

Tuition Fee Loan application form

for new part-time Fee Support Only students **2023/24**

About this form

Who should complete this form?

You **should** complete this form if you:

- qualify for part-time tuition fee support only, due to your nationality and residency; and
- are studying in England.

For more information about student finance visit www.gov.uk/studentfinance

Please read the accompanying notes

The 'Tuition Fee Loan application notes' will give you detailed guidance and help you to complete this form.

What sections should you complete?

- All students complete sections **1** to **6**. Make sure you read, sign and date the **terms and conditions**.


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.

You may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them.

1 Your personal details


1.1 Customer Reference Number


(if you have one)

Where you see this icon it means there are notes in the accompanying 'Tuition Fee Loan application notes' to help you. 

1.2 Personal details

Complete these details exactly as stated on your passport or ID card

If your name has changed from your passport or ID card then give supporting evidence confirming the change. Give a note of any other previous names you've had on the additional notes pages at the back of this form. 

Where you see this icon it means we need you to give supporting evidence. You can find details in the accompanying notes. 

Title

Mr Mrs Miss Ms

Forename(s)

Surname/family name

Gender

Male Female

Date of birth

Day Month Year
 / /

Country of birth

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

Nationality



1.3 Do you have a 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.

No**Yes - if so, write it here****1.4 Contact details**

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

Full contact address

Postcode

Contact phone number

Mobile phone number

Email address

2.1 Will you be getting funding from any other source to meet the costs of your tuition fee in this academic year?

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship.

No

Yes - give details

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

No - go to 2.3

Yes - are you behind with the repayments?

No

Yes - you can't apply for student finance until you resolve this.

If you have any Mortgage Style (MS) Loans please call your debt owner. If you do not know who your debt owner is please call **0141 243 3697** for advice.

If you have an Income Contingent Repayment (ICR) loan call **0141 243 3970**.

2 Previous support and qualification history - continued

2.3 Have you started any undergraduate or postgraduate course of higher education in any country since leaving school? ⓘ

No - go to 3.1

Yes

2.4 Do you have Qualified Teacher Status?

No - go to 2.5 and complete the tables with details of your previous study

Yes - are you:

recognised as a qualified teacher because you've been registered by the Institute for Learning as holding Qualified Teacher Learning and Skills status (QTLS)

You may be eligible for support - go to 2.5

recognised as a qualified teacher and have been issued with a Qualified Teacher Status (QTS) certificate

Do not continue with this application if you are undertaking another course that will lead to QTS as you will not qualify for a part-time Tuition Fee Loan.

2 Previous support and qualification history - continued

2.5 Complete this table with your previous course details.

Mention all full-time (FT), part-time (PT) and full-time distance learning (DL) courses you've studied.

Course	Course title and qualification (for example, BA English Honours)	Name and address of university or college (including town and country)	FT/ PT/ DL	Start Date	End Date
1				Month Year □ □ □ □ □ □ □ □	Month Year □ □ □ □ □ □ □ □
2				Month Year □ □ □ □ □ □ □ □	Month Year □ □ □ □ □ □ □ □
3				Month Year □ □ □ □ □ □ □ □	Month Year □ □ □ □ □ □ □ □
4				Month Year □ □ □ □ □ □ □ □	Month Year □ □ □ □ □ □ □ □

2.5.1 Did you achieve a qualification for the course(s) you've listed in 2.5?

If you entered a course in field 1 of 2.5, use field 1 to give us information about the same course in the tables in 2.5.1 and 2.5.2.

Course	Qualification achieved	
1	Yes	No
2	Yes	No
3	Yes	No
4	Yes	No

2.5.2 Did you receive funding from SLC for the course(s) you've listed in 2.5? ⓘ

Course	Funding received	If No, did you apply for funding?
1	Yes No	Yes No
2	Yes No	Yes No
3	Yes No	Yes No
4	Yes No	Yes No

3 Residence

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

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

Address

Postcode

now go to 3.2

3.2 Are you a UK national? ⓘⓔ

No - go to 3.3

Yes - have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course

or

have you been resident in the EEA or Switzerland on or before 31 December 2020 and you have been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

Yes - you should apply for full support go to **www.gov.uk/student-finance** and apply online

No - have you been resident in the:

- UK, Islands and/or Ireland;

or

- UK, Islands and/or specified British Overseas Territories

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

No - go to 3.3

Yes - go to **3b Address History**

3 Residence - continued

3.3 Are you an Irish citizen?

No - go to 3.4

Yes - have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

Yes - you should apply for full support go to **www.gov.uk/student-finance** and apply online

No - have you been resident in the:

- UK, Islands and/or Ireland;
- or
- UK, Islands and/or the specified British Overseas Territories for the three years prior to the first day of the first academic year of your course?

