

# Application for Student Finance 2008/09

Form

# EU8N

Your surname/family name:

Your first name(s):

**If you have been resident in the UK at any time since birth, please contact the EU Customer Services Team on 0141 243 3570 before completing this form.**

You should complete this form if you are starting one of the following courses:

- A full-time or sandwich course of Higher Education
- A full-time Initial Teacher Training (ITT) course
- A part-time ITT course
- A flexible ITT course that lasts at least one year

Do not complete this form if you normally live in England, Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man. You should contact whichever of the following organisations is relevant:

- Your Local Education Authority (LEA) in England
- Your Local Authority (LA) in Wales
- The Student Awards Agency for Scotland (SAAS)
- Your Education and Library Board (ELB) in Northern Ireland
- The Education Department of Guernsey, Jersey or the Isle of Man

Do not complete this form if you are studying on a distance learning course for a reason which is not related to a disability. If this is the case you should instead complete a EUPTG1 form to apply for student finance. The EUPTG1 form will be available from August 2008.

Do not complete this form if you are, or will be attending a part-time Higher Education course other than for Initial Teacher Training. In some circumstances, you may qualify for help if you are taking a part-time course. For more information you should contact the EU Customer Services Team on 0141 243 3570.

**This form should be completed in conjunction with the Support Notes at the back of this form. The notes will give you extra information to help you complete the form correctly so that there are no delays with processing your application due to incorrect answers, missing information or lack of evidence.**

Office use only

DAY MONTH YEAR

Date form received

Date student's docs returned

DAY MONTH YEAR

## Deadlines

This form should be returned within 9 months of the start of the academic year, or you may lose your right to apply for student finance.



## Academic Year

Academic years begin in the autumn, winter, spring and summer, and last for 12 months. The first day of the academic year is not necessarily the day on which you begin that year of your course. It is decided by the period during which your year begins. The academic year starts on:

- 1 September, if your study begins between 1 August and 31 December inclusive;
- 1 January, if your study begins between 1 January and 31 March inclusive;
- 1 April, if your study begins between 1 April and 30 June inclusive; or
- 1 July, otherwise.

For example, if you start your year of study on 4 October 2008, your academic year runs from 1 September 2008 until 31 August 2009.

# Instructions

- Complete this form in black ink and use BLOCK CAPITALS.
- Please answer all the questions applicable to you. If a question does not apply to you, write "N/A" (not applicable) or "None". If you do not, we may return this form to you as it will appear incomplete. This may delay your application for student finance.
- Please refer to the Support Notes located on page 17 each time you see this icon. 
- Whenever you see this icon you must provide evidence to support your application.  Further information about the evidence required can be found in the Support Notes and will also be marked with this icon. Documentary evidence acceptable for individual countries can be located on our website at [www.direct.gov.uk/studentfinance-EU](http://www.direct.gov.uk/studentfinance-EU).
- When supplying us with documentary evidence you can send in original documents or a certified copy.  
**A certified copy is a photocopy of an original document which must have been stamped and signed as being a true copy of the original by an official: a minister of religion, doctor, lawyer, civil servant, teacher/lecturer, police officer. The person certifying the copy must NOT be a relative and must provide their name, job title, address and contact telephone number.**
- Return this form to the EU Customer Services Team, PO Box 89, Darlington, County Durham, England, United Kingdom, DL1 9AZ.



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

## finance available

Please answer the questions in this section before completing the rest of the form as this will help you decide which types of student finance you are eligible for, which you wish to apply for and therefore, which sections of the forms to complete.

### Tuition Fee Loan **REPAYABLE**

You can apply for a loan to help with the cost of the tuition fees that your university or college is charging you, up to a maximum that depends on your circumstances.

Do you wish to apply for a loan that will only be used to help pay towards the cost of your tuition fees? Yes  No

### Grant for Tuition Fees **NON-REPAYABLE**

If you started your course in academic year 2005/06 or before, or you were a gap year entrant in academic year 2006/07 and this is your first application for student finance you may be eligible to receive an income assessed Grant for Tuition Fees.

If you wish to be considered for this grant please tick here. Tick

You will be sent a further form to complete.

### Bursaries and Scholarships **NON-REPAYABLE**

These are financial awards made by some universities and colleges to provide additional assistance to their students. The amount offered would be at their discretion. If you are eligible for a bursary or scholarship from your university or college you will be assessed for this automatically. You will be sent a further form to complete.

Please tell us where you will be studying in academic year 2008/09.

