

Application  
for grants for  
part-time study  
**2011/12**



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

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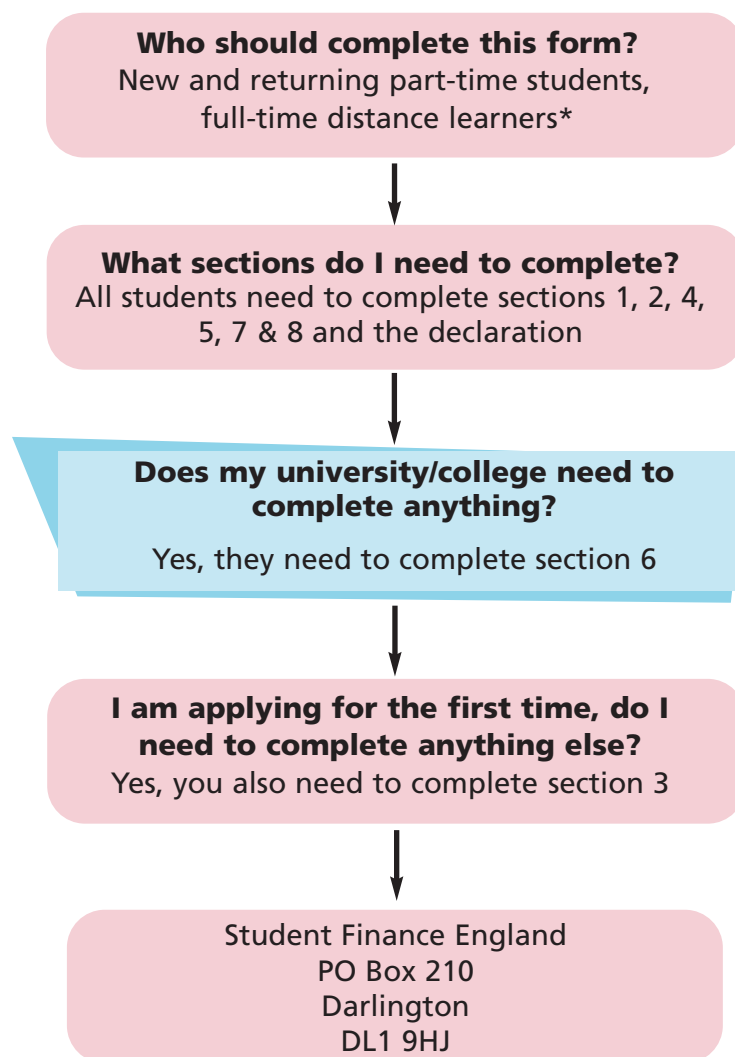
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**PTG1**

SFE/PTGpack/V11

# Applying for Part-Time Student Finance



**!** Please supply supporting evidence when you see this icon **e**  
Details about the evidence you need to send can be found in the support notes.  
Please refer to the guidance notes when you see this icon **n**

\* If you study full-time you should only complete this form if you are studying through distance learning by choice and not because you have a disability which prevents you from attending your university/college in person.

# section 1 personal details

Customer Reference Number **n**  
(if you have one)

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## Personal details **n**

a1 Title

Mr  Mrs  Miss  Ms

Forename(s)

Surname

Sex

Male  Female

Date of birth

/  /

Please complete these questions with the details as exactly stated on your birth certificate or passport.

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

Nationality

If returning applicant **go to b1**

## First time applicants identity evidence details

a2 Do you hold a UK passport?

Yes  No

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

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

Passport Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Forename(s)

Surname

Date of issue

/  /

Date of expiry

/  /

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

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

# section 1 personal details

## Marital status

b1 Please tick one box.

