixed deductions for expenses:	£ <input type="text"/>	£ <input type="text"/>	SA102 E1 Box 18
Professional fee's and subscriptions:	£ <input type="text"/>	£ <input type="text"/>	SA102 E1 Box 19
Other expenses and capital allowances:	£ <input type="text"/>	£ <input type="text"/>	SA102 E1 Box 20
Allowable expenses:	£ <input type="text"/>	£ <input type="text"/>	SA200 Box 2.5
Total amount of allowable expenses:	£ <input type="text"/>	£ <input type="text"/>	Write this total figure on the application.

#### Evidence

Please send any of the following:

- Coding Notice (P2)
- Self Assessed Tax Return

## section 11 Part D - Your dependants

### Academic Year

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

<b>Student's study begins between:</b>	<b>Academic Year</b>
1 August 2010 and 31 December 2010 inclusive	1 September 2010 to 31 August 2011
1 January 2011 and 31 March 2011 inclusive	1 January 2011 to 31 December 2011
1 April 2011 and 30 June 2011 inclusive	1 April 2011 to 31 March 2012
1 July 2011 and 31 July 2011 inclusive	1 July 2011 to 30 June 2012

**Q1** The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student, the student's husband, wife or partner or the student's parents or step-parents. You can find out more information about how household information is calculated in the booklet 'Higher education student finance – How you are assessed and paid'.

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

## Declaration for parents and partners

If any person(s) named in section 11 cannot sign the form it must be signed on their behalf by their Power of Attorney. The Power of Attorney letter must be sent with the application before a signature from that Power of Attorney will be accepted

### Data Protection Act

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

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

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

We may share the information you have given us with other organisations including the Department for Business, Innovation and Skills, other Government bodies and with your 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 how your application will be processed and with whom your information will be shared and for what purpose, go to [www.direct.gov.uk/studentfinance-dataprotection](http://www.direct.gov.uk/studentfinance-dataprotection)

### Changes of circumstance

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

The most common changes of circumstance would be if:

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

### Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - "bursary administration purposes") they will ask the Secretary of State or Student Loans Company for access to information you provide in connection with any application for student finance for academic year 10/11 (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(s) you are supporting may be entitled will be delayed.