England  Wales  Northern Ireland

If you choose to apply for a Tuition Fee Loan for academic year 2008/09, the Regulations regarding repayment of this loan are different for each country.

If you have ticked that you will be studying at a university or college in Wales and your university or college is charging flexible tuition fees, you may be eligible for further tuition fee support in the form of the Welsh Tuition Fee Grant below.

### Welsh Tuition Fee Grant **NON-REPAYABLE**

This grant is to help with flexible tuition fee costs. You will only be eligible for this grant if you are studying at a university or college in Wales that is charging flexible tuition fees.

You could receive a Welsh Tuition Fee Grant of up to a maximum of £1,890 depending on how much your university or college is charging you for tuition fees above £1,255.

You will automatically be considered for this grant once you have completed this form.

## Sections you now need to complete

- You must ensure the declaration on page 16 is signed and dated.
- If you are applying for a **Tuition Fee Loan** complete **sections 2-5**, the Loan Request Form on pages 13 and 14 and the **declaration on page 16**.
- If you will be studying in Wales and only wish to be considered for the **Welsh Tuition Fee Grant** you should complete **sections 2-5 and the declaration on page 16**.
- If your university or college is offering **bursaries or scholarships** to it's students, you should complete **sections 2-5 and the declaration on page 16**.



residence

a1 Are you an EU national?  e  n Yes  No  if Yes go to b1

a2 Are you a family member of an EU National?  e Yes  No

If "Yes" please give details below of your relationship with that family member.

[Empty text box for details of relationship]

b1 Give details of your residence for the **three years** before the start of the first academic year of your course.  n

Full address including country

Why were you there?

[Empty text box for full address]

From DAY MONTH YEAR To DAY MONTH YEAR

[Empty text box for why there]

[Empty text box for full address]

From DAY MONTH YEAR To DAY MONTH YEAR

[Empty text box for why there]

[Empty text box for full address]

From DAY MONTH YEAR To DAY MONTH YEAR

[Empty text box for why there]

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

**b2** At any time since 1 September 2005 has either of your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland?  e  n Yes  No

If "Yes" please give details below.

Full address including country

Why did they live there?

From DAY MONTH YEAR

To DAY MONTH YEAR


From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

## about your course, and your college or university

**a1** Give the name and address of the university or college you hope to go to. If the course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university (for example, Hatfield College, University of Durham). 

Postcode

**a2** If the course is a franchised course run at a different establishment from the university or college providing the course, give the full address of that university or college.

Postcode

**a3** Give the name of the course you will be, or expect to be, studying in 2008/09. Give the course subject (for example, Information Systems). If you are following a combined studies or modular course, list all the subjects.

**a4** Which qualification would you gain at the end of your first choice of course (for example, BSc Physics)?

**a5 Universities and Colleges Admission Service (UCAS) details**

University or college code  
(see UCAS Directory or [www.ucas.com](http://www.ucas.com)).

Course code.

Campus code (if applicable).

section  
**4**  
continued

about your course, and your college or university

**b** Give the full tuition fee amount that your university or college is charging for the course you will be studying in academic year 2008/09.  £

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

**c** Date on which you will start, or started, the first year of your course. MONTH  YEAR   
When will you finish the last year of your course? MONTH  YEAR   
How many years does this course last for?

**d** Which year of the course are you studying in the academic year 2008/09?  
Foundation year  First year  Second year  Third year   
Fourth year  Other (give details)

**e** Which of the following is your course (tick one box only)?

Full time  Full-time foundation degree  Full-time distance learning  Full-time involving a placement (sandwich course)   
Flexible postgraduate Initial Teacher Training (ITT)  Part-time ITT  Full-time postgraduate (ITT)   
If you ticked part-time ITT or flexible postgraduate ITT, give the number of weeks you will be studying full-time, and the number of weeks you will be on full-time teaching practice in the academic year 2008/09.   
Full-time study  (weeks) Full-time teaching practice  (weeks)

**f** Where will you spend most of your time studying during each term in the academic year 2008/09? Do not count periods of teaching practice as a placement, so if you are studying an ITT course, tick "University or college".

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 h1

about your course, and your  
college or university


**g** Will your placement be based abroad or in the UK?    Abroad     UK     Don't know

If you know where your placement will be, give the name, address and postcode of your placement.