<input type="checkbox"/>	Single
<input type="checkbox"/>	Living with a partner <b>n</b>
<input type="checkbox"/>	Married/civil partnership <b>e</b> Please give the date of marriage/civil partnership / /
<input type="checkbox"/>	Separated <b>e</b>
<input type="checkbox"/>	Divorced/dissolved civil partnership <b>e</b>
<input type="checkbox"/>	Widowed/surviving civil partner <b>e</b>

b2 Will you be 25 or over on the first day of the academic year?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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## Contact details

c Please give your current home address. Please also give your term-time address if you know it. **n**

Home address	Term-time address
<input type="text"/>	<input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>
Home phone number <input type="text"/>	Date on which you will move to this address / /
Mobile phone number <input type="text"/>	
Email address <input type="text"/>	

# section 2 financial support and qualification history

## Financial support

- a Will you be getting funding from any other source to meet the costs of your course in 2011/12?  Yes  No

If 'Yes', please give details of this funding.

 Yes  No  

- b Have you received a grant for part-time study for this programme of study for any academic year up to and including 2010/11?

 Yes  No If 'Yes' go to section 4

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

If 'Yes', are you behind with the repayments?  Yes  No

 Yes  No If 'No' go to e  
 Yes  No

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

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

 Yes  No If 'No' go to e  
 Yes  No

## Qualification history

- e Do you have an Honours degree from a UK Institution?

 Yes  No If 'No' go to g

- f Are you a qualified teacher?

If 'Yes' you will not qualify for part-time funding.  
**Please do not continue with this application**

 Yes  No If 'No' go to h2

- g Did your current course start on or after 1 September 2009?

 Yes  No If 'No' go to section 3

- h1 Do you have Qualified Teacher Status?  
If 'Yes' you will not qualify for part-time funding.  
**Please do not continue with this application**

 Yes  No  
  
 Yes  No If 'Yes' go to section 3

- h2 Is your current course a part-time course for Initial Teacher Training (ITT) or a flexible PGCE course which:
- started on or after 1 September 2010; and
  - is no more than 4 years in length?

- i Is your current course higher in level than any qualification you have achieved in any country since leaving school?  
If 'No' you will not qualify for part-time funding.  
**Please do not continue with the application.**

 Yes  No If 'Yes' go to section 3

## section 3 residence

Please do not complete this section if you have applied for student finance **before** for this period of study, or if you have applied for Disabled Students' Allowance (DSA) for academic year 2011/12.

[go to section 4](#)

### Nationality

a1 Are you a UK national? **n e**

Yes  No

If 'Yes' [go to b1](#)

a2 Are you an EU national? **e**

Yes  No

a3 Are you the child of a Swiss national? **e**

Yes  No

If 'Yes' [go to b2](#)

### Residence status

a4 Are you or your:

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

Yes  No

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

You should also give details of your previous studies.

If 'No' [go to a5](#)

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

Yes  No

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

[go to b2](#)

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

Yes  No

If 'No' [go to a6](#)

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

/  /

[go to b2](#)

a6 Have you or your:

- husband, wife, civil partner; or
  - parent(s), step-parent
- been granted 'refugee status' by the UK Government? **n e**

Yes  No

If 'No' [go to a7](#)

If 'Yes', and if applicable, please give the date this status is due to expire **n**

/  /

[go to b2](#)



## section 3 residence

- a7 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? **ne**

If 'Yes', and if applicable, please give the date this status is due to expire.

Yes  No

If 'No' go to b2

/  /

go to b2

### Residence history

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

Yes  No

If 'No' go to b3

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

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

Full address

From   /   /

To   /   /

Why were you there?

Full address

From   /   /

To   /   /

Why were you there?

## section 3 residence

**b3** At any time since 1 September 2008 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?

If 'Yes', please give details.

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





# section 4 about your course

## University/college details

- a** University/college name and address. 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 (e.g. Hatfield College, University of Durham).
- b** If the course is a franchise course run at a different establishment from the university/college providing the course, give the full address of that university/college.
- c** Give the name of the course and the course subject (for example, Information Systems). If you are following a combined studies/modular course, list all the subjects. **n**
- d** Qualification you expect to gain (for example, BSc Physics)
- e** Course start date (month and year)
- f** Course end date (month and year)
- g** Course length (years) **n**
- h** Current year of course in academic year 2011/12
- i** Are you undertaking a full-time distance-learning course? **n**
- j** **First time applicants**  
Is your course a part-time postgraduate Initial Teacher Training (ITT) course? **n**

/

/

<input type="text"/> 1	<input type="text"/> 5
<input type="text"/> 2	<input type="text"/> 6
<input type="text"/> 3	<input type="text"/> 7
<input type="text"/> 4	<input type="text"/> 8

Yes
  No

If returning applicant  
**go to section 5**

Yes
  No

## section 5 your bank or building society account details

### UK bank/building society account details

**This account must be in your own name and be able to accept direct credits.**

Please note that missing or incorrect bank or building society details will result in your grant payment or bursary payments (if applicable) being delayed.

