

About these notes

Use these notes to help you complete your 'Higher Education Short Course Loans Application form'.

How to use these notes

 Where you see this in your Higher Education Short Course Loan Application form, it means there's additional information in these notes to help you.

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

These notes are in sections and numbered in the same way as the questions in the application form.

Read these notes - if you don't answer a question or section correctly or you don't provide us with the documents we need, your payments will be delayed.

If you are asked to provide **original** evidence in these notes, this must be posted to us, you cannot upload it via your online account. You can still upload the application form and send the evidence to us separately.

Alternative formats

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 format you require to: brailleandlargefonts@slc.co.uk or call **0141 243 3686** (this number is only for alternative format requests).

Section 1 Personal details

1.1 Change of name

If your name has changed since your passport or birth certificate was issued, you need to prove that your name has legally changed.

You need to send us one of the following:

- your change of name deed; **or**
- your marriage certificate or civil partnership documentation; **or**
- your divorce certificate or dissolution order; **or**
- your final or conditional order.

1.6 UK National Insurance number

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

If you've never been given a National Insurance number, leave the National Insurance number box blank. We'll contact you if you need to take any action to obtain a National Insurance number. If in the meantime you get a National Insurance number, let us know as soon as possible.

1.7 Do you have any previous student loans in arrears?

If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.

If you have any Mortgage Style (MS) loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you don't know who your debt owner is please call **0300 100 0632** for advice.

If you have any Income Contingent Repayment (ICR) loans, please call **0300 100 0611** for advice.

Section 1 Personal details – continued

1.9 Armed Forces

You may be eligible for support to study a distance learning course if you or your family member is currently serving outside of England in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- a spouse or civil partner living with a member of the UK Armed Forces serving outside of England
- a dependent parent living with either;
 - a child who is a member of the UK Armed Forces serving outside of England
 - the child's spouse or civil partner who is a member of the UK Armed Forces serving outside of England

You need to send a letter confirming your name and your address, or British Forces Post Office address.

If your family member is in the Armed Forces, you need to send a letter confirming the following:

- their name
- their address or British Forces Post Office (BFPO) address
- your name
- their relationship to you

The letter you send must be stamped, signed and dated by the Armed Forces Unit Records Officer. We can't accept a photocopy. We recommend that you use your BFPO address for all correspondence.

1.10 Identity

If you do not have a UK passport or it has expired, you must send your:

- **original** UK birth or adoption certificate; **or**
- **original** non-UK passport; **or**
- **original** Biometric Residence Permit.

If providing a share code to confirm your immigration status in Section 2, you do not need to send any evidence of your identity.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

Section 2 Residence

2.1 UK National

You are a UK national if you have a UK passport or are eligible to apply for one. If you have provided your UK passport details in section 1, you do not need to send any further evidence of your UK nationality.

If it has expired, or is about to expire, you need to send:

- your **original** birth or adoption certificate

2.2 Irish citizen

You must send your **original** ROI passport or national identity card.

If you hold a UK passport, you should provide your passport details in section 1 as you do not need to send further evidence of your nationality.

2.3 Family member of a UK national

By family member, you must be the:

- husband, wife, civil partner;
- direct descendant

of a UK national.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on. If you are claiming student finance as the child or step-child of a UK national, the term 'child' means a person 'under the age of 21; or dependents of the person or the person's spouse or civil partner.'

You must provide evidence to show you are the family member of a UK national by sending their passport. You must also send proof of your relationship to the UK national.

This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the UK national's name; **and**
- the marriage or civil partnership certificate if you or the UK national are a step-child.

Section 2 Residence – continued

2.4 & 2.5 Family member of an Irish citizen or person of Northern Ireland

By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other ascending direct relative;
- child or step-child or other direct descendant of a person of Northern Ireland or Irish citizen.

You must provide evidence to confirm your family member is a person of Northern Ireland and your relationship to them by sending their **original** ROI or UK passport and your birth certificate or marriage certificate that shows your relationship to them.

You must provide evidence to confirm you're the family member of an Irish citizen and your relationship to them by sending their **original** ROI passport and your birth certificate or marriage certificate that shows your relationship to them.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to **www.gov.uk/view-prove-immigration-status** to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship.

We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child, step-child or other direct descendant.

2.6 Settled or pre-settled status under the EU Settlement Scheme

To prove your immigration status, you need to provide us with a share code. Go to **www.gov.uk/view-prove-immigration-status** to generate the code. Once generated, the code will expire after 30 days.

You should return your application form within 10 days of generating the share code. We will use your share code to confirm your identity and residency status with the Home Office. When you give us your share code you do not need to send identity evidence.

We'll still need identity evidence if you are the family member of an EU national and you don't have settled status. We'll also need to see proof of relationship evidence to your EU family member.

