

Tuition Fee Loan application form checklist

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

Before you send back your form, remember to:



Complete your passport details on page 2

If we can't check who you are, we can't give you a loan.

Tick



Tell us how much loan you want on page 10

You need to tell us how much you want to borrow. If you don't we can't give you a loan.

If you're not sure how much your university or college is charging you, check with them before you send back your form.

Tick



Sign the declaration on page 12

Once you've printed the form, sign the declaration. Without your signature, we can't give you a loan.

Tick

Return your completed form to:

Student Finance England
PO Box 210
Darlington
DL1 9HJ

Make sure to pay the correct postage or your form won't get to us.

Tuition Fee Loan application form

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

About this form

Who should complete this form?

Complete this form if you're living in England and are:

- a new part-time student starting a course on or after 1 September 2012
- a new Open University student applying for student finance on or after 1 September 2012

Find out more at www.slc.co.uk/england

Please read the accompanying notes

The 'Tuition Fee Loan application notes' give detailed guidance and will help you to complete this form.


What sections should you complete?

- All students should complete sections **1** to **5** and read, sign and date section **6** the **declaration**.
- Only students applying for a bursary should complete section **7**.


1 your personal details


1.1 Customer Reference Number

(if you have one)

Where you see this icon it means there are notes in the accompanying 'Tuition Fee Loan application notes' to help you. 

1.2 Personal details

If your name has changed from your birth certificate or passport then send us supporting evidence confirming the change. Give a note of any other previous names you've had on the additional notes pages at the back of the form. 

Where you see this icon it means we need you to give supporting evidence. You can find details in the accompanying notes. 

Complete these details as exactly stated on your birth certificate or passport.

Title

 Mr Mrs Miss Ms

Forename(s)

Surname

Sex

 Male Female

Date of birth

 - -

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

Nationality



SFE/PTL1pack/V12



1 your personal details - continued

1.3 National Insurance Number


 - -

1.4 Do you hold a valid UK passport?

You must give evidence of your identity. The easiest way to do this is by giving information from your passport.

UK Passport expired?

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to give other evidence as set out in the accompanying notes.

No - you'll have to give alternative evidence 

Yes - complete the following details from your passport

Date of issue

 - -

Date of expiry

 - -

Passport number

Forename

Surname

1.5 Contact details

Give your current home address.

Home address

Postcode

Term-time address

Postcode

Date you'll move to your term-time address

 - -

Home phone number

Mobile phone number

Email address

2 previous support and qualification history

2.1 Will you be getting funding from any other source to meet the costs of your tuition fee in this academic year?

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship. Please note that we do not need to know if you are receiving a Care Leavers Higher Education Bursary.

- No
- Yes - give details

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

- No - go to 2.3
- Yes - are you behind with the repayments?
- No
- Yes - you can't apply for student finance until you resolve this. Call 0845 073 8891 for Income Contingent Repayment (ICR) loans or 0845 073 8896 for Mortgage Style loans

2.2.1 Did you receive any loans from SLC when you were under 18?

- No
- Yes - have you signed credit agreements for all of them?
- No - you can't apply for student finance until you have signed credit agreements. To arrange this call 0845 073 8891 for Income Contingent Repayment (ICR) loans or 0845 073 8896 for Mortgage Style loans
- Yes

2 previous support and qualification history - continued

2.3 Have you started any undergraduate or postgraduate course of higher education in any country since leaving school? ⓘ

- No - go to 3.1
 Yes

2.4 Do you have Qualified Teacher Status?

- No - go to 2.5 and complete the tables with details of your previous study
- Yes - are you:
- recognised as a qualified teacher because you've been registered by the Institute for Learning as holding Qualified Teacher Learning and Skills status (QTLS)
You may be eligible for support - go to 2.5
 - recognised as a qualified teacher and have been issued with a Qualified Teacher Status (QTS) certificate
You will not qualify for a Tuition Fee Loan for part-time study. Don't continue with this application.

Continued...

2 previous support and qualification history - continued

2.5 Complete this table with your previous course details.

Mention all courses you've studied, full-time (FT), part-time (PT) and full-time distance learning (DL) courses.

Course	Course title and qualification (for example, BA English Honours)	Name and address of university or college (including town and country)	FT/PT/ DL	Start Date	End Date
1				MM YYYY	MM YYYY
2					
3					
4					

2.5.1 Did you achieve a qualification for the course(s) you've listed in 2.5?

Course	Qualification achieved
1	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<input type="checkbox"/> Yes <input type="checkbox"/> No

2.5.2 Did you receive funding from the Student Loans Company (SLC) for the course(s) you've listed in 2.5? ⓘ

Course	Funding received	If No, did you apply for funding?
1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you need further space use the additional notes pages at the back of this form.