Sort code

 -  - 

Account number

Building society roll number (if applicable)

# section 6 your university or college

## Student information

Student circumstance	University/college action required
You are a new student or this is your first application for student finance	To confirm that you have been undertaking your course in academic year 2011/12 for a minimum of two weeks
You are a continuing student	To confirm that you have enrolled on your course for academic year 2011/12

**If your university or college does not complete this section this will delay your application for student finance.**

[go to section 7](#)

### University/college section

**University or college staff should check the student's answers to section 4 before completing, signing and stamping this section.**

Course fee charged to the student for 2011/12

£

SLC or UCAS university/college code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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I confirm to the best of my knowledge and belief that:

- the student named in section 1 is undertaking the course named in section 4.
- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a **part-time (PT) basis** in academic year 2011/12.
- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent **full-time (FT) course** within one academic year.

Number of PT units	Unit of measure (delete as applicable)
<input type="text"/>	credits/credit points/modules/other
Number of FT units	Unit of measure (delete as applicable)
<input type="text"/>	credits/credit points/modules/other

**Intensity of study is calculated by taking the number of part-time units (identified above) that the student intends to study in academic year 2011/12 and dividing it by the number of units (identified above) that the student would complete in one academic year if the course were studied on a full-time basis. The result is then expressed as a percentage.**

- the **intensity of study** for this course is

$$\frac{\text{PT units } \boxed{\phantom{000}}}{\text{FT units } \boxed{\phantom{000}}} \times 100 = \boxed{\phantom{00}} \%$$

## section 6 your university or college

- the student's course is designated as eligible for financial support under Regulation 135 of the Education (Student Support) Regulations 2009; as amended by the Education (Student Support) Regulations 2009 (Amendment ) Regulations 2010.

- the equivalent full-time course would last.

 Years

- it is possible for the student to complete the course in no more than twice the length of time required to complete the equivalent full-time course.

Your full name (in BLOCK CAPITALS)

Your position

Your phone number (including area code)

Your email address

Your signature

Date

 /  / 

University or college stamp

## section 7 about your husband, wife, civil partner or partner

Please give details of your husband, wife, civil partner or partner.

a Relationship to you

<input type="checkbox"/>	husband	<input type="checkbox"/>	wife
<input type="checkbox"/>	civil partner	<input type="checkbox"/>	partner

Title

<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms
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Forename(s)

Surname

Date of birth

 /  / 

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

b Home address

Postcode

Home phone number  
(including area code)

c Please ask your husband, wife, civil partner or partner to provide their Customer Reference Number, if they have one.

## section 8 financial details

a If you or your husband, wife, civil partner or partner are receiving one or more of the following state benefits, please tick the appropriate box. **ne**

<input type="checkbox"/>	Housing Benefit
<input type="checkbox"/>	Local Housing Allowance
<input type="checkbox"/>	Council Tax Benefit
<input type="checkbox"/>	Income Support
<input type="checkbox"/>	Income-based Jobseeker's Allowance
<input type="checkbox"/>	New Deal Allowance
<input type="checkbox"/>	Income-related Employment and Support Allowance

If you have ticked any of the boxes above **go to the declaration**

# section 8 financial details

If you and your husband, wife, civil partner or partner are **not** receiving any benefits please provide full financial details below.

**When providing your financial details in this section you must answer every question,** entering the amount of income received. You must provide financial details and copies of evidence for **tax year 2010-11**. The only exception to this is if your course starts in July 2012 in which case you need to provide financial details and copies of evidence for tax year 2011-12.

