

Notes to help you complete your
part-time application form
2011/12



www.direct.gov.uk/studentfinance

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This notes booklet will help you answer the questions on the application form. It will also advise you about what evidence you will need to supply to allow us to fully assess your entitlement for part-time grants.

You can order forms and guides in Braille, large print or audio by emailing with 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.

Where can I find more information about part-time grants?

Visit **www.direct.gov.uk/studentfinance** or alternatively, you can refer to the booklet 'A guide to support for part-time students in higher education 2011/12'.

How can I contact you?

Visit our website at **www.direct.gov.uk/studentfinance**.

Call us on **0845 300 5090** or by textphone on **0845 604 4434**.

Can I apply for Disabled Students' Allowance (DSAs) while studying part-time?

Yes you can but you will need to complete a Disabled Students' Allowance application form (DSA1). This form is available from **www.direct.gov.uk/studentfinance**, or you can call us on **0845 300 5090** to have one sent to you.

If you are a postgraduate student or distance learning student applying for DSA you should **not** complete the PTG1 form as you are not eligible for part-time grants.

If you have already completed the DSA1 form relating to part-time study you will **not** have to complete the following sections of the PTG1 form:

- Section 2, questions c and d
- Any of section 3

Cross border study

Eligible part-time students who are living in England but choose to study in Wales, Scotland or Northern Ireland (the devolved administrations) will still receive financial support in the form of a fee grant and a course grant. The fee grant available for these students will be equal to that which the devolved administration would provide to its own students. However, it will not be more than the maximum fee grant offered to students living in England who choose to study in England.

You should not complete this form if any of the following apply to you:

If you normally live in any of the following places (even if you have moved, or are moving to England to undertake your course) you would need to contact the relevant organisation:

Where you live	Relevant organisation
Wales	Your local authority (LA)
Scotland	The Student Awards Agency for Scotland (SAAS)
Northern Ireland	Your local Northern Ireland Education & Library Board (ELB)
Channel Islands	The Education Department of Guernsey or Jersey
Isle of Man	The Education Department for the Isle of Man

If you fall into any of the categories below please see the relevant contact you need to speak to, to obtain a copy of the correct form.

Category	Relevant contact/response
Open University course	Open University 0845 300 6090
National Health Service course	Information regarding a non-income assessed bursary is available from www.nhs.uk/careers
European Union Member State	EU Customer Services Team 0141 243 3570
Prisoner serving custodial sentence	Grant not available (if you go to or are released from prison during the academic year you may be able to receive a grant for a part-time undergraduate course)
Flexible postgraduate ITT course (less than 1 year)	Contact your university/college

Part-time distance learning students

If you are a part-time student undertaking a course by distance learning you are eligible for finance from the administration you live in and not the administration you will be studying in, for example:

If you are living in England but the course is provided by a Scottish university/college, you are eligible for finance from the English administration.

Place of study	Administration
England	Secretary of State for Business, Innovation and Skills
Wales	Welsh Ministers
Northern Ireland	Department for Employment and Learning
Scotland	Student Awards Agency for Scotland

Section 1 personal details

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

a1 If your name has changed from your birth certificate or passport then please supply supporting evidence confirming the change, also provide a note on a separate piece of paper of any other previous names you have had.

a2 If you send your original birth certificate or adoption certificate you must also send a completed Birth/Adoption Certificate form. This form is available from **www.direct.gov.uk/studentfinance**, or you can call us on **0845 300 5090** to have one sent to you.

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

Replacement birth certificates can be obtained from the Registers Office in the sub district where your birth was registered or from the following depending on where you were born:

Born	Contact point
England/Wales	Certificate Services Section, General Register Office 0845 603 7788
Scotland	General Register Office for Scotland 0131 314 4411
Northern Ireland	General Register Office 028 9025 2000

b1 The definition of partner depends on when you entered higher education.

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.

Evidence e

Question	Evidence of	Evidence item required
b1	Date of marriage or civil partnership if you will be under 25 at the start of the academic year	<ul style="list-style-type: none"> • Original marriage certificate. • Original civil partnership documentation.
	Separated, divorced or dissolved civil partnership	<ul style="list-style-type: none"> • Decree absolute. • Dissolution order. • A letter from your solicitor confirming your status.
	Widowed or surviving civil partner	<ul style="list-style-type: none"> • Original death certificate.

If you have 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.

c If you provide a term-time address then all correspondence we issue will be sent to that address from the date you move there. You can update your term-time address or your home address at any time by contacting us.

Section 2 financial support and qualification history

- a** On a separate sheet of paper please provide information of any other assistance you are receiving to help you undertake your course, for example, day release arrangements, help with travel and other course costs, or help with childcare.
- c** You will not normally be able to get any grants until you are up to date with your repayments on any previous loans you have had from the Student Loans Company (SLC). Please call SLC on 0845 073 8891 for advice.
- d** You will not normally be able to get any grants until you have signed all of the relevant documents. Please call SLC on 0845 026 2019 for advice.
- i** This includes any undergraduate or postgraduate course you have attended whether it was in the UK or overseas.

Section 3 residence

Nationality

a1 If you have provided your UK passport information or birth certificate as part of section 1, you do not need to send any further evidence of your UK nationality.

Residence status

a4 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 dependents 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.

a5 '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.

a6 Refugee Status

If you or your:

- husband, wife, civil partner; or
- 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 are claiming student finance as the child or step-child of a refugee, 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 are 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 or your:

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

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

a7 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 are 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 are 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.

b2 Residence history

The academic year will start depending on the date your course begins and will fall within one of the following timescales

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

Evidence **e**

Question	Evidence of	Evidence item required
a1	UK nationality	<ul style="list-style-type: none">• If you have provided your adoption certificate as part of section 1, you must provide your UK passport or birth certificate to prove your UK nationality.• If you were born outside the UK and have a British birth certificate issued by a British Consulate, send this instead of your passport or a letter or other document.
a2	EU nationality	<ul style="list-style-type: none">• Passport or national identity card.