3 residence

3.1 Are you a UK national? ⓘ

- No
- Yes - Did you give your valid UK passport details in 1.4?
- No - send evidence ⓘ
- Yes - you don't need to send any other nationality evidence - go to 3.8

3.2 Are you an EU national?

- No
- Yes - send evidence ⓘ

3.3 Are you the child of a Swiss national?

- No
- Yes - send evidence ⓘ - go to 3.9

3.4 Are you or your:

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

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

- No - go to 3.5
- Yes - give details of employment ⓘ

give details of your previous studies

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

- No
- Yes - give details ⓘ - go to 3.8

3.5 Do you have 'settled status' in the UK? ⓘ

- No
- Yes - when did you get this status? ⓘ

- -

ⓘ - go to 3.8

3 residence - continued

3.6 Have you or your:
• husband, wife, civil partner; or
• parent(s), step-parent
been granted 'refugee status' by the
UK government? ⓘ

No

Yes - when does this status expire? ⓘ

- -

ⓔ - go to 3.9

3.7 Have you or your:
• husband, wife, civil partner; or
• parent(s), step-parent
been granted Humanitarian
Protection as a result of a failed
asylum application? ⓘ

No

Yes - when does this status expire? ⓘ

- -

ⓔ - go to 3.8

3.8 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? ⓘ

No

Yes - give details of your residence for these
three years

Full address

From

- -

To

- -

Why were you there?

Full address

From

- -

To

- -

Why were you there?

If you need further space use the additional notes pages at the back of this form.

3 residence - continued

3.9 At any time since 1 September 2009 has:

- either of your parents, step-parents, guardians; or
- your husband, wife, 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?

No

Yes - give details

Full address

From

- -

To

- -

Why were they there?

Full address

From

- -

To

- -

Why were they there?

If you need further space use the additional notes pages at the back of this form.

4 about your university or college and course

4.1 University or college details

If your 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, Birkbeck, Central London campus, University of London).

Name

Full address

4.1.1 Give the name of your course

4.2 Qualification you expect to gain (for example, BA English Honours)

4.3 In this academic year, when will you start your studies?


4.4 When will you finish the last year of your course?

4.5 Which year of your studies are you going into?

4.6 Full tuition fee amount your university or college is charging this academic year?

5 your loan request

5.1 Tell us the amount of Tuition Fee Loan you want to borrow

Any Tuition Fee Loan you borrow will be paid directly to your university or college. 

Maximum available to you (tick box)

Less than maximum available to you

£ (enter amount)

5.2 Contact details

Give the names and addresses of two contacts. The people you name should live at different addresses and will only be contacted if, for example, you move address and don't inform us. You must inform these people that you've named them as contacts.

Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Home phone number

Contact 2

Forename(s)

Surname


Relationship to you

Address

Postcode

Home phone number

6 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 2012/13.

By signing this declaration you are confirming that you have read the specific terms and conditions about loans and Disabled Students' Allowances because they will affect you if you apply for them at any time in academic year 2012/13. If you don't apply for these in academic year 2012/13 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 the Student Loans Company (SLC) any information they require to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support. I understand that if I do not do this, I may not receive any further payments, and may have to repay the financial support I have already received.
- I agree that in the event of receiving an overpayment of financial support, I am 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 confirm I have read and understood 'Student loans: A guide to terms and conditions' available online at www.slc.co.uk/england
- b** I acknowledge and agree that any loan(s) made to me by the Secretary of State for Business, Innovation and Skills, 'the lender' (which includes any persons exercising functions on behalf of the Secretary of State pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor

legislation, 'the Act') will be on the terms set out in these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.

- c** I 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.
- o I understand that if I received any loan(s) prior to 1 September 2012 and have started a new course on or after 1 September 2012 in relation to which I have obtained any additional loan(s), then I agree to the repayment terms set out in this paragraph. If I make a payment towards a loan I obtained before 1 September 2012 and I have already repaid this loan in full, then SLC shall be entitled to deduct any such overpayment from the outstanding loan(s) I obtained on or after 1 September 2012.

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.

Your full name (in BLOCK CAPITALS)

Your signature

Date

7 bursaries

You may be eligible for a bursary or scholarship from your university or college. Contact them to find out more about any bursaries or scholarships they may be offering.

Your university or college will ask for some information about you and your application* to decide if you are eligible for a non-repayable bursary or scholarship.

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

We will automatically share your information with your university or college so they can work out if you are eligible for these awards.

If you **don't** want your details to be shared for this purpose, please tick this box

Most universities and colleges won't pay bursaries or scholarships if you don't give consent to share your information.

*To help your university or college administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship – 'bursary administration purposes') the Secretary of State or Student Loans Company will share some of the personal and course details you have given in connection with this application for student finance (whether on this form or at a later date). Information about your eligibility for student finance will also be shared.

[Continue to the next page to complete the voluntary questions...](#)

8 voluntary questions

The following questions are voluntary - you don't 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 8.1 and 8.2, the information will be used to help the Department for Business, Innovation and Skills develop their policies in the future. Student Finance England will also use your answer to question 8.2 to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

8.1 Do any of your parents have any higher education qualifications, for example, degrees and diplomas or certificates of higher education?

This includes your natural parents, your adoptive parents, your step-parents, partners of your parents, and your guardians.

- No
- Yes
- Don't know

8.2 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



additional notes

If you're providing extra information clearly mark what section and question the information is about.

Return your completed form to: Student Finance England, PO Box 210, Darlington, DL1 9HJ