

About this form

You should only complete this form if:

- your university or college has confirmed that your course is eligible for a Higher Education Short Course Loan;
- your university or college has provided you with a HE Short Course Offer Letter; and
- your course starts on or after the 1st of September 2023.

You can get up to 4 Higher Education Short Course Loans and you can apply for up to 4 loans on this form. You must apply for a Higher Education Short Course Loan before the last day of your course to get funding. This applies to each course you apply for.

Before you complete this form

You should go to www.gov.uk/slc/short-course-loans to read our latest guidance on Higher Education Short Course Loans.

To find out how we'll use the information you provide go to www.sfengland.slc.co.uk/privacy-notice to read our Privacy Notice.

How to complete this form

The **quickest and easiest** way to complete this form is to download a copy to your device and upload it via your online account.

- Set up a student finance account or log in if you already have one.
- Download this form to your device.
- Follow the instructions, we'll tell you what questions you need to answer and which ones you can skip. Any missing information will delay your application.
- Once you have completed the form, upload it by logging into your student finance account.
- If you are unable to upload your form, you can send it to us by post.
- If we ask for supporting documents, we'll need them before your application can be accepted. Any missing supporting documents will delay your application.



Use the supporting notes to help you complete your application

 Where you see this icon it means there's additional information in the 'Higher Education Short Course Loans Application Supporting Notes'.

This could be information about how to complete a question or section or an instruction to send specific supporting documents.

Read the notes – if you don't answer a question or section correctly, or you don't include the documents we need, this will delay your payments.

You can find these notes at www.gov.uk/slc/short-course-loans or in your student finance account.

Additional help and information

For the most up-to-date information about Higher Education Short Course Loans you can visit:

www.gov.uk/slc/short-course-loans

If you can't find the information you need online you can call us on **0300 100 0085**.

Higher Education Short Course Loans are repayable loans. For more information about repaying your Higher Education Short Course Loans go to www.gov.uk/repaying-your-student-loan

All of our forms and guides are available in Braille, large print format or audio. If you need these, you can request them by emailing your name, address and details of the form and format you require to brailleandlargefonts@slc.co.uk

Section 1 Personal details

1.1 Personal details



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

If your name has changed since your passport, birth certificate or ID card was issued you need to send us documents to show this. Read the notes to find out what to send.

Title

Mr Mrs Miss Ms Mx

Forename(s)

Surname

Any other names you may be known by

Sex

Male Female

Date of birth (DDMMYYYY)

/

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

Nationality

If you have been granted leave to remain as a Stateless person you can answer 'None' or 'Stateless'.

1.2 Customer Reference Number (if you have one)

Your Customer Reference Number is 11 digits long. You can get your Customer Reference Number from your online account. You'll have a Customer Reference Number if you've applied for student finance, or supported an application for someone else's student finance from any of the following:

- The Student Loans Company
- Student Finance England
- Student Finance Wales
- Student Finance NI

1.3 Contact details

You need to let us know as soon as possible if **any** of your details change.

Contact phone number

Mobile phone number

Email address

Section 1 Personal details – continued

1.4 What is your contact address?

You need to let us know as soon as possible if **any** of your details change.

All correspondence we issue will be sent to your contact address. You can update your address at any time by logging into your online account or by calling us.

Contact address (give your full address details)

Postcode

Country

1.5 National Insurance number



If you have previously worked in the UK you will find your National Insurance number on any of the following:

- your National Insurance number card or letter; or
- a payslip; or
- an Income Tax document such as a P45 or P60.

Any payment of your loan will be withheld until you provide your National Insurance number, unless you're a European Union (EU) student.

We will share the National Insurance number you provide with the Department for Work and Pensions to confirm that it's valid, and with HM Revenue and Customs to allow us to collect your repayments.

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

No – go to 1.8

Yes



If 'Yes', are you behind with the repayments?

No – go to 1.7

Yes – if you are behind with repayments on a previous loan, you should not apply until you have resolved this issue.

Section 1 Personal details

1.7 Have you previously applied and received a student loan for a HE Short Course from Student Finance England?

No – go to **1.8**

Yes – was your course start date within the last 12 months?

No – go to **1.8**

Yes – will you be resident in England on the first day of the new course(s) you are applying for?

No – you are only eligible to get funding if you are resident in England on the first day of your course.