    Postcode    

**h1** Have you been accepted onto the ERASMUS exchange scheme for a placement abroad?    Yes     No

**h2** If "Yes", how long is this placement for?    Full year     Part year


**i** Have you been awarded a state-funded place on a dance and drama course at a privately-funded institution?     Yes     No

section

# 5

## previous loans or financial support and other information

**a** Have you ever had any other loans from the Student Loans Company (SLC)? **Yes**  **No**  **if No go to c1**

If "Yes", are you behind with the repayments?  **Yes**  **No**

**b** Did you receive a loan from the Student Loans Company (SLC) when you were under 18? **Yes**  **No**

If "Yes", have you signed credit agreements for all of them?  **Yes**  **No**

**c1** Have you attended any full-time, ITT or sandwich courses of higher education since you left school? **Yes**  **No**

**c2** Have you been awarded an honours degree from a UK university? **Yes**  **No**

If you answered "Yes" to either c1 or c2, please give course details below. Do not list A-Level/AS-Level examinations or equivalent.

Otherwise **go to d**

Title of course

(for example,

BA History or

BA Honours History)

Name of university  
or college

Date you  
started

Date you  
left

Did you finish  
this course?

MONTH YEAR MONTH YEAR





**Yes**  **No**





**Yes**  **No**







**Yes**  **No**





**Yes**  **No**

If you did not finish any course listed above, why was this?  

## previous loans or financial support and other information

**d** Have you applied for financial support for Higher Education before (for example, a grant or loan, tuition fees or bursary including support for fees) from a local authority or any other organisation in the UK (for example, Department of Health or the Department of Health, Social Services and Public Safety)?

If you applied for support and did not receive it, still tick "Yes".

Yes  No

if No go to e

If "Yes", give details below.

Name of the local authority or organisation you applied to

What type of support did you receive?

Period the support covered from

MONTH	YEAR	to	MONTH	YEAR
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

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

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


If any of the periods of support you have given above involved a period of suspended study where you did not receive any support, for example, if you received support from 2001 to 2005 but between 2003 and 2004 you did not receive support because you suspended study that year, please give the suspension date periods below and give the reasons why you suspended study.

**e** Have you applied, or will you be applying, for any bursary or award for the academic year 2008/09 from the National Health Service (NHS), Department of Health (DoH) or the Department of Health, Social Services and Public Safety (DHSSPS) excluding the social work bursary?

If you applied for support and did not receive it, still tick "Yes".

Yes  No

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

Income assessed

Non-income assessed


**If you wish to apply for a Tuition Fee Loan please complete the Tuition Fee Loan Request Form overleaf.**

**Note: All applicants must sign the declaration on page 16.**



# EU Tuition Fee Loan Request Form

Remember you must complete the following Loan Request Form if you want to apply for a Tuition Fee Loan.

ART ID (if you have one)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Academic year	<input type="text" value="2008/09"/>
Forename(s)	<input type="text"/>	Surname(s)	<input type="text"/>
National Insurance Number (if you have one)		<input type="text"/>	

## Tuition Fee Loan

Amount of Tuition Fee Loan you would like to borrow

tick maximum  or specify

## Contact details

Please give the names and addresses of two contacts. The contacts you give **must live at different addresses** and one of them **must be** a relative, partner, guardian or next of kin.

These people 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 contact details.

Forename(s):	Forename(s):
Surname(s):	Surname(s):
Relationship to you:	Relationship to you:
Address:	Address:
<input type="text"/>	<input type="text"/>
Postcode:	Postcode:
Country:	Country:
Phone number:	Phone number:

 **You MUST now read and sign the following declaration.**

## Declaration by the student requesting a loan

**Note: Where your place of study is in England the term "the lender" means the Secretary of State for Innovation, Universities and Skills; where your place of study is in Wales the term "the lender" means the Welsh Ministers; where your place of study is in Northern Ireland the term "the lender" means the Department for Employment and Learning.**

**If you have applied for a course of study in England the following declarations apply to you:**

**I declare that:**

a I acknowledge and agree that any loan(s) made to me by 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.

- b 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.
- c 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 a.
- d 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 a.



## You MUST now read and sign the following declaration.

e 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 a 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.

### If you have applied for a course of study in Wales the following declarations apply to you:

#### I declare that:

f I acknowledge and agree that any loan(s) made to me by the lender (which includes any persons exercising functions on behalf of the Welsh Ministers 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.

g 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.

h 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 f.

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 f.

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 f 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.