Send us:

- a birth or marriage certificate.

All evidence items you send must be originals.

Section 2 Residence – continued

2.7 UK national or family member of a UK national who is resident in Gibraltar

By family member, you must be the:

- husband/wife/civil partner;
- child or step-child or other direct descendant (you must be under 21 or dependent on the UK national) of a UK national who is a resident in Gibraltar.

You will need to send your valid passport, or valid national identity card (if this is proof of your nationality)

You will also need to prove your relationship to your family member by sending their national identity card or passport and your birth certificate or marriage certificate (if this shows proof of their nationality and your relationship to them).

To prove you are a Gibraltar resident you need to send us your original:

- valid residence card

2.8 EU national or family member of an EU national who is resident in Gibraltar

By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other ascending direct relative;
- child or step-child or other direct descendant (must be under 21 years of age or dependent on the EU national) of an EU national who is a resident in Gibraltar.

You will need to send your valid passport, or valid national identity card (if this is proof of your nationality)

You will also need to prove your relationship to your family member by sending their national identity card or passport and your birth certificate or marriage certificate (if this shows proof of their nationality and your relationship to them).

To prove you are a Gibraltar resident you need to send us your original:

- valid residence card

Section 2 Residence – continued

2.9 Child of a Swiss national

To get student finance as a child of a Swiss national, your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme, and be resident in the UK on the first day of the academic year.

To prove your immigration status, you need to provide us with a share code. To prove your parent or step-parent's immigration status, you need to provide us with their date of birth and share code. Go to

www.gov.uk/view-prove-immigration-status to generate the codes. Once generated, the codes will expire after 30 days.

When giving your share codes, we will check the details with the Home Office and confirm the information you have provided.

To get student finance as the child of a Swiss national, your Swiss national parent must be resident in the UK on the first day of the academic year. We need a signed letter from your Swiss national parent stating their UK address, and that they live there on the first day of the academic year.

They must also send one of the following documents:

- bank statement
- payslip
- tenancy agreement/mortgage statement
- utility bill
- local authority correspondence
- government department correspondence

Section 2 Residence – continued

2.10 EEA or Swiss national worker and Frontier workers

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code.

To prove your family member's immigration status, you need to provide us with their date of birth and share code.

Go to www.gov.uk/view-prove-immigration-status to generate the codes.

Once generated, the codes will expire after 30 days. You should return your application form within 10 days of generating the share codes.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence.

You do not need to provide a share code if:

- you are an Irish citizen; or
- you have a frontier worker permit or have other evidence you are a frontier worker.

You also need to send evidence of your employment such as:

- audited accounts, tax returns or details of your income if you are self employed; or
- a letter from your employer confirming your intention to continue working while you study; or
- a P45, a P60 or a letter from your previous employer if you are currently looking for work or have previously worked in the UK.

Section 2 Residence – continued

2.11 Family member of a European Economic Area (EEA) national or Swiss national

Family member of a EEA worker, must be one of the following:

- husband, wife, civil partner;
- parent(s), step-parent;
- child or step-child;
- other direct ascending or descending line family member (only applicable to EEA worker family members)

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

Other family relationships are excluded from the definitions above.

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have settled or pre-settled status through the EU Settlement Scheme.

To prove your immigration status, you need to provide us with a share code. To prove your family member's immigration status, you need to provide us with their date of birth and share code. Go to www.gov.uk/view-prove-immigration-status to generate the codes. Once generated, the codes will expire after 30 days. You should return your application form within 10 days of generating the share codes.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your family member.

You do not need to provide a share code if you:

- are an Irish citizen; or
- have a frontier worker permit or evidence to show you are a frontier worker.

Section 2 Residence – continued

2.11 Family member of a European Economic Area (EEA) national or Swiss national (continued)

Your family member does not need to provide a share code if they have a frontier worker permit or evidence to show they are a frontier worker.

If your child, son or daughter-in-law or child's civil partner is the worker you must be dependent on them.

If your parent is the EEA or Swiss worker, 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 or Swiss worker parent has died or left the UK and the child is staying on in the UK to finish their education.

2.12 Child of a Turkish worker who is working in the UK

To apply for a loan as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course.

You must also be living in the UK on the first day of your course and have lived in the UK, the EEA, Turkey, Overseas Territories or Switzerland for 3 years before the start of your course.

You need to prove your identity, send us:

- your **original** valid passport

You also need to send proof of your Turkish parent's nationality, send us one of the following:

- their **original** valid passport; or
- their valid national identity card

And proof of your relationship, send us:

- a birth or marriage certificate

You also need to send proof of your Turkish parent's employment in the UK, for example send us:

- a contract of employment

And you also need to send your Turkish parent's proof of the extension of their Leave to Remain in the UK after 31 December 2020 from the Home Office.