Yes – go to **section 4**

1.8 Are you a member of the Armed Forces or a family member of someone in the Armed Forces serving outside England?

No – go to **1.9**

Yes – provide details

Identity evidence details

1.9 Do you have a valid in date UK passport?

We will share the passport details you provide with HM Passport Office to confirm that they're valid.

No – you need to send supporting documents to prove your identity. Read the notes to find out what to send and include this with your completed application form.

Now go to **section 2**

Yes – complete the following exactly as stated on your passport.

Date of issue (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>					
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Date of expiry (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>					
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Passport number

<input type="text"/>											
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Forename(s)

Surname

Now go to **section 2**

Section 2 Residence

2.1 Where do you normally live when you're not studying?

If you have a British Forces Post Office address, you should give this. We use this address to make sure you're completing the correct student finance application.

Address

Postcode

Now go to **2.2**

2.2 Are you a UK national?

 If you have been granted a status under the EU Settlement Scheme, answer no to this question and complete question 2.7

No – go to **2.3**

Yes – now go to **section 3, Q3.1**

2.3 Are you an Irish citizen?



No – go to **2.4**

Yes – have you been living in:

- the UK and Islands and/or Ireland, or
- the UK, Islands and/or specified British Overseas Territories

for the three years prior to the first day of your course?

Yes – now go to **section 3, Q3.2**

No – were you resident in:

- the UK by 31 December 2020 and have been in the UK, the Overseas Territories, the EEA or Switzerland

or

- the EEA or Switzerland on or before 31 December 2020 and been resident in the UK, Gibraltar, the EEA or Switzerland

for the three years prior to the first day of your course?

No – go to **2.4**

Yes – now go to **section 3, Q3.2**

Section 2 Residence – continued

2.4 Are you the family member of a UK national?



See notes for clarification on family member categories.

No – go to **2.5**

Yes – have you been living in the UK and Islands for the three years prior to the first day of your course

and

your family member will be resident in the UK on the first day of your course?

Yes – now go to **section 3, Q3.2**

No – were both you and your UK national family member living:

- in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018

or

- in the EEA or Switzerland on 31 December 2020

and you have been living in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of your course?

No – go to **2.5**

Yes – now go to **section 3, Q3.2**

Section 2 Residence – continued

2.5 Are you a family member of an Irish citizen?



See notes for clarification on family member categories.

No – go to **2.6**

Yes – have you been resident in the UK and Islands for the three years prior to the first day of your course and your family member will be resident in the UK on the first day of your course?

Yes – now go to **section 3, Q3.2**

No – do you have pre-settled status under the EU Settlement Scheme and you have lived in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your course?

No – go to **2.6**

Yes – provide your:

Share code

Expiry date of pre-settled status
(DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>					
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Now go to **section 3, Q3.2**

Section 2 Residence – continued

2.6 Are you the family member of a person of Northern Ireland?



See notes for clarification on family member categories.

No – go to **2.7**

Yes – have you been resident in the UK and Islands for the three years prior to the first day of your course and your family member will be resident in the UK on the first day of your course?

Yes – now go to **section 3, Q3.1**

No – do you have pre-settled status under the EU Settlement Scheme and you have lived in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your course?

No – go to **2.7**

Yes – provide your:

Share code

Expiry date of pre-settled status
(DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Now go to **section 3, Q3.2**

Section 2 Residence – continued

2.7 Do you have settled or pre-settled status under the EU Settlement Scheme?



2.7.1 Settled status



- Have you been living in:
- the UK, Islands and/or Ireland; or
 - the UK, Islands and/or specified British Overseas Territories for the three years prior to the first day of your course?

Please note you don't need to provide identification evidence if you provide your share code.

2.7.2 Pre-settled status



- Are you an EU national or the family member of an EU national and you have been living in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your course?

Please note you don't need to provide identification evidence if you provide your share code.

No – go to **2.8**

Yes – settled status, go to **2.7.1**

Yes – pre-settled status, go to **2.7.2**

Yes – provide your share code:

Go to **Section 3, Q3.2**

No – are you an EU national or the family member of an EU national and you have been living in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your course?

No – go to **2.8**

Yes –

I am an EU national

I am the family member of an EU national

Provide your share code

Go to **Section 3, Q3.2**

No – go to **2.8**

Yes –

I am an EU national

I am the family member of an EU national

Provide **your** share code

Expiry date (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>					
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Go to **Section 3, Q3.2**

Section 2 Residence – continued

2.8 Are you the family member of a UK national who is resident in Gibraltar?



See notes for clarification on family member categories.