### If you have applied for a course of study in Northern Ireland the following declarations apply to you:

#### I declare that:

k I acknowledge and agree that any loan(s) made to me by the Department for Employment and Learning, "the lender" (which includes any person exercising functions on behalf of the Department for Employment and Learning pursuant to Article 4 (3) of the Education (Student Support) (Northern Ireland) Order 1998 as amended from time to time or successor legislation, "the Order") will be on the terms set out in the Loan Request Form including these declarations and in Regulations which are made under Article 3 of the Order as amended from time to time.

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 Education (Student Support) (NI) Order 1998 and the Regulations made under that Order, as amended from time to time or successor legislation and/or Regulations.

m 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 k.

n 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 k.

o 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 k 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.

### The following paragraphs apply to ALL students:

#### I declare that:

p The particulars I have given in this form are correct.

q I have read and understood the booklet "Student Loans: A guide to terms and conditions for EU students".

r I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.

s I agree that any loan(s) made to me as a consequence of the acceptance of my application is/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.

t 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.

u 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.

v 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 course of study as stated in this form EU7N.

w I irrevocably agree that the courts of the part of the United Kingdom in which my place of study is situated 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.

x I understand that the lender 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.

y If I have broken the terms of this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Your signature



Date

DAY

MONTH

YEAR

## Data Protection Act 1998

The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these. The Department for Innovation, Universities and Skills (DIUS), if your place of study is in England, the Welsh Ministers, if your place of study is in Wales or the Department for Employment and Learning (DEL), if your place of study is in Northern Ireland, is a joint Data Controller for your information.


We may give your information to other organisations including your Local Education Authority (LEA) and DIUS (if your place of study is in England), your Local Authority (LA) and the Welsh Ministers (if your place of study is in Wales) or your Education and Library Board (ELB) and DEL (if your place of study is in Northern Ireland), as well as 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 with whom we share your information and for what purpose, go to [www.direct.gov.uk/studentfinance-euforms](http://www.direct.gov.uk/studentfinance-euforms).

# Declaration

Your 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 given on this form is true and complete and I understand that if I have given the Student Loans Company false information, or have not given them complete information, I might be refused financial support, or I may be prosecuted and my financial support withdrawn.
- I agree to give the Student Loans Company any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell the Student Loans Company about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- I agree that in the event of receiving an overpayment of financial support, I may have to repay any of this overpayment in full.

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

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

Your full name:   
(in BLOCK CAPITALS)

Your signature:  Date 

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Section 1 finance available

### Tuition Fee Loan REPAYABLE NON-INCOME ASSESSED

You may not be eligible for a Tuition Fee Loan if you already hold a UK honours degree.

If you are undertaking a course at a university or college in England, Wales or Northern Ireland that is charging variable or flexible tuition fees up to a maximum of £3,145, you will be able to take out a Tuition Fee Loan to cover some or all of these fees (depending on how much you are charged and how much you wish to borrow).

If you are undertaking a course at a university or college in England, Wales or Northern Ireland that is not charging variable or flexible tuition fees then the tuition fee chargeable could be any amount up to a maximum of £1,255. You can apply for a Tuition Fee Loan to cover this cost.

If you are undertaking a course at a private university or college then you may be charged more than £3,145 for tuition fees. You can still apply for a Tuition Fee Loan up to the maximum of £3,145 if your course is one that qualifies for tuition fee support.

The Tuition Fee Loan borrowed will be paid directly to the relevant university or college once your attendance is confirmed.

### Welsh Tuition Fee Grant NON-REPAYABLE NON-INCOME ASSESSED

This grant will help fund the difference between the £1,255 and the £3,145 that your university or college in Wales may charge you if they charge flexible fees. You will be liable to pay the first £1,255 of any course fee charged by your university or college but you can fund this by means of a repayable Tuition Fee Loan. Please see the note on Tuition Fee Loan for further information.

The Tuition Fee Grant will be paid directly to your university or college.

If you normally live in Wales and study at university or college in Wales that is not charging flexible fees you will not be eligible to receive the Tuition Fee Grant. You will be liable to pay the full course fee charged up to £1,255. You may choose to fund the amount charged by applying for the repayable Tuition Fee Loan. Please see the note on Tuition Fee Loan for further information.

If you are still having difficulty choosing which types of financial support you wish to apply for, please refer to the following sources for further information:

- **A guide to financial support for higher education students in 2008/2009**
- **Student Loans: A guide to terms and conditions**

All of these booklets as well as all of the application forms are available online at [www.direct.gov.uk/studentfinance-EU](http://www.direct.gov.uk/studentfinance-EU)


All forms and booklets are also available in alternative formats such as Braille, large print or audio. If you require copies of any forms or booklets in one of these alternative formats please contact our EU Customer Services Team on 0141 243 3570.