All evidence items you send must be **originals**.

Section 2 Residence – continued

2.13 Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

If you or your:

- husband, wife, civil partner;
- child or step-child

have been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS), you will have received a letter from the Home Office confirming this.

Afghan Locally Employed Staff Ex-Gratia Scheme

This scheme is for previous employees of the UK government who resigned or were made redundant from their post. Afghan nationals relocated to the UK under this scheme are not eligible for student funding.

We need one of the following as proof of identity:

- Original valid Home Office travel document; **or**
- Original Biometric Residency Permit; **or**
- Original valid passport.

and one of the following as proof of residency status:

- Original Home Office travel document; **or**
- Original Biometric Residency Permit; **or**
- Original Immigration Status Document; **or**
- Original Home Office letter confirming the category of leave and the date this was granted.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

You also need to send proof of your relationship to the person who has been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS) such as:

- a birth or marriage certificate.

2.14 Domestic violence or abuse

If you have been granted ‘indefinite leave to remain’ in the UK as a victim of domestic violence or abuse, send us:

- a Home Office letter and a Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

All evidence items you send must be **originals**.

Section 2 Residence – continued

2.15 Bereaved Partner

If you have been granted 'indefinite leave to remain' in the UK as a bereaved partner you need to send your **original**:

- Home Office letter and a Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.16 Settled status not granted under the EU Settlement Scheme

'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 been granted 'indefinite leave to remain'
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office.

You need to prove your current status, send us one of the following:

- your valid UK passport or a letter from the Home Office which confirms your immigration status; **or**
- your valid Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

All evidence items you send must be **originals**.

Section 2 Residence – continued

2.17 Family member of a person with settled status

'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 been granted 'indefinite leave to remain'
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office.

By family member, you must be the:

- husband, wife, civil partner;
- direct descendant

of a person with settled status.

You need to prove your current status, send us one of the following:

- your valid UK passport or a letter from the Home Office which confirms your immigration status; **or**
- your valid Biometric Residence Permit.

If your family member has been granted Settled Status not granted under the EU settlement Scheme, send us:

- a Home Office letter confirming their status and an immigration status document showing their status, for example:
- their **original** passport; or
- their valid Biometric Residence Permit.

If your family member has been granted settled status under the EU settled status you will need to prove their immigration status by providing us with confirmation of their:

EU Settlement Scheme award from the Home Office, and a share code. Go to **www.gov.uk/view-prove-immigration-status** to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code.

You also need to send us proof of your relationship, send us:

- a birth or marriage certificate.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

All evidence items you send must be **originals**.

Section 2 Residence – continued

2.18 Ukraine Scheme

By Ukraine Scheme we mean:

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

2.19 Refugee status

If you or your:

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

has successfully applied for refugee status in the UK under the terms of the 1951 UN Convention Relating to the Status of 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.

You need to prove your current status, send us one of the following:

- your valid Biometric Residence Permit
- your valid passport with a vignette
- your permission to travel document with your valid passport

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

All evidence items you send must be **originals**.

If you have been granted refugee status, send us:

- a Home Office letter that confirms your status and an immigration status document, for example:
- your **original** passport; **or**
- your valid Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted refugee status, send us:

- a Home Office letter confirming their status **and** an immigration status document showing their refugee status, for example:
 - their **original** passport; **or**
 - their valid Biometric Residence Permit.

We will only use their Biometric Residence Permit to validate their identity and residency status, no other data from it will be used or stored.

You also need to send us proof of your relationship, send us:

- a birth or marriage certificate.

All evidence items you send must be **originals**.

Section 2 Residence – continued

2.20 Humanitarian Protection

If you or your:

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

has been granted 'Humanitarian Protection' 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.

2.21 Stateless Person

If you or your:

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

have been granted 'Leave to Remain' as a Stateless Person in the UK, you or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the child or step-child of a person granted 'Leave to Remain' as a Stateless Person, 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 UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted 'Leave to Remain' as a Stateless Person, you must have been their husband, wife or civil partner at the time of their application.

If you have been granted Humanitarian Protection, send us:

- a Home Office letter that confirms your status and an immigration status document, for example:
- your **original** passport; or
- your valid Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted Humanitarian Protection, send us:

- a Home Office letter confirming their status and an immigration status document showing their status, for example:
- their **original** passport; or
- their valid Biometric Residence Permit.

We will only use their Biometric Residence Permit to validate their identity and residency status, no other data from it will be used or stored.

You also need to send us proof of your relationship, send us:

- a birth or marriage certificate.

All evidence items you send must be **originals**.