No – go to **2.9**

Yes – were you living in the UK, Gibraltar, the EEA or Switzerland for three years prior to the first day of your course?

No – go to **2.9**

Yes – now go to **section 3, Q3.2**

2.9 Are you the EU national or the family member of an EU national who is resident in Gibraltar?



See notes for clarification on family member categories.

No – go to **2.10**

Yes – were you living in the UK, the EEA, Switzerland or the Overseas Territories for three years prior to the first day of your course?

No – go to **2.10**

Yes – now go to **section 3, Q3.2**

Section 2 Residence – continued

2.10 Are you the child of a Swiss national?



Please note you don't need to provide identification evidence if you provide your share code.

No – go to **2.11**

Yes – have you been living in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your course?

No – go to **2.11**

Yes – provide your:

Expiry date if pre-settled status
(DDMMYYYY)

//

Share code

Provide your **parent's** or
step-parent's:

Date of birth (DDMMYYYY)

//

Expiry date if pre-settled status
(DDMMYYYY)

//

Share code

Go to **Section 3, Q3.2**

Section 2 Residence – continued

2.11 Are you a European Economic Area (EEA) national or Swiss national who:



- is working in the UK; or
- has worked in the UK and is looking for work in the UK?

If you are a Frontier worker see notes

No – go to 2.12

Yes – have you been living in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your course?

No – go to 2.12

Yes – provide details of your employment. You should also provide details of your previous study.

Section 2 Residence – continued

2.11 continued

i If you are currently working, will you continue to work during your studies?

No – go to 2.12

Yes – provide details:

2.11 continued

You don't need to provide a share code if:

- You are an Irish citizen
- You are a frontier worker

Please note you don't need to provide identification evidence if you provide your share code.

Provide **your**:
Expiry date if pre-settled status
(DDMMYYYY)

 / /

Share code

Now go to **section 3, Q3.2**

Section 2 Residence – continued

2.12 Are you the family member of an (EEA) national or Swiss national who:



- is working in the UK
- has worked in the UK and is looking for work in the UK?

If your family member is a frontier worker see notes before completing the question

See notes for clarification on family member categories.

No – go to 2.13

Yes – my family member has been working or looking for work in the UK. My family member is my:

husband/wife/civil partner

parent(s)/step-parent

child/step-child - only applicable to EEA worker family members.

other direct ascending or descending line family member - only applicable to EEA worker family members.

Provide details of your family member's employment. You should also provide details of your previous study.

2.12 continued

Have you been living in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your course?

No – go to 2.13

Yes – continue

Section 2 Residence – continued

2.12 continued

If your family member is currently working, will your family member continue to work during your studies?

No – go to 2.13

Yes – continue

2.12 continued

If you are an Irish citizen or frontier worker you do not need to provide a share code.

If you are providing a share code you do not need to send us identity evidence.

Provide your:
Share code

Expiry date if pre-settled status
(DDMMYYYY)

/ /

Your family member

Date of birth (DDMMYYYY)

/ /

Share code

Expiry date if pre-settled status
(DDMMYYYY)

/ /

Now go to **section 3, Q3.2**

Section 2 Residence – continued

2.13 Are you the child of a Turkish worker who is working in the UK?



No – go to **2.14**

Yes – has your Turkish worker parent/step-parent been granted extended leave to remain by the Home Office?

No – go to **2.14**

Yes – were you and your Turkish worker parent/step-parent living in the UK by 31 December 2020?

No – go to **2.14**

Yes – now go to **section 3, Q3.2**

2.14 Have you or your family member been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)?



No – go to **2.15**

Yes – please confirm:

I have been granted leave under the ARAP or ACRS.

My family member has been granted leave under the ARAP or ACRS. My family member is my:

husband/wife/civil partner

parent/step-parent

Provide your:

Home Office reference number

Date latest status granted
(DDMMYYYY)

 / /

Date this status is due to expire (if applicable)
(DDMMYYYY)

 / /

Have you lived outside the UK and Islands since your latest status was granted?