## Section 2 personal details

- a** Your ART ID is your customer identifier in the student finance system. It is an eleven-digit number. You will have received an ART ID if you have received a student loan or other student finance from a local authority or from the Student Loans Company (SLC) before. You may also have an ART ID if you have provided financial information for another student's application before. If you have never dealt with Student Finance Direct before, you will receive an ART ID shortly after you return this application form. If you do not have, or do not know, your ART ID, leave the box blank.

If your name has changed from the name that appears on your birth certificate or passport then please send the relevant evidence confirming this and give details of any previous names you have had on a separate piece of paper and enclose it with this form.


- b** If you provide a correspondence address then all correspondence we issue will be sent to that address from the date you move (or moved) there. You can update your correspondence address or your home address at any time by contacting the EU Customer Services Team on 0141 243 3570.
- c** You are "living with a partner" if you are sharing a home with your partner but you are not married or in a civil partnership. It does not matter whether you are of the same sex or of opposite sex.

 If you are divorced or separated, or if you have been in a civil partnership which has been dissolved, you should send a copy of the decree absolute, dissolution order, or a letter from your solicitor confirming your status. Any original documents will be returned to you.


 If you will be under 25 at the start of the academic year, and you are married or in a civil partnership, please send your original marriage certificate or civil partnership documentation with the application. Your document will be returned to you.

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

## Section 3 residence

- a1**  If you answer "yes" to this question, you must send your valid national identity card (if this is proof of your EU nationality). If you are not in possession of a national identity card then we will also accept a passport or, if you are a British or Irish national, your birth certificate. We can accept original documents or **a certified copy** of the original document.

**A certified copy** is a photocopy of an original document which must have been stamped and signed as being a true copy of the original by an official: a minister of religion, doctor, lawyer, civil servant, teacher/lecturer, police officer. The person certifying the copy must provide their name, job title, address and contact telephone number.

- a2**  If you answer "yes" to this question, you must provide evidence to confirm your family member is an EU national and your relationship to them by sending their national identity card, passport or birth certificate (if this shows proof of their EU nationality and your relationship to them).

## Section 3 residence

**b1** Please complete this question in full including addresses, dates and the reason(s) you were living there.

See page 2 of this form for a description of academic years.

**b2** Please complete this question in full and provide documentary evidence to confirm when and where your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland. You will need to send in their tax documents, proof of residence and copy of work contracts.



We will contact you if we require further information.

## Section 4 about your course, and your college or university

**a1** You should give details of your first choice. If you later accept a place on a different course or at a different university or college, you must notify us immediately. If you do not, it will delay your application.

**b** You should give the full tuition fee amount of your first choice. If you later accept a place on a different course or at a different university or college, you must notify us of the new tuition fee amount charged.

**e** **Full-time undergraduate course**

For these courses you will attend university or college on most days of the week and for most weeks of the year (apart from weekends and the usual holidays). You must attend the course for at least 24 weeks in the academic year, unless it is the last academic year of the course, in which case you must attend for at least eight weeks. The course must also last for at least one academic year. You will still be considered to be attending your course even if arrangements have been made by your university or college for you to take the course without having to attend.

**Full-time foundation degrees**

Foundation degrees are employment-related higher education qualifications designed to give you the skills needed at the relevant professional and higher technician level. They are designed to be flexible to suit different situations, and you can complete foundation degrees in two years if you study full-time.

**Full-time distance learning**

Distance learning is a programme of study that comprises video, printed and on-line materials that allows students to study at home with a tutor based elsewhere.

**Full-time course involving a placement (“sandwich” course)**

This kind of course includes full-time education at the university or college, plus periods of industrial or work placement.

**e** **Part-time ITT/Flexible postgraduate ITT course**

You will need to provide a letter from your university or college confirming the number of weeks you will be on full-time study and full-time teaching practice.

## Section 4 about your course, and your college or university

### Full-time postgraduate Initial Teacher Training (ITT) course

For these courses you must attend full-time, for either study or teaching practice, for an aggregate of at least six weeks in the year. If your periods of full-time study including teaching practice amount to less than six weeks you may only receive a reduced rate Tuition Fee Loan. You will still be considered to be attending your course even if arrangements have been made by your university or college for you to take the course without having to attend.

