

# Tuition Fee Loan application notes

for new part-time students **2012/13**

## About these notes

These notes should be read along with your Tuition Fee Loan application form.

The notes are split into three parts:

- Part 1 - General information
- Part 2 - Notes on how to complete your application form
- Part 3 - Next steps in your student finance journey

## Part 1 - General information

### completing your form

#### Timescale for returning your form

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

#### Send your completed form to:

**Student Finance England**  
**P.O Box 210**  
**Darlington**  
**DL1 9HJ**

**Make sure you pay the correct postage.**

### find out more

#### Further questions?

- speak to your university or college
- read 'A guide to student finance for new part-time students in higher education 2012/13'
- visit **[www.slc.co.uk/england](http://www.slc.co.uk/england)**
- call us on **0845 300 5090**  
(textphone **0845 604 4434**)

### other information

#### Disabled Students' Allowances (DSAs)

If you have a disability, long-term health condition, mental-health condition or specific learning difficulty, such as dyslexia or dyspraxia, you may be able to get extra help called Disabled Students' Allowances (DSAs). DSAs can help with the extra costs you may have in relation to your course. This can include special equipment, a non-medical helper or special travel arrangements.

For more information see 'Bridging the gap: A guide to Disabled Students' Allowances (DSAs) in higher education'. Download a guide and form at **[www.slc.co.uk/england](http://www.slc.co.uk/england)** or call **0845 300 5090**.

Open University (OU) students should apply to OU for DSAs.

#### Braille/other formats

You can order forms and guides in Braille, large print or audio by emailing your name, address, customer reference number along with what form and format you require to: **[brailleandlargefonts@slc.co.uk](mailto:brailleandlargefonts@slc.co.uk)** or you can call us on **0141 243 3686**.

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.

# Part 2 - Notes on how to complete your application form

Complete all information. If any information is missing or unclear we may not be able to process your application and you won't receive any funding.

## 1 your personal details

### 1.1 Customer Reference Number



Your Customer Reference Number is your personal reference number and is 11 digits long. You'll have one of these if you've previously had a student loan or any other student finance from the Student Loans Company (SLC). You may also have one if you've given financial information for another student's application. If you don't have one, or don't know what your Customer Reference Number is, leave this blank.

### 1.2 Personal details



Evidence we need you to give:

- Change of name deed, if appropriate.
- Marriage/divorce certificate, if appropriate.
- Civil partnership/dissolution order, if appropriate.

### 1.3 National Insurance Number



If you don't provide your National Insurance Number, payment of your loan(s) will be withheld and you'll have to fund your own tuition fees until you have resolved this.

You'll find your National Insurance Number on any of the following:

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

If you've never been given a National Insurance Number, leave the National Insurance Number box blank. We'll contact you if you need to take any action to obtain a National Insurance Number.

### 1.4 Identity evidence

If you've given your valid UK passport details you don't have to send any other evidence to confirm your identity.



Evidence we need you to give if you don't have a UK passport or it has expired:

- Non-UK passport; or
- Original UK birth or adoption certificate **and** a completed Birth/Adoption Certificate form.

The Birth/Adoption Certificate form is available to download at [www.slc.co.uk/england](http://www.slc.co.uk/england) or by calling us on **0845 300 5090**.

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

## 2 previous support and qualification history

### 2.3 Undergraduate or postgraduate courses



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

- DipHE, Cert HE, HNC, HND and Foundation Degree, and similar courses from outside the UK.
- Integrated Masters Degrees.
- PgDip, MA, MSc, MBA or equivalents.

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

### 2.5.2 Previous applications for funding



Mention any course where you were eligible to apply for funding from Student Finance England, Student Finance Wales or Student Finance Northern Ireland even if:

- you didn't receive any funding, or
- you chose not to take the funding available.

## 3 residence

### 3.1 UK national



Evidence we need you to give:

- Original birth or adoption certificate **and** a completed Birth/Adoption Certificate form.

The Birth/Adoption Certificate form is available to download at [www.direct.gov/studentfinance](http://www.direct.gov/studentfinance) or by calling us on 0845 300 5090

## 3 residence - continued

### 3.2 EU national



You must send:

- Passport or national identity card

### 3.3 Child of a Swiss national



Send us:

- your parent's passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).