No – now go to **section 4**

Yes – now go to **section 3, Q3.3**

Section 2 Residence – continued

2.15 Have you been granted ‘indefinite leave to remain’ in the UK as the victim of domestic violence or abuse?



No – go to **2.16**

Yes – provide your:

Home Office reference number

Date latest status granted (DDMMYYYY)

 / /

Now go to **section 3, Q3.3**

2.16 Have you been granted ‘indefinite leave to remain’ as a person who has been a bereaved partner?



No – go to **2.17**

Yes – provide your:

Home Office reference number

Date latest status granted (DDMMYYYY)

 / /

Now go to **section 3, Q3.3**

2.17 Do you have settled status in the UK that was not granted under the EU Settlement Scheme?



No – go to **2.18**

Yes – provide your:

Home Office reference number

Date latest status granted (DDMMYYYY)

 / /

Now go to **section 3, Q3.2**

Section 2 Residence – continued

2.18 Are you the family member of someone with settled status in the UK?



See notes for clarification on family member categories.

No – go to **2.19**

Yes – have you been living in the UK and Islands for three years prior to the first day of your course and your family member will be resident in the UK on the first day of your course?

No – go to **2.19**

Yes – provide your:

Date latest status granted
(DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

If your family member has settled status under the EU Settlement Scheme provide their share code:

Now go to **section 3, Q3.2**

If their status was not granted under the EU Settlement Scheme provide their Home Office reference number:

Now go to **section 3, Q3.2**

2.19 Have you or your:



- husband, wife, civil partner; or
- parent(s), step-parent
been granted 'Limited Leave to Enter or Remain' under a Ukraine Scheme?

By Ukraine Scheme we mean

- the Ukraine Family Scheme;
- the Homes for Ukraine Sponsorship Scheme; or
- the Ukraine Extension Scheme.

2.19.1 I have been granted leave under a Ukraine Scheme



Please note you don't need to provide identification evidence if you provide your share code.

No – go to **2.20**

Yes – I have been granted leave under a Ukraine Scheme – go to **2.19.1**

Yes – my family member has been granted leave under a Ukraine Scheme – go to **2.19.2**

Provide **your**:

Share code (if you have one)

If you don't have a share code provide your:
Home Office reference number

Date latest status granted (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Date this status is due to expire (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Now go to **2.19.3**

Section 2 Residence – continued

2.19.2 My family member has been granted leave under a Ukraine Scheme



Please note your family member does not need to provide identification evidence if they provide a share code.

Provide **your family member's**:
Share code (if they have one)

Date of birth (DDMMYYYY)

//

If they don't have a share code provide their:
Home Office reference number

Date latest status granted (DDMMYYYY)

//

Date this status is due to expire (DDMMYYYY)

//

Now go to **2.19.3**

2.19.3 Have you lived outside the UK and Islands since your latest status was granted?



No – go to **section 4**

Yes – now go to **section 3, Q3.3**

2.20 Have you or your:



- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted refugee status by the UK government?

No – go to **2.21**

Yes – provide your:
Home Office reference number

Date latest status granted (DDMMYYYY)

//

Date this status is due to expire (DDMMYYYY)

//

Have you lived outside the UK and Islands since your latest status was granted?

No – go to **Section 4**

Yes – now go to **section 3, Q3.3**

Section 2 Residence – continued

2.21 Have you or your family member been granted Humanitarian Protection by the UK government?



No – go to **2.22**

Yes – provide your:

Home Office reference number

Date latest status granted (DDMMYYYY)

 / /

Date this status is due to expire (DDMMYYYY)

 / /

Have you lived outside the UK and Islands since your latest status was granted?

No – go to **Section 4**

Yes – now go to **section 3, Q3.3**

2.22 Have you or your family member been granted leave to remain as a Stateless Person?



No – go to **2.23**

Yes – provide your:

Home Office reference number

Date latest status granted (DDMMYYYY)

 / /

Date this status is due to expire (DDMMYYYY)

 / /

Have you lived outside the UK and Islands since your latest status was granted?

No – go to **Section 4**

Yes – now go to **section 3, Q3.3**

Section 2 Residence – continued

2.23 Have you been granted leave to remain in the UK under section 67 of the Immigration Act 2016, or have you been granted leave in line as the dependent child of someone who has?



No – go to **2.24**

Yes – provide your:

Home Office reference number

Date latest status granted (DDMMYYYY)

/

Date this status is due to expire (DDMMYYYY)

/

Have you lived outside the UK and Islands since your latest status was granted?

No – go to **Section 4**

Yes – now go to **section 3, Q3.3**

2.24 Have you been granted leave in line with 'Calais leave' in the UK, or have you been granted leave in line as the dependent child of someone who has?



No – go to **2.25**

Yes – provide your:

Home Office reference number

Date latest status granted (DDMMYYYY)

/

Date this status is due to expire (DDMMYYYY)

/

Have you lived outside the UK and Islands since your latest status was granted?

