

# PN1 Form Application for student finance

for new students

2023/24

You can also apply online at www.gov.uk/studentfinance



SFE/PN1F/2324/A

## You can apply in 5 easy steps

Depending on your circumstances you may not need to complete all of the steps.

1	<ul> <li>For all students</li> <li>Complete sections 2-6.</li> <li>You do not need to complete section 6 if you are only applying for a Tuition Fee Loan.</li> <li>If you are applying for a Maintenance Loan, Special Support Loan and/or a Tuition Fee Loan you need to tell us how much you want by completing the loan request section on pages 27 and 28.</li> </ul>
	If you <b>only</b> want to apply for a Tuition Fee Loan and/or a Maintenance Loan that is not based on household income you can go to <b>Step 5.</b>
2	<ul> <li>For students who want student finance based on household income</li> <li>Complete sections 7 and 8.</li> <li>If you want to apply for a Special Support Loan complete section 9.</li> <li>If you're aged 60 or over on the first day of the first academic year of your course and are applying for student finance based on your household income, you'll be assessed for a Special Support Loan instead of a Maintenance Loan. You do not need to complete section 9.</li> </ul>
3	<ul> <li>For students who have dependants</li> <li>Complete section 10.</li> <li>You should complete this section if you have any children or adult dependants and want to apply for financial help in relation to them.</li> </ul>
	If you are a single independent student go directly to Step 5.
4	<ul> <li>For students who want student finance based on household income</li> <li>Complete section 11.</li> <li>Depending on your answers in section 11 you may need to ask your parent(s) or partner to provide details about their income in section 12 so we can work out what your full entitlement to student finance will be.</li> </ul>
5	<ul> <li>For all students</li> <li>Make sure that you have signed the terms and conditions on pages 36 and 37. Your application may be delayed if the terms and conditions are not signed.</li> <li>If you asked someone to complete section 12, make sure that they have signed their declaration(s) on page 46.</li> </ul>
n e	Where you see this you should check the notes for specific <b>information</b> to help you complete a question or section. Where you see this you need to send us <b>evidence</b> to support your application. Use the notes to find out exactly what you need to send.
You ma any bur and cou	completing this form, you should read the Privacy Notice on page 22 of the accompanying notes. y be eligible for a bursary or scholarship. In order for a university or college to determine and pay sary or scholarship to which you may be entitled, we will share some of your personal, financial urse details as well as information about your eligibility for student finance with them. For more tion about this, read our Privacy Notice.

Please contact the university or college if you require further information about their bursaries and scholarships.

#### Section 1 Available student finance

## If you started your course on or after 1 August 2016 you could get:

- Tuition Fee Loan
- Maintenance Loan
- Special Support Loan

## If you started your course on or after

- 1 September 2012 and before
- 1 August 2016 you could get:
- Tuition Fee Loan
- Maintenance Loan
- Maintenance Grant
- Special Support Grant

## Extra help

You can also apply for additional student finance:

- Childcare Grant
- Parents' Learning Allowance
- Bursaries and Scholarships

- Adult Dependants' Grant
- Disabled Students' Allowance
- Travel Grant

## Disabled Students' Allowance (DSA)

If you want to apply for DSA you'll need to:

• complete and return this form and

• complete a Disabled Students' Allowance Application Form (DSA slim). You can download the DSA slim form at: www.gov.uk/studentfinance

Tick the box below if you want us to send you a DSA slim form instead.

Send me a DSA slim form

Go to **www.gov.uk/studentfinance** to find out more about what student finance is available.

## What if I have further questions?

If you have further questions you can:

- visit www.gov.uk/studentfinance
- call us on 0300 100 0607

## When do I need to send you my form?

To make sure you receive your first payment at the start of term, you must return this form and all of the evidence we need by **19 May 2023.** We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

If your application form is returned more than 9 months after the start of your academic year it won't be processed, and you may lose your full entitlement to student finance for this academic year.

## Where do I send my form?

We cannot accept this application form if it is uploaded to your online student finance account.

Return this form to us at: Student Finance England

**PO Box 210** Darlington DL1 9HJ



Please remember to pay the correct postage.

#### Personal details **Section 2**

#### Personal details

Title а

Forename(s)

Surname

Any other names you may be known by

Sex

#### Date of birth

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

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

Nationality

National Insurance number 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.

#### **Identity evidence details**

b1 Do you hold a UK passport?

Male Female
if no go to b3

Miss

Ms

Mx

**b2** Provide the following details from your **UK passport**, which must be currently valid and not expired (this is the easiest way for you to verify your identity and means you do not need to send us your passport).

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

Yes

No

Mr

Mrs

#### If your passport is not valid or has expired go to b3

Passport number	
Forename(s)	
Surname	
Date of issue	
Date of expiry	go to c

b3 Send your original non-UK passport or Biometric Residence Permit; ne

or

Send a photocopy of your **UK birth or adoption certificate**.

Please note you don't need to provide identification evidence if you provide your share code in section 3.

#### Section 2 Personal details - continued

#### **Previous loans**

Have you ever had any other loans from С the Student Loans Company Ltd (SLC)? if no go to d1 Yes No Yes No If 'Yes', are you behind with the repayments? **Armed Forces** d1 Are you a member of the Armed Forces serving outside England? Yes No d2 Are you a family member of someone Yes No in the Armed Forces serving outside England? (For example: spouse or

#### **Contact details**

child)

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

	Contact address	
	Postcode	
	Contact phone number	
	Mobile phone number	
	Email address	
	Check you've given us the correct details to	o make sure we can contact you.
Rela	tionship status	
	What is your current relationship status?	Single
		Living with a partner If you're under 25 and have been married/in a civil partnership before, you should also tick the box for the relevant marital

status below.

Separated 😑

Married/civil partnership

Please give the date of marriage/civil partnership

Divorced/dissolved civil partnership

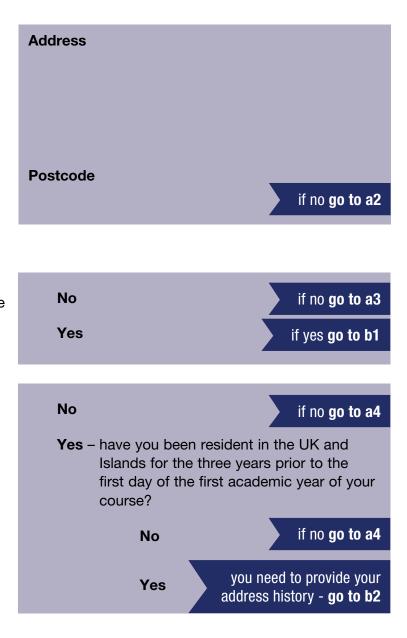
Widowed/surviving civil partner 🕒

SFE/PN1F/2324

## Section 3 Residence

a1 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.



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 a4.

a3 Are you an Irish citizen?

- a4 Are you the family member of a UK national, and both you and your family member were 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?
- No if no go to a5 Yes - have both you and your family member been resident in the UK, Gibraltar, EEA or Switzerland for the three years prior to the first day of the first academic year of your course? if no go to a5 No you need to provide your Yes address history - go to b2 No - are you an Irish citizen or a frontier worker? if no go to a8 No if yes go to a6 Yes Yes - I have been granted settled status Please provide your share code you need to provide your address history - go to b2 Yes - I have been granted pre-settled status now go to a6
- a5 Have you been granted settled status or pre-settled status under the EU Settlement Scheme?

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

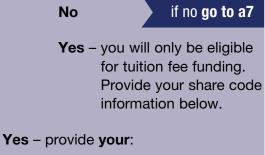
## a6 Are you the child of a Swiss national?

If you have lived in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course, where at least part of that period has been spent in an Overseas Territory, you can only apply for tuition fee funding. You should complete this question then the remainder of the form.

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

#### No

- Yes have you been resident in the UK, Gibraltar, EEA or Switzerland for the three years prior to the first day of the first academic year of your course?
  - No-have you been resident in the UK, the EEA, Switzerland, or the Overseas Territories (excluding Gibraltar) for three years prior to the first day of the first academic year of your course?



Expiry date of pre-settled status

		-11

Share code

If you are an Irish citizen you do not need to provide a share code

Provide **your parent's or step-parent's**: Date of birth



Expiry date of pre-settled status



Share code

you need to provide your address history - **go to b2** 

Are you or your family member an EEA or Swiss national who is working, has worked, or is looking for work in the UK?

If you or your family member are a frontier worker, see notes before completing this question.

For a list of family members see notes.

If you have lived in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course, where at least part of that period has been spent in an Overseas Territory, you can only apply for tuition fee funding. You should complete the share code information in this question, then continue to question b2. No

## if no go to a8

- Yes I have been working or looking for work in the UK.
- 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.

- Yes provide details of you/your family member's employment. You should also provide details of your previous study.
- No have you been resident in the UK, the EEA, Switzerland, or the Overseas Territories (excluding Gibraltar) for three years prior to the first day of the first academic year of your course?

#### No

## if no go to a8

Yes – you will only be eligible for tuition fee funding. Provide details of you/ your family member's employment. You should also provide details of your previous study.

Have you been resident in the UK, Gibraltar, the EEA and Switzerland for the three years prior to the first day of the first academic year of your course?

#### a7 continued

If you/your family member are currently working, will you/your family member continue to work during your studies?

Νο	if no go to a8
<b>Yes</b> – provide details:	

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

- You are an Irish citizen
- You or your family member are a frontier worker

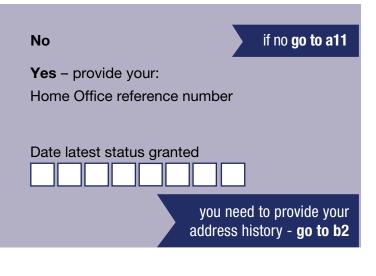
Provide <b>your</b> :	
Expiry date of pre-settled status	
Share code	
	you need to provide your
ac	ldress history - <b>go to b2</b>
Provide your family memb	er's:
Date of birth	
Expiry date if pre-settled st	atus
Share code	
	you need to provide your Idress history - <b>go to b2</b>

a8 Are you the child of a Turkish worker who is working in the UK?

If you have lived in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course, you can only apply for tuition fee funding, but you should continue to complete this form.

- if no go to a9 No Yes - has your Turkish worker parent/step-parent been granted extended leave to remain in the UK beyond 31 December 2020 by the Home Office? if no go to a9 No Yes - were you and your Turkish worker parent/step-parent living in the UK by 31 December 2020? if no go to a9 No you need to provide your Yes address history - go to b2 if no go to a10 No 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 or step-parent Provide your: Home Office reference number Date latest status granted Date this status is due to expire (if applicable) Have you lived outside the UK and Islands since your latest status was granted? go to section 4 No if yes go to b3 Yes
- a9 Have you or your family member
   been granted leave under the
   Afghan Relocations and Assistance
   Policy (ARAP) or the Afghan Citizens
   Resettlement Scheme (ACRS)?

- a10 Do you have 'settled status' in the UK not granted under the EU Settlement Scheme?
  - If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, answer "No" to this question and go to a15.
  - If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, answer "no" to this question and go to a18.



#### a11 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.



## **a11.1** 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.

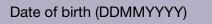
Provide **your**: Share code (if you have one) If you don't have a share code provide your: Home Office reference number Date latest status granted (DDMMYYYY) Date this status is due to expire (DDMMYYYY) now go to 11.3

**a11.2** 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.

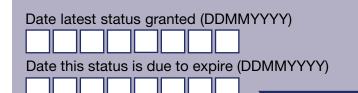
#### Provide your family member's:

Share code (if they have one)





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



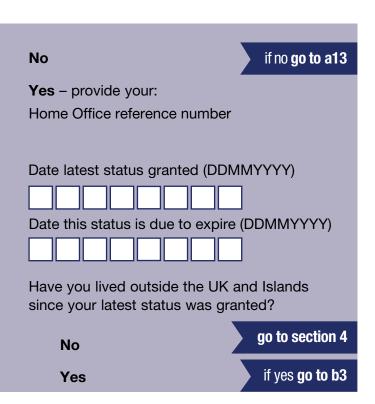
**a11.3** Have you lived outside the UK and Islands since your latest status was granted?



now go to 11.3

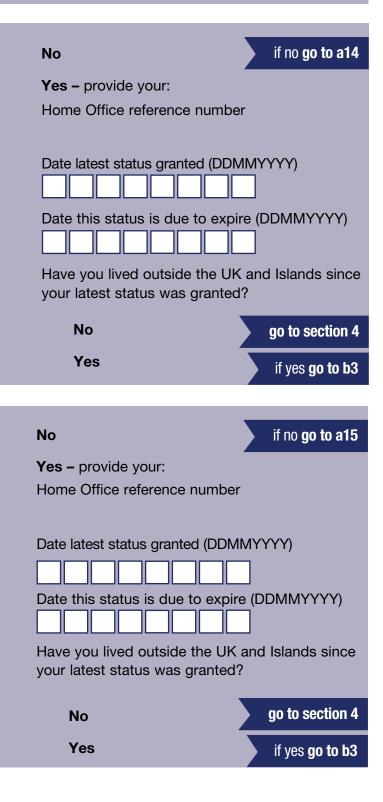
- a12 Have you or your:
  - husband, wife, civil partner; or
  - parent(s), step-parent

been granted refugee status by the UK government?



- a13 Have you or your:
  - husband, wife, civil partner; or
  - parent(s), step-parent
  - been granted Humanitarian

Protection?



- a14 Have you or your:
  - husband, wife, civil partner; or
  - parent(s), step-parent

been granted 'Leave to Remain' as a Stateless Person?

a15 Have you been granted 'Indefinite Leave to Remain' in the UK as the victim of domestic violence or abuse?

No	if no go to a16
<b>Yes –</b> provide your: Home Office reference number	
Date latest status granted (DDMN Have you lived outside the UK a your latest status was granted?	]
No	go to section 4
Yes	if yes go to b3
No	
Νο	if no go to a17
No Yes – provide your:	
<b>Yes –</b> provide your:	if no <b>go to a17</b>
<b>Yes</b> – provide your: Home Office reference number	if no <b>go to a17</b>
<b>Yes</b> – provide your: Home Office reference number	if no <b>go to a17</b> IYYYY)

a16 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?

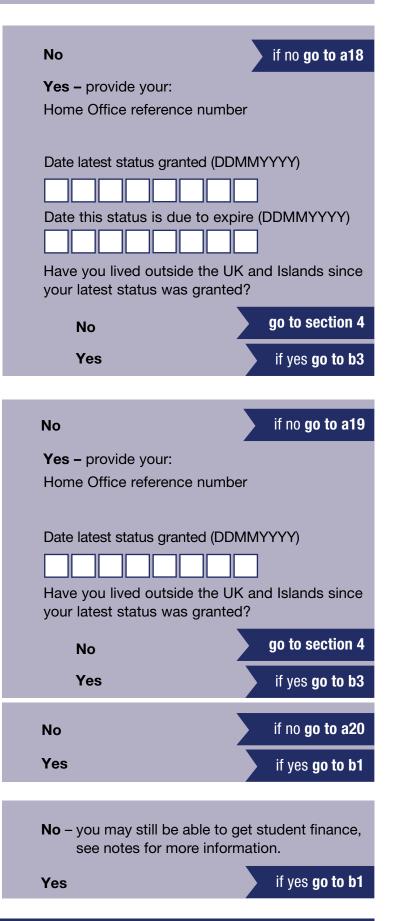
Have you lived outside the UK and Islands since your latest status was granted?

No	go to section 4
Yes	if yes go to b3

a17 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?

a18 Have you been granted 'Indefinite Leave to Remain' as a person who has been a bereaved partner?

- a19 On the first day of the first academic year of your course will you be under 18 and will you have been living in the UK for seven years?
- a20 On the first day of the first academic year 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?



If you answered 'No' to all the questions in this section may be able to apply for tuition fee only funding, for more information go to www.gov.uk/studentfinance

- **b1** In the three years prior to the start of the first academic year of your course, did you live outside the UK and Islands at any time?
- **b2** Give details of your residence for the 3 years before the start of the first academic year 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.

No	if no <b>go to b4</b>
Yes	if yes <b>go to b2</b>
Full address From (DDMMYYYY)	
Full address From (DDMMYYYY)	
Full address From (DDMMYYYY)	
	now go to b4

b3 Provide your address history from the date you got your latest status to the first day of the first term of your course, or for the 3 years before the first day of the first term 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)	
Full address	
From (DDMMYYYY)	
Full address	
From (DDMMYYYY)	
	now <b>go to b4</b>

**b4** At any time since 1 September 2021 has:

•either of your parents, step-parents, guardians; or

•your husband, wife, civil partner lived or worked outside the UK and Islands, or in the case of an EEA or Swiss national, outside of the UK, Gibraltar, EEA or Switzerland?

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

No	go to <b>section 4</b>
Yes	if yes give details below
Full address	
From (DDMMYYYY)	
Full address	
From (DDMMYYYY)	
Full address	
From (DDMMYYYY)	

## Section 4 About your course and university or college

In this section, please give details of your first choice university or college and course.

## University or college details

a University or college name and address

UCAS personal identification number

UCAS university/college code

UCAS campus code (if applicable)

### Course details

#### b1 Course name

If you are following a combined studies or modular course, please list all subjects being studied

UCAS course code

Qualification you expect to gain (for example, BSc Physics)

Course start date (month and year)

Course end date (month and year)

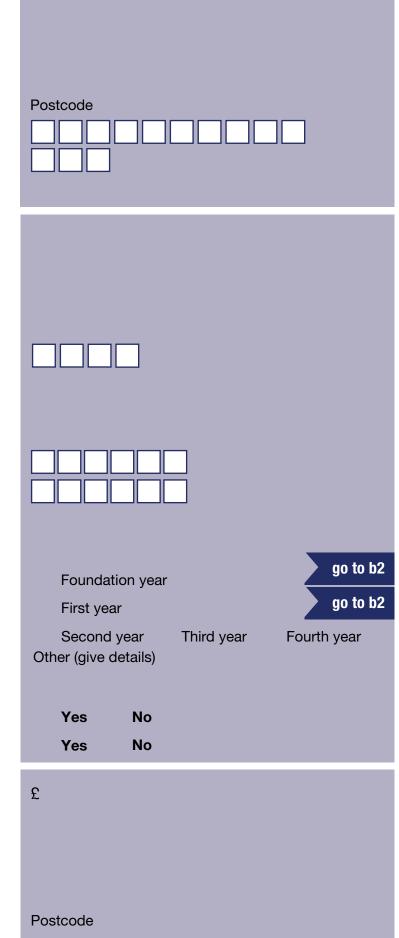
Course length (years)

Year of course

Is this an accelerated degree course?

**b2** Full tuition fee amount for this academic year

If the course is franchised to another university or college, give the address of the other university or college



# Section 4 About your course and university or college – continued

#### Course type (tick one box)

С

Full-time undergraduate (HNDs, HNCs etc. in addition to first degrees)

Full-time Initial Teacher Training (ITT) courses of up to 2 years in length

Full-time foundation degree

Full-time distance learning

Full-time involving a placement (sandwich course)

Full-time pre-registration postgraduate healthcare course

Full-time level 4 or 5 award, certificate, diploma or NVQ

Do you have a disability which prevents you from attending your university or college in person?

Yes No

Is this course an approved Higher Technical Qualification? (If you're unsure you should speak to your college or university before continuing with your application)

#### Yes

**No -** you should not continue with this application as your course is not eligible for support. You may be eligible for an Advanced Learner Loan. Go to **www.gov. uk/advanced-learner-loan** for more information.

#### **Term details**

d Where will you be living during term time?

We need to know about your living situation for each term as this can affect how much student finance you can get.

#### Term 1

```
Living with parent(s)
Elsewhere or own home
Term 2
Living with parent(s)
Elsewhere or own home
Term 3
Living with parent(s)
Elsewhere or own home
```

# Section 4 About your course and university or college – continued

- Where will you spend the most time during the academic year?
- Term 1 University or college Study abroad Work placement Term 2 University or college Study abroad Work placement Term 3 University or college Study abroad Work placement if you have ticked 'University or college' for all 3 terms **go to section 5**
- f1 Will you be undertaking a placement as part of the Erasmus+ exchange programme?
- f2 Will you be undertaking a placement as part of the Turing Scheme or Taith?



## Section 4 About you

# About your course and university or college – continued

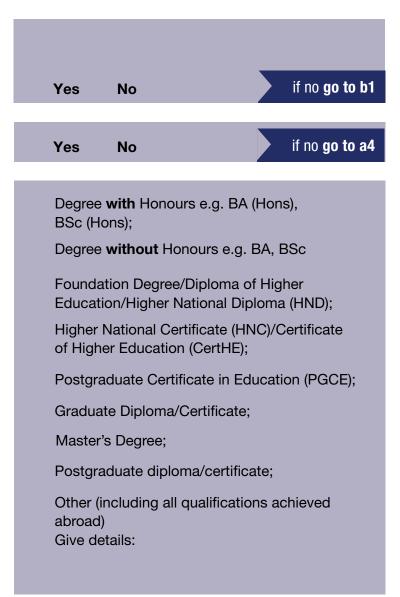
### **Placement details**

1 100		
g	Where will your placement be?	Abroad UK Don't know 🗋
	Placement name and address if known	
		Postcode
	Is the placement paid or unpaid?	Paid
		Unpaid
	If 'unpaid' please tick which type 🕒	a hospital, Public Health Service Laboratory or with a Clinical Commissioning group in the UK;
		a Special Health Authority, the National Health Service Commissioning Board, the National Institute for Health and Care Excellence, the Health and Social Care Information Centre, Local Health Board, Health Board, Special Health Board or Health and Social Services Board in the UK;
		a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, a voluntary organisation providing facilities or carrying out similar activities or a Local Authority acting in the exercise of public health functions in the UK;
		the prison or probation sector or after-care services in the UK;
		unpaid research in a UK or overseas institution;
		an unpaid placement in the Houses of Parliament; or
		an unpaid placement that is not listed above. 🗋

#### **Previous study**

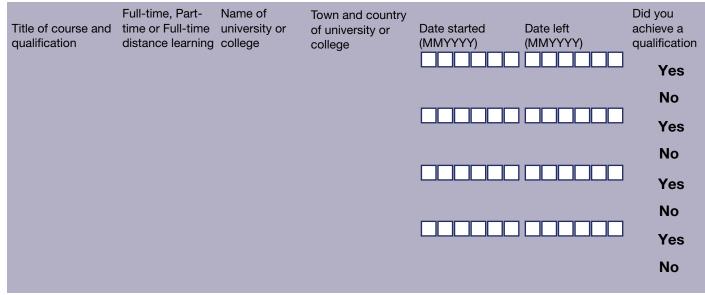
Courses of higher education are those of Higher National Certificate (HNC) level or above. Where course details are requested, you should not include A Level/AS Level examinations or equivalent.

- a1 Have you started an undergraduate or postgraduate course of higher education in any country since leaving school? Tick **'Yes'** even if you did not complete the course.
- a2 Did you achieve a qualification?
- a3 Please tick the relevant box(es) to show which qualifications you have achieved.

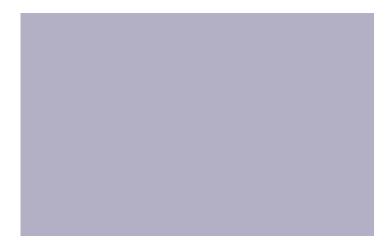


# Section 5 Previous study and other information – continued

a4 Give details of previous courses studied below. Do not mention any course that you studied parttime where you did not achieve a qualification; or any course that was entirely self-funded at a private institution where you did not achieve a qualification.



a5 If you did not achieve a qualification for any course listed in a4, why was this?



## **Other information**

- **b1** In this academic year, are you eligible to apply for a bursary (excluding social work bursary) from any of the following?
  - National Health Service (NHS)
  - Department of Health (DoH) for Northern Ireland
  - Student Awards Agency Scotland (SAAS)
- b2 If 'Yes', is this bursary or award income assessed or non-income assessed?

Yes No Income assessed

Non-income assessed

# Section 6 Your UK bank or building society account details

## This account must be in your own name (not a joint account) and be able to accept direct credits.

Please note that missing or incorrect bank or building society details will result in your Maintenance Loan, Bursary (if applicable) or any grant payments being delayed.

You **do not** need to provide your bank or building society account details if you are only applying for a Tuition Fee Loan because this will be paid directly to your university or college and not to you.

Sort code	
Account number	
Building society roll number (if applicable)	

## Loan request section

If you are applying for a Maintenance Loan, Tuition Fee Loan or Special Support Loan, please complete this section to tell us how much you want to apply for.

### Maintenance Loan

This loan is paid in instalments directly to you and is to help cover your living costs throughout the academic year.

Amount of Maintenance Loan you would like to apply for:	Maximum available to you	
	If you wish to apply for less than the maximum available to you, please state the amount.	£

### Special Support Loan

The Special Support Loan is awarded instead of the Maintenance Loan for students who are aged 60 and over on the first day of the first academic year of their course.

Amount of Special Support Loanyou would like to apply for:Maximum available to you	
If you wish to apply for less than the maximum available to you, please state the amount.	£

## Tuition Fee Loan

Your tuition fee is set by the university or college you go to. Any Tuition Fee Loan you borrow will be paid directly to your university or college.

Amount of Tuition Fee Loanyou would like to apply for:Maximum available to you	
If you wish to apply for less than the maximum available to you, please state the amount.	£

## **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)	<b>Contact 2</b> (contact 2 must live at a different address from contact 1) Forename(s)
Surname	Surname
Relationship to you	Relationship to you
Address	Address
Postcode	Postcode
Phone number	Phone number

## Section 7 Dependent and independent students

## This section determines whether you are a dependent or an independent student. This is important as it establishes whose income we need to take into account from your household before we calculate your entitlement.

- a1 Will you be aged 25 or over on the first day of the academic year?
- a2 Have you been married or in a civil partnership at any time before the first day of the academic year?
- a3 Will you have care of a person under the age of 18 on the first day of the academic year?
- **b** Please tick the relevant box if any of the following apply to you

YesNoif yes you are an independent<br/>student, go to section 8YesNoif yes you are an independent<br/>student, go to section 8YesNoif yes, you may be<br/>considered an independent<br/>student, go to section 8

Your parents cannot be found or it is not reasonably practicable to get in touch with them

You are irreconcilably estranged (have no contact with) from your parents and this will not change.

For any consecutive three month period ending after your 16th birthday and before the first day of the first academic year of your course you have been in the custody of, in legal care of, or have been given accommodation by a local authority but you have not been under the legal care of your parents.

Both your parents are deceased.

You have applied for student finance before, and the parent who provided their income details is deceased.

Your parents are living outside the UK, Gibraltar or EU and the assessment of their financial circumstances would place them in jeopardy.

Your parents are living outside the UK, Gibraltar or EU and it would not be reasonably practicable or possible for them to send you money.

If you have ticked any of the boxes above, you will be contacted for evidence and, subject to this, you may be considered independent.

if you have ticked any of the boxes above, **go to section 8** 

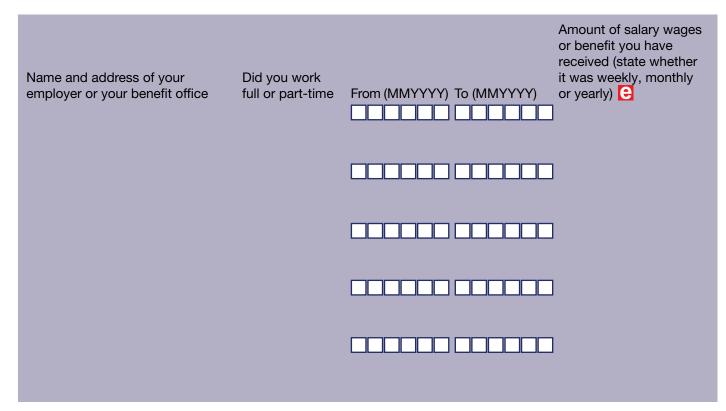
# Section 7 Dependent and independent students – continued

c Have you supported yourself financially for a total of three years or more before the start of the first academic year of your course?

Yes No

if no you are a dependent student **go to section 8** 

If 'Yes', you may be considered an independent student. Please give details below.



## Section 8 Student financial questions

The academic year is determined by when you begin your study. Please see page 24 of the guidance notes for academic year dates.

If you leave any question in this section blank we will not be able to process your application. If a question does not apply to you, please enter 'None' or 'N/A' as the answer.

#### **Unearned income**

- a Taxable **unearned** income is any income you receive from the following sources:
  - Bank or building society gross interest
  - Property, lettings or rent
  - Dividends or investments
  - Trusts or sponsorships
  - Any other payment received for attending the course

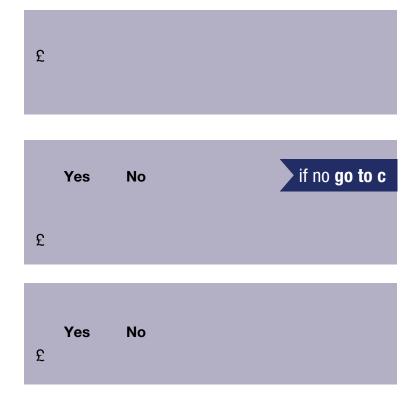
Estimate the total taxable unearned income, before deductions, that you expect to receive in academic year 2023/24.

Payments from an employer

**b1** Will your employer be releasing you to attend your course this academic year?

If **'Yes'**, how much will your employer pay you for time spent attending your course during this period?

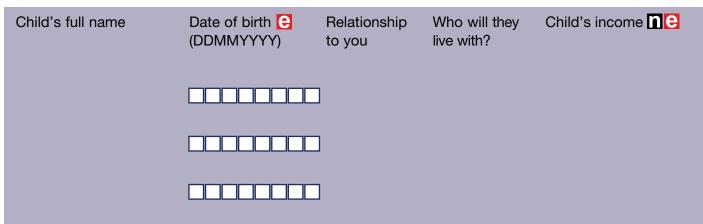
b2 During this academic year, will you or your employer pay any money into a pension fund on your behalf?If 'Yes', how much during this period?



### **Dependent children**

**c** Give details of any children who will be wholly or mainly financially dependent on you during this academic year.

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year 2021-22.



## Section 9 Special Support

If one of the categories below applies, you may qualify for additional loan for your living costs. Tick any of the boxes below that are relevant to you. You must send supporting evidence with your application. Read the notes to find out what evidence to send.

If none of the boxes apply to you, go straight to section 10.

I'm a lone parent or lone foster parent with a child or young person under 20 who is in full-time education below higher education level or on an approved training course

I have a partner who is also a student, and one or both of us are responsible for a child or young person under 20 who is in full-time education below higher education level or on an approved training course

I have a disability and qualify for the Disability Premium or Severe Disability Premium

I'm deaf and qualify for Disabled Students' Allowance

I have been treated as incapable of work for a continuous period of at least 28 weeks

I have a disability and qualify for income-related Employment and Support Allowance

I'm waiting to go back to a course having taken agreed time out from that course due to an illness or caring responsibility that has now ended

I'm entitled to Personal Independence Payment (PIP)

I'm entitled to Disability Living Allowance (DLA)

I'm entitled to Armed Forces Independence Payment (AFIP)

## Section 10 Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant

Only complete this section if you want to apply for Parents' Learning Allowance, Childcare Grant or Adult Dependants' Grant. You can find out more about these at **www.gov.uk/studentfinance** 

- a Are you under 25, living with a partner and applying for Childcare Grant or Parents' Learning Allowance?
- Give the total estimated income after Income Tax and National Insurance deductions in this academic year for: 
   How much of this will be Child Tax Credit or the childcare element of Universal Credit for this academic year?
- c1 Do you want to apply for Childcare Grant?
- c2 During the academic year, will you get one of the following?:
  - the childcare element of Universal Credit; or
  - the childcare element of Working Tax Credit
  - Tax Free Childcare from HMRC
  - Childcare Allowance from the NHS
- c3 Give details of the children you need Childcare Grant for during this academic year

Yes	Νο	if no go to c1
You		Your partner
£		£
You		Your partner
£		£
Yes	No	if no go to d1
Tes	No	
Grant related If you	(CCG) as you d funding from choose to sto	t currently apply for Childcare u're already getting childcare n another source. op claiming the other funding, r a Childcare Grant.
Child 1 Forename(s)		
Surname		
Date of birth (DDMMYYYY) Childcare star (DDMMYYYY)	t date	
<b>Child 2</b> Forename(s)		
Surname		
Date of birth (DDMMYYYY) Childcare star (DDMMYYYY)	t date	

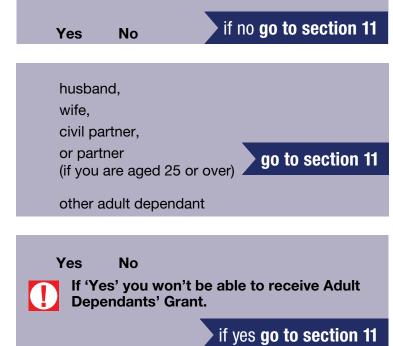
If you need more space for additional children, give the details above on the additional notes at the back of this form.

# Section 10 Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant – continued

d1 Are you applying for Adult Dependants' Grant?

academic year?

d2 Who is your adult dependant?



Will your 'other adult dependant's' income be more than £3,796 in this

d4 Give your adult dependant's income for tax year 2021-22. []

### Income

d3

income	
All salary/wages and self-employed income (include income from property)	£
All pensions (including private, occupational and state) If you receive a lump sum pension, only declare the amount you received that you paid tax on.	£
All gross taxable income and interest from savings, investments and dividends	£
Taxable state benefits	£
All other taxable income	£
Deductions	
Private pension contributions and Additional Voluntary Contributions (AVCs)	£
Allowable expenses on which tax relief is claimed	£

## Section 11 About your family In

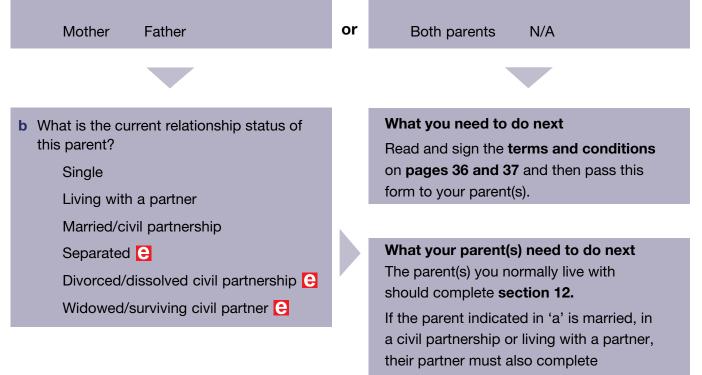
Tick one of the following options:

I am a dependent student - go to question a

I am an **independent student with a partner**, please read and sign the **terms and conditions** on **pages 36 and 37** and then pass this form to your partner to complete **section 12**.

I am a single independent student, go to the terms and conditions on pages 36 and 37.

a Which parent do you normally live with, or have more contact with?



section 12.

## Terms and Conditions **D**

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**
- 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.
- 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").
- 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 Ioan(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 Ioan, I agree to pay any charges and penalties which apply under the Act and the regulations. I understand that I will repay my Ioan(s) through the United Kingdom ("UK") tax system and/or I may repay SLC directly. If I live abroad, I will repay my Ioan(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.

### Disabled Students' Allowance ("DSA")

This section applies if I apply for DSA this academic year.

18. I understand that any equipment I receive through DSA must be used for my course of study and that I am responsible for paying any repair costs.  I understand SLC reserves the right to pay the suppliers of any approved equipment and support directly. I will be notified if SLC will make payments directly to suppliers on my behalf.

#### Childcare Grant ("CCG")

This section applies if I apply for CCG this academic year.

- 20. I understand and agree that in order to receive any CCG, SLC may share my personal details and my children's details with a contracted third party who will be handling the administration of CCG on behalf of SLC.
- 21. I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
- 22. I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from:
  - (i) the childcare element of Working Tax Credit;
  - (ii) the childcare element of Universal Credit;
  - (iii) Tax-Free Childcare; and/or

(iv) the NHS Bursary Childcare Allowance; and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC may share my personal data with HMRC to check whether I get childcare support.

#### Alternative Funding

23. I confirm that I am not studying on my course as part of an apprenticeship.

Customer Reference Number	
Your signature (in ink)	Today's date (DDMMYYYY) Day Month Year
X	Day Month Year

The relevant person(s) you indicated in section 11 must complete section 12 as well as the declaration(s) on page 46. **Please pass this form to them now.** 

If you are a single independent student, please turn to page 50.

#### How to complete this section

If you are a single parent of the student

Enter your information as Person 1, leave Person 2 blank.

If there are two parents in the student's household

Complete this section with information for both Person 1 and Person 2.

#### If you are an independent student with a partner

Your partner needs to enter their information as Person 1, leave Person 2 blank.

### Use the supporting notes to prevent any delays to the application



Where you see this icon it means there's additional information in the Supporting Notes which will help you complete your supporting application.

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 the students application.

### What details do I need to provide?

You need to provide:

- your personal details, such as your name and address;
- your National Insurance (NI) number (if you have one);
- details of any income from the UK or overseas for tax year 2021-22 that HM Revenue and Customs (HMRC) doesn't know about;
- details of any pension payments you made for the tax year 2021-22; and
- details of any other dependants.

### Why do I need to tell you my income from the 2021-22 tax year?

We use figures from this tax year because it is the most up-to-date information that HMRC holds for you. You must tell us your 2021-22 income details as we cannot accept amounts from any other tax year. This ensures the student(s) you're supporting receives everything they're entitled to.

### What happens if my household income has dropped since tax year 2021-22?

If your household income is expected to or has dropped by at least 15% since tax year 2021-22, you can apply for a current year income assessment. This means we'd assess the student for funding based on your estimated income for tax year 2023-24.

You must still complete this form but can provide a more up to date income figure later to ensure the student gets paid the right amount. Read page 23 of the supporting notes for information on how to apply for a current year income assessment.

### **Additional information**

To find out how we'll use the information you provide go to **www.gov.uk/studentfinance** to read our Privacy Notice before completing this form.

If you have further questions you can:

- check out the supporting notes
- visit www.gov.uk/studentfinance

## Part A – Your personal details

Person 1	Person 2
Your Customer Reference Number	Your Customer Reference Number
(If you have one)	(If you have one)
Relationship to the student	Relationship to the student
Title	Title
Forename(s)	Forename(s)
Surname	Surname
Sex	Sex
Male Female	Male Female
Maie Fernale	Male Female
What is your current marital status?	What is your current marital status?
Married/civil partnership	Married/civil partnership
Divorced/dissolved civil partnership	Divorced/dissolved civil partnership <b>D</b>
Living with a partner	Living with a partner
Separated	Separated I
Widowed/surviving civil partner	Widowed/surviving civil partner
° ' <u> </u>	
Single	Single

Person 1 - continued	Person 2 - continued	
Date of birth (DDMMYYYY) Place of birth (name of town or village exactly as it appears on your birth certificate or passport)	Date of birth (DDMMYYYY) Place of birth (name of town or village exactly as it appears on your birth certificate or passport)	
Contact address	Contact address	
Postcode	Postcode	
Contact telephone number	Contact telephone number	
Email address	Email address	

You do not have to disclose your financial information to the student.

If you would like to provide your financial information separately, you can download a form at **www.gov.uk/studentfinance** or alternatively, you can have the form sent to you by ticking the box below:

Person 1

Send me a separate form

#### Person 2

Send me a separate form

### Part B – Data sharing and you

**If you have a National Insurance (NI) number** you must provide it below. We will use your NI number to check your income for the 2021-22 tax year with HM Revenue & Customs. This allows us to gain the most accurate financial information.

**If you do not have an NI number** then we will need full evidence of your financial details for the 2021-22 tax year.

		Person 1	Person 2
Q1	Do you have an NI number?	Yes No - go to Q6	Yes No - go to Q6
	Provide your NI number:		
		go to Q2	go to Q2
Q2	Did you complete a self assessment tax return in the UK for the tax year 2021-22?	<b>Yes</b> - go to Q3 <b>No</b> - go to Q5	<b>Yes</b> - go to Q3 <b>No</b> - go to Q5
Q3	Did you receive any UK income that was under a tax threshold?	<b>Yes</b> - go to part C <b>No</b> - go to Q4	<b>Yes</b> - go to part C <b>No</b> - go to Q4
Q4	Did did you receive any income in tax year 2021-22 from overseas that <b>wasn't</b> declared to HMRC?	<b>Yes</b> - go to part D <b>No</b> - go to part E	<b>Yes</b> - go to part D <b>No</b> - go to part E
Q5	HMRC will tell us any income you received in the UK from employment, benefits and/or pensions. Did you receive any other income?	<b>Yes</b> - go to part C <b>No</b> - go to part E	<b>Yes</b> - go to part C <b>No</b> - go to part E
Q6	Did you have any income during the <b>2021-22</b> tax year?	<b>Yes</b> - go to part C <b>No</b> - go to part E	<b>Yes</b> - go to part C <b>No</b> - go to part E

### Part C - Other income in the UK

### Instructions

- Please give your financial details for the tax year from 6 April 2021 to 5 April 2022.
- Answer 'Yes' or 'No' to question Q1, if you answer 'Yes' please provide the income amount.
- If you answer 'No' to question Q1, this means you are telling us that you **did not** receive any income from that particular income type in tax year 2021-22.

Although you may not have declared income to HMRC as it was below the taxable threshold, this needs to be declared and will be used when calculating the student's entitlement.

Financial details	Person 1	Person 2
Q1 Did you receive any income in the UK that HMRC doesn't know about?	Yes No - go to C	Yes No - go to Q2
a Total income from savings and investments Only tell us about the amount of interest/income you gained from savings and investments during the 2021-22 tax year, not the actual amount of savings or invested sums you had.	£	£
<b>b</b> Total income from property lettings, land or rent This includes the Rent a Room Scheme.	£	£
<b>c</b> Total income from casual/freelance earning(s) This includes any supplementary sources of income.	£	£
<b>Q2</b> Did you receive any income from overseas that you haven't already told HMRC about?	<b>Yes</b> - go to part D <b>No</b> - go to part E	<b>Yes</b> - go to part D <b>No</b> - go to part E

### Part D - Overseas income for tax year 2021-22

## Instructions

- Please give your financial details for the tax year from 6 April 2021 to 5 April 2022.
- Please enter your income in the currency you were paid in, you don't need to convert it.

You will need to send us evidence of any income declared in this section as HMRC are unaware of it.

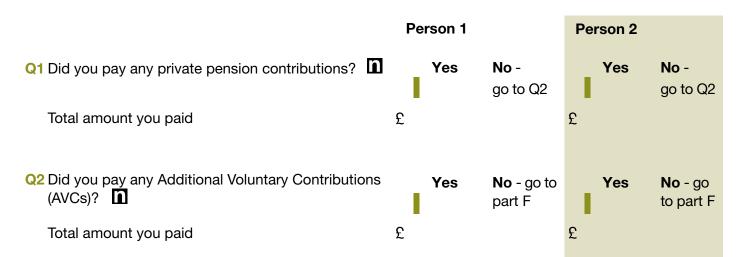
Financial details	Person 1	Person 2
Q1 Did you receive any income from overseas from the following sources:	<b>No</b> - go to part E	<b>No</b> - go to part E
	Yes	Yes
a Income from employment or self-employment		
If you have already informed HMRC of this income, you should not state it here.		
b Income from taxable state benefits		
c Income from occupational, private pension(s)		
If you received a lump sum pension, only declare the amount that you paid tax on.		
d Any other income		
Examples of this includes income from: • savings and investments; • property lettings, land or rent; or • casual freelance earnings. This is not an exhaustive list, you may have other income.		
e Total overseas income that HMRC doesn't know about? Please total the amounts declared in questions a to d to provide an overall amount.		
Q2 If your income in Q1 was not paid in pounds sterling, what currency was this paid in?		

#### Part E – Income deductions

### Instructions

- Please give your financial details for the tax year from 6 April 2021 to 5 April 2022.
- Answer 'Yes' or 'No' to questions Q1 and Q2, if you answer 'Yes' please provide the income amount.

Any deductions declared in section 5 will reduce your household income figure when calculating the student(s) entitlement (as long as evidence is provided).



### Part F – Your dependants - not in further or higher education

Identify any children who will be wholly or mainly financially dependent on you.

#### Q1 Child dependants not in further or higher education in academic year 2023/24

Do not include any dependants in further or higher education in Q1. Their details should be put into Q2. Include unearned income for **all** dependants.

If you have more than 2 children and need more space use the additional notes section from page 47.

Full name

Full name

Date of birth (DDMMYYYY)

Income for the year

Date of birth (DDMMYYYY)

Income for the year

#### Q2 Child dependants in further or higher education in academic year 2023/24

Do not include the student when completing this question.

If the student is your partner, please include any children they named in their application for student finance if the children have applied for student finance.

If you have more than 2 children and need more space use the additional notes section from page 47.

Full name

Full name

Dat	e of	birt	h (D	DM	MY	YYY	)

School, college or university

Course

School, college or university

Date of birth (DDMMYYYY)

Course

Are they receiving financial support? If so, from which authority or organisation?

Do you want to support this student's application for student finance?

Yes No

Are they receiving financial support? If so, from which authority or organisation?

Do you want to support this student's application for student finance?

Yes No

## Declaration for parents and partners

#### This application for financial support may be delayed unless you sign and date this declaration.

- 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 the student(s) I am supporting may have their support withdrawn and I could be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Person 1	Person 2	
Your full name (in BLOCK CAPITALS)	Your full name (in BLOCK CAPITALS)	
Your signature (in ink)	Your signature (in ink)	
Χ	X	
Today's date (DDMMYYYY)	Today's date (DDMMYYYY)	

#### Deadline

To make sure the student receives their first payment at the start of term, this form **must** be returned with all of the evidence we need by **19 May 2023**.

We will do our best to process the application as soon as possible, however if the deadline date has passed, the first payment may not be ready for the start of term.



# Additional notes

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

## Additional notes

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

## Voluntary questions

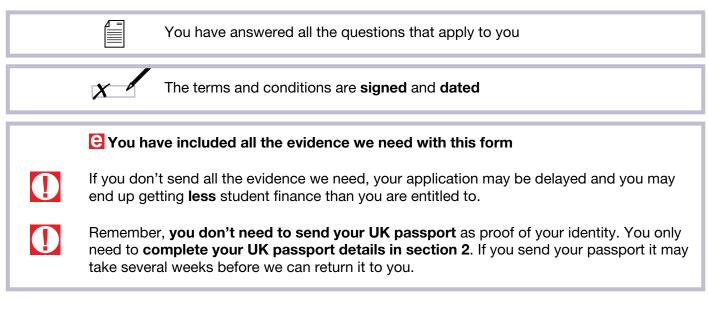
The following questions are voluntary - you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support. If you answer both questions a and b, the information will be used to help the Department for Education develop their policies in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

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

	Do any of your parents (as defined above) have any higher education qualifications, for example degrees and diplomas or certificates of higher education?	Yes No Don't know
b	How would you describe your ethnic origin? <b>White</b>	British Irish Any other white background
	Black or Black British	African Caribbean Any other black background
	Mixed	White and black Caribbean White and black African White and Asian Any other mixed background
	Chinese or other ethnic group	Chinese Any other
	Asian or Asian British	Indian Pakistani Bangladeshi Any other Asian background

# Checklist

Before you return this form please make sure that:



#### What happens next

It can take at least 6 weeks to assess your application and all the relevant evidence. We'll then send you a letter showing the amount of financial support you'll receive.

You must return your completed form to the address shown below.

Student Finance England PO Box 210 Darlington DL1 9HJ

## Deadline

To make sure you receive your first payment at the start of term, you **must** return this form and all of the evidence we need by **19 May 2023**. We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

If your application form is returned more than 9 months from the start of your academic year it won't be processed, and you may lose your full entitlement to student finance.

# Give permission for someone to contact us on your behalf

If you'd like to give permission for a nominated person to talk to us about your account, you can use this form to set up Consent to Share (CTS) for them.

A nominated person could be:

- an individual person such as your parent, foster parent, sibling or partner; or
- a university/college advisor or a third party advisor. A third party advisor could be a social worker, personal advisor or charity advisor (from organisations such as WeBelong, Become or StandAlone).

## What your nominated person needs to know

When they call us, they'll need to pass our security authentication using the details you provide on this form. They'll be able to discuss and ask for:

- any information about your account, except for your bank details
- the status of your application and any evidence that we need
- correspondence you've been sent or request forms for you

## What do I need to do?

Section A - Complete this if you want to give permission to an individual person.

**Section B** - Complete this if you want to give permission to a university/college advisor or a third party advisor.

You can set up CTS for both an individual person and an advisor using the same access code.

If any of the details on this form are left out, we can't set up CTS.

Once you complete this form, please return it with your application form.

# Is there a way to allow a third party to make updates to my account?

You can give Power of Attorney (PoA) to a third party. A PoA is an official document where you can appoint an attorney allowing them to release or update information relating to your account. A PoA must contain the specific period for which the third party can act as an attorney, and the specific tasks they can perform. You can still complete the sections of the form below and send us a copy of the PoA document. As above, the person holding PoA must pass our security authentication.

# I've changed my mind and no longer wish to give permission. What should I do?

You can remove your permission at any time. To do this, call us on 0300 100 0607 or write to us at:

Student Loans Company Limited 100 Bothwell Street Glasgow G2 7JD

Once you tell us that you want to remove your permission, your nominated person won't be able to access your account information.

# Section A - Permission for an individual person

Provide the details of the individual person. When they call, they'll need to confirm your full name, customer reference number and these details that you're providing before accessing your account.

Forename	
Surname	
Date of birth (DDMMYYYY)	
Relationship to you	
Access code/Password (this should be different from the password you use to sign into your account)	
Contact address	
Postcode	
Date you want permission to be active from	
Date you want permission to end (this can be updated/extended at any time).	

## Section B - Permission for university or third party advisor

Provide the details of the university or third party advisor. When they call, they'll need to confirm your full name, customer reference number and these details that you're providing before accessing your account.

#### **Advisor details**

- Advisor forename
- Advisor surname

Organisation name

Department

Job title

#### Access details

Access code/Password (this should be different from the password you use to sign into your account)

Date you want permission to be active from

Date you want permission to end (this can be updated/extended at any time).

## **Student Declaration**

I agree that the Student Loans Company Limited can exchange information about my student finance account with the person named.

I confirm where I have provided any personal information in relation to a third party, I have informed them of this.

Today's date (DDMMYYYY)