Question	Evidence of	Evidence item required
a3	Parent's Swiss nationality and your relationship to them	<ul style="list-style-type: none"> Your parent's passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).
a4	European Economic Area (EEA) or Swiss nationality Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK	<ul style="list-style-type: none"> Passport or national identity card. <p>Send one of the following:</p> <ul style="list-style-type: none"> 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.
a5	Settled status	<ul style="list-style-type: none"> UK passport or a letter from the Home Office which confirms immigration status.
a6	Refugee status Relationship to person holding refugee status if it is not you	<ul style="list-style-type: none"> A Home Office letter and an immigration status document, normally a passport. Evidence to confirm your relationship to the person who has been granted refugee status.
a7	Humanitarian Protection Relationship to person holding Humanitarian Protection status if it is not you	<ul style="list-style-type: none"> A Home Office letter and an immigration status document, normally a passport. Evidence to confirm your relationship to the person who has been granted Humanitarian Protection status.

Section 4 about your course

- c** Only designated courses are eligible for support. Your university or college will be able to tell you whether your course is a designated course.
- g** Please give this answer in whole years. You should work this out assuming that you will 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 are studying at a faster rate than this, you may be able to receive more Tuition Fee Grant, subject to your financial circumstances. See the booklet, 'A guide to support for part-time students in higher education 2011/12' for information on fee grant rates applicable depending on your study rate.
- i** **Do not** complete this form if you are studying full-time and are attending your university or college regularly instead of studying by distance learning. **You should** complete this form if you are studying by distance learning including a full-time distance learning course. **Do not** complete this form if you are studying a full-time distance learning course because you have a disability that prevents you from attending; contact us on 0845 300 5090 for advice. If you are not sure, your university or college will tell you whether your course is designated as distance learning or not.
- j** A part-time postgraduate initial teacher training (ITT) course is a course taken after a first degree has been attained (Postgraduate Certificate in Education (PGCE) and equivalent courses).

Section 5 your bank or building society account details

Please check the following before completing your bank or building society details:

- the account is held in your name;
- your account accepts BACS payments (Bankers Automated Clearing System);
- it is a UK bank or building society;
- if giving details of a building society you may need to provide a roll number (check with your building society regarding this).

If you have already provided these details on another application form for 2011/12 you do not need to provide them again unless you wish to change them. Please note SLC cannot keep different sets of bank or building society account details for different kinds of support.

Section 6 your university or college

Intensity of study is calculated each year by considering how long it will take you to complete your course. Students should therefore make sure their university or college is in agreement with them about their intended intensity of study.

Section 8 financial details

If you are not married or in a civil partnership, but are living with a partner, we will take your partner's income into account if you have a partner as defined in section 1, b1 of these notes.

- a** If you or your husband, wife, civil partner or partner are receiving any one of the benefits listed, you must provide a copy of evidence to show who is receiving the benefit. **You do not need to provide any other financial details.** You can either send a copy of the original document you received from the agency or authority telling you about the benefit, or you can send a completed 'Confirmation of benefits' (CB1) form with your application. You can download a CB1 form from www.direct.gov.uk/studentfinance or contact us to obtain a copy.

Income

Please give details of income in the financial year ending 5 April 2011. 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 **do not** 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).

If your husband, wife, civil partner or partner wishes to provide income information separately they can obtain a separate copy of the PTG1 form at www.direct.gov.uk/studentfinance or they can contact us to request one.

e Evidence of your earnings can be in the form of:

- A copy of P60 for 2010-11;
- Copies of payslips for month 12 or week 53 showing 'Total paid to date' for earnings in the period 6 April 2010 to 5 April 2011;
- A completed 'Confirmation of Income Form for Part-time Students 2011/12' (PTCI2) form;
- A letter from your employer confirming your earnings; or
- Written details of all benefits in kind you receive.

You can download a copy of the PTCI2 from www.direct.gov.uk/studentfinance or call us to obtain a copy.

b1 Your gross income means income before deductions from:

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

We require these figures for tax year 2010-11, normally this will be the year ending 5 April 2011, but this may differ if your employer or business has a tax year which does not end in April, or you start your course in July.

Please include income you received from abroad in 2010-11 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.

Do **not** include any of the following:

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

b2 You should give the details shown on your self-assessment form for your trading year which ends during the period from 6 April 2010 to 5 April 2011. As confirmation of your income from self-employment you can send a letter from your accountant.

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

If you are a company director, send copies of your P60, P11D or independent confirmation of your earnings and director's fees from a chartered or certified accountant or HM Revenue & Customs (HMRC).

- b6** Include here any other income you have 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 8);
 - any salary or wages that you will receive from your employer while you are studying for your course. This includes work you finish before the course begins, or work you are paid for in advance which you will 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, **do not** 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.

- c** If you are a student who entered higher education **before 1 September 2005**, you need to provide details of any dependent children except if:
- they are your same sex partner's children; or
 - they are your opposite sex partners 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.

Declarations

If either the student or the person named in section 7 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.

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.direct.gov.uk/studentfinance-dataprotection.

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 or 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 the student may be entitled will be delayed.

Changes of circumstance

You must notify SLC about any change in your circumstances which may affect the student's entitlement to financial support. The most common changes of circumstance 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.