No – go to **Section 4**

Yes – now go to **section 3, Q3.3**

Section 2 Residence – continued

2.25 On the first day of your course will you be under 18 and will you have been living in the UK for seven years?



No – go to **2.26**

Yes – now go to **section 3, Q3.2**

2.26 On the first day of your course will you be over 18 and will you have lived in the UK for at least 20 years, or at least half of your life?



No

Yes – now go to **section 3, Q3.2**



If you answered ‘No’ to all the questions in this section you are not eligible for a Higher Education Short Course Loan

Section 3 Address history

3.1 In the three years prior to the first day of your course, did you live outside the UK and Islands at any time?

No – go to **Section 4**

Yes – go to **3.2**

3.2 Give details of your residence for the three years prior to the first day of your course. There should be no gaps in the dates you give us.

If you need more space for additional addresses, give the details above on the additional notes at the back of this form.

Full address

From (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

To (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Why were you there?

Full address

From (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

To (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Why were you there?

Full address

From (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

To (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Why were you there?

Section 3 Address history – continued

3.3 Provide your address history from the date you got your latest status from the Home Office to the first day of your course, or for the 3 years before the first day of your course, whichever is less.

If you need more space for additional addresses, give the details above on the additional notes at the back of this form.

Full address

From (DDMMYYYY) / /

To (DDMMYYYY) / /

Why were you there?

Full address

From (DDMMYYYY) / /

To (DDMMYYYY) / /

Why were you there?

Full address

From (DDMMYYYY) / /

To (DDMMYYYY) / /

Why were you there?

Section 4 Your course

i You need your HE Short Course Offer Letter before completing this section. You should ensure each answer in this section is completed exactly as it appears on your Offer letter.

4.1 Course details

Course 1

University or college name

University or college Address

Postcode

Country

Name of campus/location

Course Name

Course code

Course Fee amount

£

Course duration number of weeks

Start date of course (DDMMYYYY)

End date of course (DDMMYYYY)

Qualification level

4 5 6

Study type

on campus

online only

campus and online

Course 2

University or college name

University or college Address

Postcode

Country

Name of campus/location

Course Name

Course code

Course Fee amount

£

Course duration number of weeks

Start date of course (DDMMYYYY)

End date of course (DDMMYYYY)

Qualification level

4 5 6

Study type

on campus

online only

campus and online

Section 4 Your course – continued

4.1 continued

Course 3

University or college name

University or college Address

Postcode

Country

Name of campus/location

Course Name

Course code

Course Fee amount

£

Course duration number of weeks

Start date of course (DDMMYYYY)

End date of course (DDMMYYYY)

Qualification level

4 5 6

Study type

on campus

online only

campus and online

Course 4

University or college name

University or college Address

Postcode

Country

Name of campus/location

Course Name

Course code

Course Fee amount

£

Course duration number of weeks

Start date of course (DDMMYYYY)

End date of course (DDMMYYYY)

Qualification level

4 5 6

Study type

on campus

online only

campus and online

Section 4 Your course – continued

4.2 What is your course credit amount?

Your course credit amount is set by your university or college, the amount will be on your HE Short Course Offer Letter.

Course 1

30 credits

40 credits

Course 2

30 credits

40 credits

Course 3

30 credits

40 credits

Course 4

30 credits

40 credits

Section 5 Loan request section

5.1 How much would you like to borrow?



The maximum loan amount you can borrow is:

- up to £3,080 if you are studying 40 credits; or
- up to £2,310 if you are studying 30 credits.

You cannot request a loan amount higher than your university or college is charging for your course.

Student Finance will only pay your fees, if you are in attendance for 2 weeks after your course start date.

Course 1

Maximum amount

Different amount of: £

Course 2

Maximum amount

Different amount of: £

Course 3

Maximum amount

Different amount of: £

Course 4

Maximum amount

Different amount of: £

Section 6 Additional contacts

Contact details

We need you to give the name and address of two additional contacts. We'll only contact them if we can't get in touch with you, for example if you move address and forget to tell us.

By entering these details, you're confirming you've told your additional contacts about this and they're happy for SLC to contact them if necessary.

Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Phone number
(include international dialing code if outside UK)

Contact 2 (contact 2 must live at a different address from contact 1)

Forename(s)

Surname

Relationship to you

Address

Postcode

Phone number
(include international dialing code if outside UK)

These terms and conditions (“terms”) and applicable legislation apply to all of the student finance available to students for the academic year 2023/24.