Yes - go to 3b Address History

No - were you resident in the UK by 31 December 2020 and have been resident in the UK, the EEA, Switzerland or the Overseas Territories; or have you been resident in the EEA or Switzerland on or before 31 December 2020 and been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

Yes - go to 3b Address History

No - go to 3.4

3 Residence - continued

3.4 Are you the family member of a UK national? ⓘⓔ

You must be one of the following:

- husband/wife/civil partner of a UK national
- child or step-child or other direct descendant of the UK national (you must be under 21 years of age or dependent on the UK national)

No - go to 3.5

Yes - were both you and your UK national family member living:

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

or

- in the EEA or Switzerland on 31 December 2020 and been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

Yes - you should apply for full support go to www.gov.uk/student-finance and apply online.

No - have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course

and

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

Yes - go to 3b Address History

No - go to 3.5

3 Residence - continued

3.5 Are you the family member of an Irish citizen?

Your family member must be one of the following:

- husband/wife/civil partner
- parent(s)/step-parent(s) or other direct ascending line relative
- child or step-child or another direct descendant (must be under 21 or dependent)

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

No - go to 3.6

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

Yes - go to **3b Address History**

No -do you have pre-settled status under the EU Settlement Scheme
and
you have been resident 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?

No - go to 3.6

Yes - provide your:

Expiry date of pre-settled status

Day Month Year
 / /

Share code

Go to 3b Address History

3 Residence - continued

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

You must be one of the following:

- husband/wife/civil partner
- parent(s)/step-parent(s) or other direct ascending line relative
- child or step-child or other direct descendant (must be under 21 or dependent)

See notes for clarification on family member categories.

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

No - go to 3.7

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

Yes - go to **3b Address History**

No -do you have pre-settled status under the EU Settlement Scheme
and
you have been resident 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?

No - go to 3.7

Yes - provide your:

Expiry date of pre-settled status

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Share code

Go to 3b Address History

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

No - go to 3.7

Yes - settled status, go to **3.7.1**

Yes - pre-settled status, go to **3.7.2**

3 Residence - continued

3.7.1 Settled status

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

The family member of an EU national must be one of the following:

- husband/wife/civil partner of the EU national
- dependent parent/step-parent or other direct relative in the ascending family line
- child or step-child or other direct descendant

of the EU national (you must be under 21 or dependent on the EU national)

Yes - you should apply for full support go to www.gov.uk/student-finance and apply online

No - have you been resident in:

- the UK, Islands and/or Ireland,

or

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

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

Yes - provide your:

Share code

Go to 3b Address History

No - are you an EU national or the family member of an EU national

and

you have been resident 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?

No - go to **3.8**

Yes -

I am an EU national

I am the family member of an EU national

Provide your share code

Go to 3b Address History

3 Residence - continued

3.7.2 Pre-settled status

Are you an EU national or the family member of an EU national?

No - go to **3.8**

Yes - I am an EU national

Have you been resident in the:

- UK and Islands

or

- 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?

No - go to **3.8**

Yes - provide your:

Expiry date of pre-settled status

Day Month Year
 / /

Share code

Yes - I am the family member of an EU national

Have you been resident 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?

No - go to **3.8**

Yes - provide your:

Expiry date of pre-settled status

Day Month Year
 / /

Share code

Go to 3b Address History

3 Residence - continued

- 3.8 Are you:**
- a UK national; or
 - the family member of a UK national who is a resident in Gibraltar? ⓘ ⓘ

The family member of a UK national must be one of the following:

- husband/wife/civil partner of the UK national
- child or step-child or other direct descendant of the UK national (you must be under 21 or dependent on the UK national)

No - go to **3.9**

Yes - have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

No - go to **3.9**

Yes - go to **3b Address History**

- 3.9 Are you:**
- an EU national; or
 - the family member of an EU national who is a resident in Gibraltar? ⓘ ⓘ

The family member of an EU national must be one of the following:

- husband/wife/civil partner of the EU national
- parent(s)/step-parent(s) or other direct relative in the ascending line
- child or step-child or other direct descendant of the EU national (you must be under 21 or dependent on the EU national)

No - go to **3.10**

Yes - have you been resident 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?

No - go to **3.10**

Yes - go to **3b Address History**

3 Residence - continued

3.10 Do you have settled status in the UK that was not awarded under the EU Settlement Scheme? ⓘⓔ

No - go to 3.11

Yes - have you been resident in the UK and Islands or the three years prior to the first day of the first academic year of your course?

Yes - you should apply for full support go to **www.gov.uk/student-finance** and apply online

No - have you been resident in the:

- UK, Islands and/or Ireland

or

- UK, Islands and/or the specified British Overseas Territories for the three years prior to the first day of the first academic year of your course?

No - go to 3.11

Yes - provide your:
Home Office reference number

Date latest status was granted

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Go to 3b Address History

3 Residence - continued

3.11 Are you the family member of a person with settled status in the UK?

The family member of a person with settled status must be one of the following:

- husband/wife/civil partner of the person with settled status
- child or step-child or other direct descendant of the person with settled status (you must be under 21 or dependent on the person with settled status)

No - you may not be eligible for student finance

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

No - you may not be eligible for student finance

Yes - provide your:

Date latest status was granted

Day Month Year
 / /

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

Go to 3b Address History

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

Go to 3b Address History



If you have answered 'No' to all questions above you may not be eligible for Student Finance from us. Contact us if you still think you may be eligible.