### 3.4 European Economic Area (EEA) national



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

For children of EEA workers the term 'child' means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA worker parent has died or left the UK and the child is staying on in the UK to finish their education.

### European Economic Area (EEA) or Swiss national



Send us:

- Passport or national identity card.

### Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK

Send one of the following:

- A P60 or a letter from employer if currently working.
- Audited accounts, tax returns or details of income if self-employed.
- A letter from employer confirming the intention to continue working whilst studying.
- P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.

### 3.4.1 Working during your studies



Send one of the following:

- A P60 or a letter from employer if currently working.
- Audited accounts, tax returns or details of income if self-employed.
- A letter from employer confirming the intention to continue working whilst studying.
- P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.

## 3 residence - continued

### 3.5 'settled status'



'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)

### 'settled status'



Send us your:

- UK passport or a letter from the Home Office which confirms immigration status.

### 3.6 'refugee status'



If you or your:

- husband, wife, civil partner
- parent(s), step-parent

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're claiming student finance as the child or step-child of a refugee, you'll 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're 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/they haven't been given an expiry date you should mark the expiry date box as N/A (not applicable).

### 'refugee status'



Send us:

- A Home Office letter and an immigration status document, normally a passport; or
- Evidence to confirm your relationship to the person who has been granted refugee status.

## 3 residence - continued

### 3.7 Humanitarian Protection



If you or your:

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

have been granted 'Humanitarian Protection' 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're claiming student finance as the child or step-child of a person granted Humanitarian Protection, 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're claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

#### Expiry date

If you/they haven't been given an expiry date you should mark the expiry date box as N/A (not applicable).

### Humanitarian Protection



Send us:

- A Home Office letter and an immigration status document, normally a passport; or
- Evidence to confirm your relationship to the person who has been granted Humanitarian Protection status.

### 3.8 Residence history



Academic years begin in the autumn, winter, spring and summer, and last for 12 months. Use this table to work out when your academic year begins.

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

## 4 about your university or college and course

### 4.6 Tuition Fee amount charged



If you aren't sure how much you're being charged for tuition fees, ask your university or college to confirm this.

## 5 your loan request

### 5.1 Loan payments



We'll pay your Tuition Fee Loan directly to your university or college in three instalments within the academic year. The first payment of the Tuition Fee Loan is made after we receive confirmation from your university or college that you're in attendance on your course.

### Loan liability



You'll be liable for your Tuition Fee Loan 2 weeks after the first day of term 1, and at the start of terms 2 and 3, not the dates the instalments are paid to your university or college.

Liability	% of Tuition Fee Loan that you'll be liable for
Term 1	25%
Term 2	25%
Term 3	50%

### Interest



Interest is added to your loan balance from the day the first loan payment is made to your university or college. You can find out more about this and the current interest rate at [www.studentloanrepayment.co.uk](http://www.studentloanrepayment.co.uk)

### Changing your loan amount



You can change the amount you originally requested by downloading a Tuition Fee Loan Request Form at [www.slc.co.uk/england](http://www.slc.co.uk/england)

## 6 declaration

### Power of Attorney



If you cannot sign the form it must be signed on your behalf by your Power of Attorney. To grant a person power of attorney, you need to fill in a legal form giving their name, the specific period for which they can act on your behalf, and the specific tasks that they can perform. The Power of Attorney letter must be sent with the application before a signature from that Power of Attorney will be accepted.

## 6 declaration - continued

### 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.slc.co.uk/england](http://www.slc.co.uk/england)

## Part 3 - Next steps in your student finance journey

1

**You** complete and return your application form to us, along with any evidence, as soon as possible. **Make sure you read, sign and date the declaration.**

**You're here**

2

**We** process your application. If any information is missing or incorrect we'll get in touch. When we have all the information we need, we'll send you a Student Finance Entitlement letter.

3

**You** show your Student Finance Entitlement letter to your university or college (if they ask to see it).

4

**We** pay your Tuition Fee Loan directly to your university or college after they tell us that you're attending your course.