I understand that I must read the specific terms about the student finance products available because they will affect me if I apply for them at any time in this academic year.

I understand that my application for student finance may be delayed unless I sign and date these terms.

Loan Contract

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at www.gov.uk/studentfinance
2. 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 that I may not receive student finance, any support I have had may be withdrawn and I could be prosecuted.
3. I understand that student finance is provided to me by the Secretary of State for Education (the “Lender”) which includes any persons acting on his/her behalf and any replacement(s) under section 23(4) of the Teaching and Higher Education Act 1998 as amended or replaced from time to time (the “Act”).
4. I understand these terms, the Act and the regulations made under section 22 of the Act will apply to any student finance provided to me by the Lender.
5. I understand that “student finance” in these terms means financial support by way of grant(s) and/or loan(s) made by the Lender under the regulations.
6. I understand that the Student Loans Company Limited (“SLC”) carries out certain functions on behalf of the Lender.

My Obligations

7. I understand that if I have:
 - (i) reached the age of 18 years; and
 - (ii) have entered into agreement(s) for a loan under section 22 of the Act before I reached the age of 18 years,

I am agreeing to “ratify” any and all such student loans by signing these terms.

This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to “ratify” any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.

8. I agree to give SLC any information they need in support of this application for student finance and to seek repayment.
9. I agree to tell SLC immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC about any changes in my personal details (including my National Insurance number) and contact details I have provided.
10. I agree that if I get an overpayment of student finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.
11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Act and the regulations. I understand that I will repay my loan(s) through the United Kingdom (“UK”) tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/ are contract(s) between me and the Lender. I understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.
13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.



Legal Action and Applicable Law

14. In the event of any legal action, I agree that the laws of England and Wales will apply and that the courts of that part of the UK will hear any legal action. If my address is outside the UK the laws of the part of the UK where my education provider is situated will apply and the courts of that part of the UK will hear any legal action. I agree that the Lender has the right to take legal action against me in any other court with jurisdiction.

Sharing Information

15. If I am in breach of these terms and/or the regulations I agree that the Lender may share

information held about me and my account with third parties, including the government or a government agency of another country, who may help to locate me and/or help take action to recover any payments I owe.

16. I confirm where I have provided any personal information about any other person in my student finance application, I have done so with their consent.

17. I understand that SLC will process my personal data in line with the Privacy Notice available at www.sfengland.slc.co.uk/privacy-notice which may be updated from time to time.

Uploading the form from your device sign here



All you need to do is type your Customer Reference Number, full name and today's date in the boxes provided. Upload instructions are on page 34.

Customer Reference Number

Your full name (in **BLOCK CAPITALS**)

Today's date (DDMMYYYY)

//

Printing off and posting this form sign here



All you need to do is enter your customer Reference Number, full name, today's date and provide your signature **in ink**, in the boxes provided. The address to post your form is on the page 34.

Customer Reference Number

Your full name (in **BLOCK CAPITALS**)

Your signature (in **ink**)

Today's date (DDMMYYYY)

X

//

Section 8 Finalising your application

8.1 Have you answered all the questions that apply to you?

No – if you don't complete a section or question you've been asked to this could delay your application.

Yes

8.2 Have you signed and dated your terms and conditions in Section 7?

No – you must sign the terms and conditions, we can't process your application without it.

Yes

8.3 Have you included all the supporting documents?

No – gather all the documents we've asked for before you return your application, it won't be accepted without them.

Yes – now read the information on the next page to find out how to get your form and evidence to us.

Uploading the application

- 1 – Save this form to your device (do not print the form and scan it)
- 2 – Got to your online account www.gov.uk/student-finance-register-login
- 3 – Go to the Higher Education Short Course section of your online account
- 4 – Click on the evidence upload tool and select your saved file(s) and upload
If you have original evidence to send you can still upload the application and then post us the evidence to the address below.

Paper application or evidence to send

1 – Got everything we need?

You'll need to send all the supporting evidence we've asked for, we can't process your application without it.

2 – Check your postage

Make sure what you're sending is weighed and the correct postage is fully paid.

Remember to ask for proof of postage.

3 – Return your application or evidence on time

Send us your completed application as soon as possible to make sure your funding is in place for the start of your course.

Send it to:

HE Short Courses
PO Box 5610
Glasgow
G52 9DH

Additional notes

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