

Grant application notes

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

About these notes

These notes should be read along with your grant 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 continuing part-time students in higher education 2012/13'
- visit **www.slc.co.uk/england**
- Call us on **0845 300 5090**
(textphone **0845 604 4434**)

general 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** or call **0845 300 5090**.

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 or you can telephone 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 certificate, if appropriate.

1.3 Marital status



Your partner is defined as follows.

If you entered higher education between 1 September 2000 – 31 August 2005

- your husband/wife;
- your civil partner; or
- your opposite sex partner if you are 25 or over and you live together as though you were married.

If you entered higher education on or after 1 September 2005

- your husband/wife;
- your civil partner;
- your opposite sex partner if you live with your partner as though you were married; or
- your same sex partner if you live with your partner as though you were in a civil partnership.

If you've entered into an overseas civil partnership or an 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.

1 your personal details - continued

Marital status

Date of marriage or civil partnership if you will be under 25 at the start of the academic year

Separated, divorced or dissolved civil partnership

Widowed or surviving civil partner



Evidence we need you to give:

- Original marriage certificate.
- Original civil partnership documentation.
- Decree absolute.
- Dissolution order.
- A letter from your solicitor confirming your status.
- Original death certificate.

3 about your course

3.2 Course



Only designated courses are eligible for support. Your university or college will be able to tell you whether your course is a designated course.

3.6 Course length



You should work this out assuming that you'll study continuously, even if you have different plans. Your university or college will be able to tell you how long, in total, your course will take to complete.

You must be planning to complete your course in no more than twice the time it would take you to finish it on a full-time basis. If you're studying at a faster rate than this, you may be able to receive more Fee Grant, depending on your financial circumstances.

See the guide 'A guide to student finance for continuing part-time students in higher education 2012/13' for information on Fee Grant rates applicable depending on your study rate.

3.8 Full-time distance learning



You should complete this form if you're studying by distance learning including a full-time distance learning course.

Don't complete this form if you're studying full-time and are attending your university or college regularly instead of studying by distance learning.

Don't complete this form if you're studying a full-time distance learning course because you have a disability that prevents you from attending; call us on 0845 300 5090 for advice.

If you're not sure, your university or college will tell you whether your course is designated as distance learning or not.

5 university or college

Course intensity/intensity of study



Course intensity is how long it takes to complete your part-time course compared to the equivalent full-time course. You should check and agree with your university or college your course intensity each year.

6 about your husband, wife, civil partner or partner

6.1 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.

7 financial details

7.1 General note



If you're not married or in a civil partnership, but are living with a partner, we'll take your partner's income into account, if you have a partner as explained at 1.3 of these notes.

If your husband, wife, civil partner or partner wishes to provide income information separately they can get a separate copy of this form at www.slc.co.uk/england or they can call us on 0845 300 5090 to request a copy.

Give details of income in the financial year ending 5 April 2012. This means income from all sources before any personal relief, payments under covenant or deductions are made, and from abroad, which is not covered by UK tax.

You don't have to declare any income from:

- Working Tax Credit;
- Child Tax Credit;
- Maintenance payments (either received or paid out); or
- The Higher Education Bursary (a £2,000 non-taxable bursary, paid by local authorities to students who were formerly in local authority care - who started higher education on or after 1 September 2008).

Income

7 financial details - continued

7.1 State benefits



Send us:

- a copy of the original document you received from the agency or authority telling you about the benefit, or
- a completed 'Confirmation of benefits (CB1) form along with this application. Download a CB1 form at www.slc.co.uk/england or call us on 0845 300 5090 to request a copy.

7.2 Gross income from salary/wages



Your gross income means income before deductions from:

- salary/wages;
- overtime;
- bonuses; and/or
- commission.

We require these figures for tax year 2011-12, normally this will be the year ending 5 April 2012, but this may differ if your employer or business has a tax year which doesn't end in April, or you start your course in July.

Also include any income you received from abroad in 2011-12 such as from employment overseas, and any other income you get from abroad which is not covered by UK tax as well as any of the benefits asked for.

Don't include any of the following:

- any personal relief;
- payments under covenant; or
- non-taxable income.

Gross income from salary/wages



Evidence of your earnings can be in the form of:

- A copy of P60 for 2011-12;
- Copies of payslips for month 12 or week 53 showing 'Total paid to date' for earnings in the period 6 April 2011 to 5 April 2012;
- A completed 'Confirmation of Income Form for Part-time Students 2012/13' (PTCI2) form;
- A letter from your employer confirming your earnings; or
- Written details of all benefits in kind you receive.

Download a copy of the PTCI2 from at www.slc.co.uk/england or call us on 0845 300 5090 to request a copy.

7.3 Income from self-employment



Give the details shown on your self-assessment form for your trading year which ends during the period from 6 April 2011 to 5 April 2012.

If you can't give us the amounts, you should give an estimate and write 'E' beside the amount on the form.

7 financial details - continued

7.3 Income from self-employment



Evidence of your income from self employment can be in the form of:

- a copy of your self assessed tax return; or
- a letter from your accountant confirming your income.

If you're a company director send:

- a copy of your P60
- a copy of your P11D; or
- independent confirmation of your earnings and directors fees from a chartered or certified accountant or HM Revenue and Customs (HMRC).

7.7 Other income types



Include here any other income you've received, for example:

- scholarships, studentships, exhibitions, bursaries, awards, grants and allowances not already given previously;
- other payments you receive for attending your course during the academic year;
- any payments from an employer releasing you for your study during the academic year. (Please read the note on academic years on page 6);
- any salary or wages that you'll receive from your employer while you're studying for your course. This includes work you finish before the course begins, or work you're paid for in advance which you'll do after your course ends;
- fostering or boarding-out allowances where these are regular payments that foster carers receive to meet the cost of keeping a child; or
- for taxable benefits in kind please send your P11D.

If you pay any portion of a pension to a former partner due to an order made under the Matrimonial Causes Act 1973 or the Civil Partnership Act 2004, don't include this amount as part of your pension income. If you receive any portion of a former partner's pension due to an order made under the Matrimonial Causes Act 1973 or the Civil Partnership Act 2004, you must include this amount as part of your pension income.

7 financial details - continued

7.8 Dependent children



If you're a student who entered higher education before 1 September 2005, you need to provide details of any dependent children except if:

- they're your same sex partner's children; or
- they're your opposite sex partner's children if you are under 25.

If you are a student who entered (or is entering) higher education on or after 1 September 2005, you need to provide details of any child that you have parental responsibility for, regardless of whether they are your or your partner's child.

Power of Attorney



If you can't 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.

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 the 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 the application will be processed and with whom your information will be shared and for what purpose, go to www.slc.co.uk/england

Part 3 - Next steps in your student finance journey

**You're
here**

1

You complete your application form and take it to your university or college so they can complete section 5.

2

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

3

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.

4

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

5

We pay any Fee Grant direct to your university or college. **We** pay any Course Grant or bursary (if applicable) into your bank account.