3b Address History

Give details of your residence for the three years before the start of the first academic year of your course. There should be no gaps in the dates you give us.

You must provide the full address (including building name and/or number, street name, town, region, postcode and country), exact dates you lived there and why you were there.

Make sure you give full details for the three years prior to the start of the first academic year of your course.

If you leave any gaps your application may be delayed until we get the information we need.

For example, If your course begins 26/09/2023 we need your residence details for the period 01/09/2020 - 01/09/2023.

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

Home address

Postcode

From

Day Month Year
 / /

To

Day Month Year
 / /

Why were you there?

Home address

Postcode

From

Day Month Year
 / /

To

Day Month Year
 / /

Why were you there?

4

About your university or college and course

4.1 University or college details

If your course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university (for example, Birkbeck, Central London campus, University of London).

Name

Address

Postcode

4.1.1 Give the name of your course

You should check the name of your course with your university or college. If the course details you give us can't be confirmed yet, your student funding may be delayed.

4.2 Qualification you expect to gain (for example, BA (Hons) English)

4.3 In this academic year, when will you start your studies?

Month Year

4.4 When will you finish the last year of your course?

Month Year

4.5 Are you entering your first year of study?

No

Yes - go to 4.8

4.6 Which year of your studies are you going into?

Make sure you tell us what year of your studies you are going into **not** the year of your course.

4.7 What date did you start your studies?

Month Year

4.8 Full tuition fee amount your university or college is charging you this academic year? ⓘ

5 Your loan request

5.1 Tell us the amount of Tuition Fee Loan you want to borrow

Tuition Fee Loans help to cover the costs of tuition fees charged by a university or college. Any Tuition Fee Loan you borrow will be paid directly to your university or college.

Maximum available to you

Less than maximum available to you

(enter amount)

5.2 Contact details

Give the names and addresses of two contacts. The people you name should live at different addresses and will only be contacted if, for example, you move address and don't inform us. You must inform these people that you've named them as contacts.

Contact 1

Forename(s)

Surname

Relationship to you

Full Address

Postcode

Home phone number

Contact 2

Forename(s)

Surname

Relationship to you

Full Address

Postcode

Home phone number

6 Terms and Conditions

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

Loan Contract

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

My Obligations

7. I understand that if I have:
 - (i) reached the age of 18 years; and
 - (ii) have entered into agreement(s) for a loan under section 22 of the Act before I reached the age of 18 years,I am agreeing to “ratify” any and all such student loans by signing these terms. This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to “ratify” any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.
8. I agree to give SLC any information they need in support of this application for student finance and to seek repayment.
9. I agree to tell SLC immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC about any changes in my personal details (including my National Insurance number) and contact details I have provided.
10. I agree that if I get an overpayment of student finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.
11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Act and applicable regulations. I understand that I will repay my loan(s) through the United Kingdom (“UK”) tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/are contract(s) between me and the Lender. I understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.
13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.

Legal Action and Applicable Law

14. In the event of any legal action:

- (i) if my home address is within UK, I agree that the laws of the place of my home address (as stated in my student finance application) will apply and that the courts of that part of the UK will hear any legal action;
- (ii) 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. 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.

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.

Alternative Funding

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

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



Checklist

Before you return this form please make sure that you have:

1

Answered all questions that apply to you.

2

Read, signed and dated the Terms and Conditions on pages 19 and 20.

3

Included evidence of your identity/nationality and any other evidence we need with this form.

4

Once you've completed the form, send it together with all your evidence to the address below. **Make sure that you pay the correct postage.**

Student Finance Services
Student Loans Company
PO Box 89
Darlington
County Durham
England
United Kingdom
DL1 9AZ

Incorrect or incomplete forms will be returned to you which may delay payments being made to you.



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.

Certifier checklist

Complete this form and return with your certified evidence items.

Personal Details

Customer Reference Number (if you have one)

Forename(s)

Surname(s)

UK National Insurance number (if you have one)

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A certified copy is a photocopy of an original document which must have been stamped, signed and dated as being a true copy of the original by a person of good standing in the community.

The person certifying evidence must **not** be a relative.

Examples of a person of good standing include:

- a bank or building society official, civil servant, minister of religion, police officer, someone with a professional qualification i.e. teacher, accountant, engineer, solicitor, etc.

Make sure the person certifying your document(s) stamp and sign all pieces of evidence

Certifier information

This section must be fully completed and stamped before being returned with any evidence.

Name (in BLOCK CAPITALS)

Job title/occupation

Email address

Telephone number

(including international dialling code)

Signature

Today's date

Day Month Year

//

Address of certifier

Official stamp

Additional notes

If you're providing extra information clearly mark what section and question the information is about.