If you have been granted 'Leave to Remain' as a Stateless Person, send us:

- a Home Office letter and a Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted 'Leave to Remain' as a Stateless Person, send us:

- evidence to confirm your relationship to the person who has been granted Stateless Person status.
- a Home Office letter confirming their status and an immigration status document showing their status, for example:
- their **original** passport; or
- their valid Biometric Residence Permit.

We will only use their Biometric Residence Permit to validate their identity and residency status, no other data from it will be used or stored.

All evidence items you send must be **originals**.

Section 2 Residence – continued

2.22 Section 67

If you have been granted 'leave to remain' in the UK under Section 67 of the Immigration Act 2016, send us:

- a Home Office letter and a Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted 'leave to remain' in the UK under Section 67 of the Immigration Act 2016, send us:

- evidence to confirm your relationship to the person who has been granted this status.

All evidence items you send must be **originals**.

2.23 Calais leave

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will only be considered a 'child' if you were granted leave in line with your parent or step-parent.

If you have been granted 'Calais leave' in the UK, send us:

- a Home Office letter that confirms your status **and** an immigration status document, for example:
- your **original** passport; **or**
- your valid Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted 'Calais leave', send us:

- a Home Office letter confirming their status and an immigration status document showing their status, for example:
- their **original** passport; **or**
- their valid Biometric Residence Permit.

We will only use their Biometric Residence Permit to validate their identity and residency status, no other data from it will be used or stored.

You also need to send us proof of your relationship, send us:

- a birth certificate.

All evidence items you send must be **originals**.

Section 2 Residence – continued

2.24 & 2.25 Long Residence requirements

To be eligible for support under the Long Residence category you must have lawful ordinary residence in the UK and Islands for the three year period before the first day of the first academic year of your course and must be ordinarily resident in England. This means that you must have held a form of Leave to Remain issued by the Home Office for the whole of the three year period before the first day of the first academic year of your course.

If you are under 18 on the first day of the first academic year of your course, you must also have lived in the UK for at least seven years.

If you are 18 or over on the first day of the first academic year of your course, you must also have lived in the UK for at least half of your life or 20 years.

In addition, you will also need to be:

- ordinarily resident in England on the first day of the first academic year of your course;
- have been ordinarily and lawfully resident in the UK and Islands throughout the 3 year period preceding the first day of the first academic year of your course; and
- in the 3 years referred to above, not have moved to the UK and Islands wholly or mainly for the purposes of education.

Examples of some of the evidence items you could send are:

- application for Leave to Remain, or asylum, or listed as a dependant on such a claim
- Council Tax records
- wage slips
- P60 / P45
- Child Tax Credits and Child Benefit letters (in your parent's name, with you named on the award)
- **original** school/college exam certificates
- a letter from a teacher (on headed paper, signed with day specific dates of attendance DD/MM/YYYY)

You also need to confirm your status in the UK.

Examples of some of the evidence items you could send are:

- a Home Office letter confirming your status in the UK and the reason for this status being granted. The letter must clearly show the date on which you were granted your status, and the date on which this status will expire (if applicable)
- your immigration status document
- your passport showing the relevant vignette
- your valid Biometric Residence Permit card

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

All evidence items you send must be **originals**.

Section 3 Address history

3.2 & 3.3 Residency status

If you have refugee status you should provide your address details from the point your status was granted or up to a maximum of three years if your status was granted prior to that point.

If you have been granted:

- Leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

or

- 'Indefinite Leave to Remain' as the victim of domestic violence or abuse

or

- 'Indefinite Leave to Remain' as a person who has been a bereaved partner

or

- 'Leave to Remain' in the UK under Section 67 of the Immigration Act 2016

or

- Calais leave in the UK

or

- Humanitarian Protection or Refugee Status

or

- 'Leave to Remain' in the UK as a Stateless Person

or

- 'Leave to enter or remain under a Ukraine Scheme

Only provide your address history from the date your Home Office status was granted or renewed, up to a maximum of 3 years before the first day of the first academic year of your course.

Section 4 Your course

4.1 Your course

Your university or college will have confirmed if your course is eligible for a Higher Education Short Course Loan.

You should use your HE Short Course Offer Letter to complete this section as it will provide all the information we need about your course. If you are unsure about any of the information you should contact your university or college.

In this section you can indicate the course(s) you are applying for. You can apply for up to 4. If you are applying for 1 course now and want to do another course in the future, you should apply for your confirmed course now and simply download the form and make another application when you have a confirmed place on your other course(s). You can get funding for up to 4 Higher Education Short Courses.

Section 5 Loan request section

5.1 Loan request section

Once you have been in attendance for 2 weeks from the course start date you are liable to pay the tuition fees, these will be paid to your university or college in 1 instalment. We will only pay your fees, if you are in attendance for 2 weeks after your course start date.

Section 7 Terms and Conditions

Power of attorney

If you cannot sign the form it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.