

Tuition Fee Loan application notes



for continuing 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

- call us on **0300 100 0607**

General 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.

To apply for DSA and for more information, go to www.gov.uk/studentfinance

Open University (OU) students should apply to Student Finance England for DSA.

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 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 Your personal details

1.1 Customer Reference Number



Your Customer Reference Number is your personal reference number and is 11 digits long. You'll have this from your previous application for student finance.

1.2 Personal details



Evidence we need you to give:

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

1.3 National Insurance number



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.

1 Your personal details - continued

1.5 & 1.6 Armed Forces

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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.

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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 About your university or college and course

2.1 Tuition Fee amount charged



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

2.7.1 Name of course



If the course details you give us can't be confirmed yet, your student funding may be delayed.

3 Your loan request

3.1 Loan payments



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're in attendance on your course.

Loan liability

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

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

Changing your loan amount

You can change the amount you originally requested at www.gov.uk/studentfinance

4 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.

4 Terms and Conditions - continued

Privacy Notice

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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

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

1

You complete and return your application form to us, along with any evidence, as soon as possible. **Make sure you read, sign and date the terms and conditions.**

You're here

2

We process your application. If any information is missing or incorrect we'll get in touch. When we have all the information we need, we'll send you a Student Finance Entitlement letter.

3

You show your Student Finance Entitlement letter to your university or college (if they ask to see it).

4

We pay your Tuition Fee Loan directly to your university or college after they tell us that you're attending your course.