- i** Please send the official letter indicating that you have been offered a state-funded place on a dance and drama course at a privately funded institution.

## Section 5 previous loan or financial support and other information

- a** You will not normally be able to get any grants or another loan until you are up to date with your repayments on any previous loans you have had from Student Loans Company (SLC). If you have any mortgage style loan(s) (generally awarded to students who started courses before the 1998-1999 academic year) from SLC and you think that you may be behind on the repayments you should call 0870 242 3220 for advice.
- If you have any previous Income Contingent Repayment (ICR) loan(s), have remained in the UK and your earnings have reached the repayment threshold, repayments should have been collected through the PAYE system by your employer(s) or, if you are self employed, by HM Revenue & Customs. If you have been overseas for a period of 3 months or more and did not make arrangements to continue repayments you may have fallen behind with repayments. If you are unsure whether you are up to date with repayments, please call SLC on 0870 240 6298 for further clarification and advice.
- b** You will not normally be able to get any grants or another loan until you have signed all of the relevant documents. You should call SLC on 0845 026 2012 for advice.
- c2** If you did not finish your course due to compelling personal reasons (which does not include reasons of academic performance alone), you must give full details in this section and send the necessary documentary evidence to support the reasons you give.
- e** If you have applied, or will be applying, for a social work bursary from the National Health Service Business Services Authority (NHSBSA) or Social Services Inspectorate you should answer “no” to this question because this is a separate bursary to those offered by the NHS, DoH or DHSSPS.
- 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 01253 775290.

## Loan request form

If you have previously worked in the UK you may have a National Insurance Number. If you have a National Insurance Number it will allow us to match you with your tax records when you repay your loan after you have finished studying. You will find your National Insurance Number on:

- a National Insurance Number card;
- a payslip;
- an income tax document such as a P45 or P60; or
- a form from your local Jobcentre Plus, Jobcentre or Social Security Office.

If you have a National Insurance Number but cannot find it, you should contact HM Revenue & Customs (HMRC) National Insurance Registrations helpline on 0845 915 7006. If your situation is more complicated, you should visit a Jobcentre Plus for help.

If you do not have a National Insurance Number you should leave the National Insurance Number box blank.

### Tuition Fee Loan

This loan is ONLY for your course tuition fees and is paid directly to your university or college once they confirm your attendance on the course.

If you are studying at a university or college in England, Wales or Northern Ireland the amount you can borrow is based on the tuition fees your university or college is asking you to pay, up to a maximum of £3,145.

You can apply for 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 the academic year.

### Declarations

**If you have applied for a course of study in England** and you receive a Tuition Fee Loan, there is a legally binding contract between you and the Secretary of State. The Loan Request Form including the declarations are an integral part of your contract with the Secretary of State. Additional terms of the contract are to be found in Regulations made under section 22 of the Teaching and Higher Education Act 1998, as amended from time to time, or successor legislation.

**If you have applied for a course of study in Wales** and you receive a Tuition Fee Loan, there is a legally binding contract between you and the Welsh Ministers. The Loan Request Form including the declarations are an integral part of your contract with the Welsh Ministers. Additional terms of the contract are to be found in Regulations made under section 22 of the Teaching and Higher Education Act 1998, as amended from time to time, or successor legislation.

**If you have applied for a course of study in Northern Ireland** and you receive a Tuition Fee Loan, the legally binding contract is between you and the Department for Employment and Learning. The Loan Request Form including the declarations are an integral part of your contract with the Department for Employment and Learning. Additional terms of the contract are to be found in Regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, as amended from time to time, or successor legislation.

# Declaration

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

You must notify the Student Loans Company about any change in your circumstances, which may affect your entitlement to financial support. The most common change of circumstance for students would be if:

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

## Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - "bursary administration purposes") they will ask the Secretary of State and your Local Education Authority (if your place of study is in England), the Welsh Ministers and your Local Authority (if your place of study is in Wales) and the Department for Employment and Learning and your Education and Library Board (if your place of study is in Northern Ireland) and the 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.



# Checklist

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

- Fully answered all questions that apply to you. Tick
- Enclosed all the documents we have asked for as evidence where you have seen this icon next to a question.  Tick
- Signed and dated the relevant declaration(s). Tick

Within 8 weeks of returning your completed application form with all the relevant evidence, you will be sent a letter showing the amount of financial support you will receive.



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

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

EU Customer Services Team  
PO Box 89,  
Darlington,  
County Durham,  
England,  
United Kingdom,  
DL1 9AZ.