If you have no income for a particular source, for example, income from pensions, then you must enter '**None**' or '**N/A**' as the income received. Where you tell us an amount, you must provide copy evidence to support it. **ne**

All copy evidence that you send will be securely destroyed once we have checked it. If you choose to send us any original documents instead of copies these will also be destroyed.

Type of income		Amount received before tax (Gross income)	
		You	Husband, wife, civil partner or partner
<b>Employment</b>			
<b>b1</b>	Gross income from salary/wages (before deductions) received from 6 April 2010 to 5 April 2011 <b>n</b>	£ <input type="text"/>	£ <input type="text"/>
<b>b2</b>	Income from self-employment (estimate if you are not sure) <b>n</b>	£ <input type="text"/>	£ <input type="text"/>
<b>Savings and Investments</b>			
<b>b3</b>	Bank and building society gross interest (before tax)	£ <input type="text"/>	£ <input type="text"/>
<b>b4</b>	Other investment income before tax		
	Type <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	Type <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>Property</b>			
<b>b5</b>	Income from property, lettings or rent	£ <input type="text"/>	£ <input type="text"/>
	How much of this is through the rent a room scheme?	£ <input type="text"/>	£ <input type="text"/>
<b>Other</b>			
<b>b6</b>	Any other type of income <b>n</b>		
	Type <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	Type <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Total income		£ <input type="text"/>	£ <input type="text"/>




## section 8 financial details

- c Give details of any children who will be totally or mainly financially dependent on you during the academic year 2011/12. **n**

Child's full name	Date of birth	Relationship to you	Who will they live with?	Income from all sources after income tax and social security
	(DD MM YYYY)			

# Student declaration

**This application for financial support may be delayed unless you, and the appropriate person named in section 7, sign and date the relevant parts.** 

**Before signing, you should read the Data Protection Act in the notes that accompany this form.** 

- 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 Student Loans Company (SLC) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to give SLC 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 SLC about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any 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 am obligated to repay this overpayment 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.


Your full name (in BLOCK CAPITALS)

Your signature

Date

  /   /  

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

If you started your course in academic year 2006/07 or after, you may be eligible for a bursary or scholarship. In order for your university or college to determine and pay any 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.



## Declaration for partners

- 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 Student Loans Company (SLC) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Your full name (in BLOCK CAPITALS)


Your signature

**X**

Date

 /  / 

**Your decision about bursary and scholarship data sharing consent will not affect the student's entitlement to any other financial support available.**

In order for the applicant's university or college to determine and pay any bursary or scholarship to which they may be entitled, we will share some of your personal and financial details with them. 

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



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



## Additional notes

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



# Voluntary questions

Do not complete the voluntary questions if you applied for student finance for this particular programme of study in any academic year up to and including 2010/11.

The following questions are voluntary - you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support. If you answer both questions a and b, the information will be used to help the Department for Business, Innovation and Skills develop their policies in the future. Your local authority will also use your answer to question b to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

- a Your parents' education** (this includes your natural parents, your adoptive parents, your step-parents, partners of your parents, and your guardians).

Do any of your parents (as defined above) have any higher education qualifications, for example degrees and diplomas or certificates of higher education?

**Yes**
 **No**
 **Don't know**

- b** How would you describe your ethnic origin?

**White**

British  
 Irish  
 Any other white background

**Black or Black British**

African  
 Caribbean  
 Any other black background

**Mixed**

White and black Caribbean  
 White and black African  
 White and Asian  
 Any other mixed background

**Chinese or other ethnic group**


Chinese  
 Any other

**Asian or Asian British**

Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background

# Checklist

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

- Fully answered all questions that apply to you.
- Enclosed all the documents we have asked for as evidence where you have seen this icon next to a question. 
- Signed and dated the relevant declaration(s).
- Asked your university or college to stamp and sign the declaration in section 6 and return it to you. We will not be able to deal with your application unless this section has been completed.

You can apply for a part-time grant at any time in the academic year provided you are within the time limit. The time limit for applying is usually six months from the start of the academic year.

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



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

## Where should I return my completed form?

**Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ**