

# Tuition Fee Loan application notes



for new part-time students **2023/24**

## About these notes

These notes should be read along with your Tuition Fee Loan application form.

The notes are split into three parts:

- Part 1 - General information
- Part 2 - Notes on how to complete your application form
- Part 3 - Next steps in your student finance journey

## Part 1 - General information

### Completing your form

#### Timescale for returning your form

This form should be returned within 9 months of the start of your academic year, otherwise you may lose your entitlement to student finance.

#### Send your completed form to:

**Student Finance England**

**PO Box 210**

**Darlington**

**DL1 9HJ**

**Make sure you pay the correct postage.**

### Find out more

#### Further questions?

- speak to your university or college
- visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

- call us on 0300 100 0607

### Other information

#### Disabled Students' Allowance (DSA)

If you have a disability, long-term health condition, mental health condition or specific learning difficulty, such as dyslexia or dyspraxia, you may be able to get extra help called Disabled Students' Allowance (DSA). DSA can help with the extra costs you may have in relation to your course. This can include special equipment, a non-medical helper or special travel arrangements.

For more information download the DSA guide and form at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

#### Braille/other formats

You can order forms and guides in Braille, large print or audio by emailing your name, address and Customer Reference Number along with what form and format you require to:

**[brailleandlargefonts@slc.co.uk](mailto:brailleandlargefonts@slc.co.uk)** or you can call us on **0141 243 3686**.

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.

# Part 2 - Notes on how to complete your application form

Complete all information. If any information is missing or unclear we may not be able to process your application and you won't receive any funding.

## 1 Completing your form

### 1.1 Customer Reference Number

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

### 1.2 Personal details

**e** Evidence we need you to give:

- Change of name deed, if appropriate.
- Marriage/divorce certificate, if appropriate.
- Civil partnership/dissolution order, if appropriate.
- A final or conditional order, if appropriate.

### 1.3 National Insurance number

**n** If you don't provide your National Insurance number, payment of your loan(s) will be withheld and you'll have to fund your own tuition fees until you have resolved this. You'll find your National Insurance number on any of the following:

- Your National Insurance number card or letter.
- A payslip.
- An Income Tax document such as a P45 or P60.

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.

#### 1.4 Identity evidence

If you've given your valid UK passport details you don't have to send any other evidence to confirm your identity.



Evidence we need you to give if you don't have a UK passport or it has expired:

- Non-UK passport; or
- Original Biometric Residence Permit; or
- Photocopy of UK birth or adoption certificate.

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

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

# 1 Completing your form - continued

## 1.6 & Armed Forces 1.7

**n**

You may be eligible for support to study a distance learning course outside of England if you or your family member (who you live with) is currently serving outside 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 England
- A child, step-child or adoptive child living with a member of the UK Armed Forces serving outside England
- A dependant parent living with either;
  - A child who is a member of the UK Armed Forces serving outside England
  - The child's spouse or civil partner who is a member of the UK Armed Forces serving outside England.

**e**

### **If you are in the Armed Forces**

You need to send a letter confirming your name, your address (or BFPO address) and which country you were ordinarily resident in before you were based at your current location. It must also confirm if you're currently based overseas or in the UK but outside England.

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

- their name
- their address (or BFPO address)
- your name
- their relationship to you
- if they're currently based overseas or in the UK but outside England
- if you have been ordinarily resident in the UK, which country they were ordinarily resident in before they were based at their current location
- if you've never been ordinarily resident in the UK, which country they signed up for the Armed Forces in

The letter you send must be signed, stamped and dated by the Armed Forces Unit Records Office.

## 2 Previous support and qualification history

### 2.3 Undergraduate or postgraduate courses

**n**

This includes any undergraduate or postgraduate course you've attended whether it was in the UK or overseas. Examples of undergraduate higher education courses you should tell us about include:

- DipHE, Cert HE, HNC, HND and Foundation Degree, and similar courses from outside the UK.
- Integrated Masters Degrees.
- PgDip, MA, MSc, MBA or equivalents.

If you're unsure of the level of your existing qualification, contact the university or college where you completed the course, they may be able to help.

### 2.7 Previous applications for funding

**n**

Mention any course where you were eligible to apply for funding from Student Finance England, Student Finance Wales or Student Finance Northern Ireland even if:

- you didn't receive any funding, or
- you chose not to take the funding available.

## 3 Residence

### 3.1 Where do you normally live when you're not studying?

**n**

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.

### 3.2 UK national

**n**

#### Armed Forces

If you're not ordinarily resident in England due to you or your parents being armed forces personnel, you can still apply to Student Finance England if enlistment to the armed forces occurred while living in England.

**e**

Evidence we need you to give:

- Photocopy of birth or adoption certificate.

### 3.3 EU national

**e**

You must send:

- Passport or national identity card

## 3 Residence - continued

### 3.4 Child of a Swiss national

**n**

To get student finance as the child of a Swiss national, your Swiss national parent must be living/have lived in the UK on the first day of the academic year. Go to the residency history section on page 10 for more notes and to find out when your academic year starts.

**e**

Send us:

- Your parent's passport or national identity card (if these show proof of their Swiss nationality and your relationship to them)

Also send a letter signed by your parent to confirm they are/were living in the UK on the first day of your academic year with **one** of the following:

- Bank statement
- Payslip (showing home address)
- Tenancy Agreement/Mortgage Statement
- Recent utility bill
- Local Authority correspondence
- Government Department correspondence

### 3.5 European Economic Area (EEA) national

**n**

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

For children of EEA workers the term 'child' means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA worker parent has died or left the UK and the child is staying on in the UK to finish their education.

### European Economic Area (EEA) or Swiss national

### Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK

**e**

Send us:

- Passport or national identity card.

Send one of the following:

- A P60 or a letter from employer if currently working.
- Audited accounts, tax returns or details of income if self-employed.
- A letter from employer confirming the intention to continue working whilst studying.
- P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.

## 3 Residence - continued

### 3.5.1 Working during your studies

**e**

Send one of the following:

- A P60 or a letter from employer if currently working.
- Audited accounts, tax returns or details of income if self-employed.
- A letter from employer confirming the intention to continue working whilst studying.
- P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.

### 3.6 Child of a Turkish worker

**n**

To get student finance as the child of a Turkish Worker, your Turkish parent must be working in the UK on the first day of your course.

**e**

Send us:

- Your parent's passport or national identity card

We also need evidence of your Turkish parent's employment in the UK, send us:

- a contract of employment

### 3.7 Settled Status

**n**

'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have a right of 'permanent residence' in the UK.
- You have been granted 'indefinite leave to remain'.
- You have a right of abode in the UK.

Further information about the right of permanent residence and other immigration issues can be obtained from the Home Office.

**e**

Send us your:

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

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

## 3 Residence - continued

### 3.8 Refugee Status

**n**

If you or your:

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

have successfully applied for refugee status in the UK under the terms of the 1951 United Nations Convention on Refugees, and you, or they, have been granted refugee status, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you're claiming student finance as the child or step-child of a refugee, you'll 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're claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

### Expiry date

**n**

If you/they haven't been given an expiry date you should mark the expiry date box as N/A (not applicable).

**e**

Send us:

- A Home Office letter and an immigration status document, normally a passport; or
- Biometric Residence Permit; or
- Evidence to confirm your relationship to the person who has been granted refugee status.

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

### 3.9 Humanitarian Protection

**n**

If you or your:

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

have been granted 'Humanitarian Protection', the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you're 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're 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.



## 3 Residence - continued

### Expiry date

**n**

If you/they haven't been given an expiry date you should mark the expiry date box as N/A (not applicable).

**e**

Send us:

- A Home Office letter and an immigration status document, normally a passport; or
- Biometric Residence Permit; or
- Evidence to confirm your relationship to the person who has been granted Humanitarian Protection status.

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

### 3.10 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 them 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.

**e**

Send us:

- A Home Office letter and an immigration status document, normally a passport; or
- Biometric Residence Permit; or
- Evidence to confirm your relationship to the person who has been granted leave to remain as a Stateless Person.

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

## 3 Residence - continued

### 3.11 Leave to remain in the UK as the victim of domestic violence or abuse

If you have been granted 'leave to remain' in the UK as a victim of domestic violence (DVILR), you will have received a letter from the Home Office confirming this. Please send the Home Office letter and your Biometric Residence Permit.

**e**

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, no other data from it will be used or stored.

### 3.12 & 3.13 Long residency ruling

To be eligible for support under the long residence category you must have lawful ordinary residence in the UK for the three year period before the first day of the first academic year of your course and must be 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 above 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 or.

You will need to send us evidence of your date of entry into the UK / residency history. We'll contact you to let you know what you need to send.

### 3.14 Residence history

**n**

Academic years begin in the autumn, winter, spring and summer, and last for 12 months. Use this table to work out when your academic year begins.

Date study begins between	Date academic year begins
1 August - 31 December inclusive	1 September
1 January - 31 March inclusive	1 January
1 April - 30 June inclusive	1 April
1 July - 31 July inclusive	1 July

## 4 About your university or college and course

### 4.1.1 Course name

**n** If you started (i) a pre-registration course in nursing, midwifery or an allied health profession (excluding a pre-registration course in dental hygiene, dental therapy or dental hygiene and dental therapy) before 1 August 2017 or (ii) a pre-registration course in dental hygiene, dental therapy or dental hygiene and dental therapy before 1 August 2018, you will not qualify for a tuition fee loan.  
You should instead apply to the NHS for support

### 4.8 Tuition Fee amount charged

**n** If you're not sure how much you're being charged for tuition fees, speak to your university or college to find out.

## 5 Your loan request

### 5.1 Loan payments

**n** We'll pay your Tuition Fee Loan directly to your university or college in three instalments within the academic year. The first payment of the Tuition Fee Loan is made after we receive confirmation from your university or college that you are undertaking your course

### Loan liability

**n** You'll be liable for your Tuition Fee Loan 2 weeks after the first day of term 1, and at the start of terms 2 and 3, not the dates the instalments are paid to your university or college.

Liability point	% of total Tuition Fee Loan that you'll be liable for
Term 1	25%
Term 2	50%
Term 3	100%

### Interest

**n** Interest is added to your loan balance from the day the first loan payment is made to your university or college. You can find out more about this and the current interest rate at [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

### Changing your loan amount

**n** You can change the amount you originally requested at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

## 6 Terms and Conditions

### Power of Attorney

**n**

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.

### Privacy Notice

**n**

SLC and the Department for Education are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available online at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

If you don't have internet access, please call us on **0300 100 0607** and we can send a copy to you.

## Part 3 - Next steps in your student finance journey

