

# Tuition Fee Loan application form

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

### About this form

#### Who should complete this form?

Complete this form if you're living in England and are:

- a part-time student applying for student finance for the first time and your course started on or after 1 September 2012 but before 1 August 2018; or
- an Open University student applying to Student Finance England for the first time and your course started on or after 1 September 2012 but before 1 August 2018;
- a part-time student starting a pre-registration course in nursing, midwifery and allied health professions (excluding dental hygiene and dental therapy) on or after 1st August 2017 but before 1 August 2018.

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

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

To find out how we'll use the information you provide go to [www.gov.uk/studentfinance](http://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. For more information about this, read our Privacy Notice.

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

#### Disabled Students' Allowance (DSA)

If you want to apply for DSA you need to complete this form first, then complete a Disabled Students' Allowance (DSA1) application form.

**Please send me a DSA1 application form**

**For more information about student finance and to apply online visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)**

## 1 Your personal details

### 1.1 Customer Reference Number **n** (if you have one)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------



SFE/PTL1/2324/A

### 1.2 Personal details

Complete these details exactly as stated on your birth certificate or passport.

If your name has changed from your birth certificate or passport then send us 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. **e**

Title

Mr Mrs Miss Ms

First name(s)

Surname

Gender

Male Female

Date of birth

Day Month Year

-   -

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

Nationality

-        -

### 1.3 National Insurance number **n**

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.

### 1.4 Do you hold a valid UK passport?

You must give evidence of your identity. The easiest way to do this is by giving information from your passport.

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

#### UK passport expired? **e**

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to give other evidence as explained in the accompanying notes.

**No** - you'll have to give alternative evidence **e**

**Yes** - complete the following details exactly as stated in your passport

Date of issue

Day Month Year

-   -

Date of expiry

Day Month Year

-   -

Passport number

Forename(s)

Surname

**1.5 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..

Contact address

Postcode

Contact phone number

Mobile phone number

Email address

**1.6 Are you a member of the regular Armed Forces serving outside of England?** 

No

Yes

**1.7 Are you currently living with a family member who is serving in the regular Armed Forces serving outside of England? (for example: spouse or child)** 

No

Yes

**2.1 Will you be getting funding from any other source to meet the costs of your tuition fees 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. Please note that we do not need to know if you are receiving a £2,000 Higher Education Bursary from your Local Authority.

**No**

**Yes** - give details


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

**No**

**Yes** - are you behind with the repayments?

No

Yes - you can't apply for student finance until you resolve this. Call **0300 100 0611** for Income Contingent Repayment (ICR) loans or if you have any Mortgage Style (MS) Loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you do not know who your debt owner is please call **0300 100 0632** for advice.

**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

**You will not qualify for a Tuition Fee Loan for part-time study. Don't continue with this application.**

## 2 Previous support and qualification history - continued

### 2.5 Complete this table with your previous course details.

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

Course	Full course title (for example, BA (Hons) English)	Name and address of university or college (including town and country)	FT/PT/ DL	Start Date	End Date
1				MM YYYY	MM YYYY
2					
3					
4					

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

If you answer no to all the courses below, go to 2.7.

Course	Qualification achieved	
1	<b>Yes</b>	<b>No</b>
2	<b>Yes</b>	<b>No</b>
3	<b>Yes</b>	<b>No</b>
4	<b>Yes</b>	<b>No</b>

## 2 Previous support and qualification history - continued

2.6 Please tick the relevant box(es) to show which qualifications you have achieved

Degree **with** Honours e.g. BA (Hons), BSc (Hons);

Degree **without** Honours e.g. BA, BSc

Foundation Degree/Diploma of Higher Education/Higher National Diploma (HND);

Higher National Certificate (HNC)/Certificate of Higher Education (CertHE);

Postgraduate Certificate in Education (PGCE);

Graduate Diploma/Certificate;

Masters Degree;

Postgraduate diploma/certificate;

Other (including all qualifications achieved abroad)

Give details:

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

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

## 3 Residence

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

Address

Postcode

- go to 3.2

3.2 Are you a UK national? **n e**

**No**

**Yes** - Did you give your valid UK passport details in 1.4?

No - send evidence - go to 3.14

Yes - you don't need to send any other nationality evidence - go to 3.14

3.3 Are you an EU national? **e**

**No**

**Yes** - send evidence - go to 3.15

3.4 Are you the child of a Swiss national? **n e**

**No**

**Yes** - Will your Swiss national parent be living in the UK on the first day of your academic year?

No

Yes - send evidence - go to 3.15

3.5 Are you or your:

- husband, wife, civil partner; or
- parent(s), step-parent; or
- child, son- or daughter-in-law, child's civil partner

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK? **n e**

**No** - go to 3.6

**Yes** - give details of employment

give details of your previous studies

### 3 Residence - continued

3.5.1 If you're currently working, are you going to continue working during your studies? **e**

**No** - go to 3.15

**Yes** - give details - go to 3.15

3.6 Are you the child of a Turkish worker who is working in the UK? **e**

**No**

**Yes** - send evidence - go to 3.15

3.7 Do you have 'settled status' in the UK? **ne**

**No**

**Yes** - when did you get this status?

Day                      Month                      Year  
  -   -

- go to 3.15

3.8 Have you or your:  
• husband, wife, civil partner; or  
• parent(s), step-parent  
been granted 'refugee status' by the UK government? **ne**

**No**

**Yes** - when does this status expire?

Day                      Month                      Year  
  -   -

- go to 3.15

3.9 Have you or your:  
• husband, wife, civil partner; or  
• parent(s), step-parent  
been granted Humanitarian Protection? **ne**

**No**

**Yes** - when does this status expire?

Day                      Month                      Year  
  -   -

- go to 3.15

3.10 Have you or your:  
• husband, wife, civil partner; or  
• parent(s), step-parent  
been granted 'leave to remain' as a Stateless Person? **ne**

**No**

**Yes** - when does this status expire?

Day                      Month                      Year  
  -   -

- go to 3.15



3.11 Have you been granted 'leave to remain' in the UK as the victim of domestic violence or abuse? **ne**

**No**


**Yes** - go to section 4



### 3 Residence - continued

3.12 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 and islands for seven years?  

No  
Yes

3.13 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? 


No  
Yes



If you answered 'No' to all the residency and nationality questions in this section you are not eligible for student finance from Student Finance England. Do not continue with this application.

3.14 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?

No - go to 3.16  
Yes

3.15 Give details of your residence for the three years before the start of the first academic year of your course 

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.

If you require further space to provide your answer, please give the details requested above on the Additional notes section at the back of this form.

Full address

From

Day Month Year  
  -   -

To

Day Month Year  
  -   -

Why were you there?

Full address

From

Day Month Year  
  -   -

To

Day Month Year  
  -   -

Why were you there?

### 3 Residence - continued

3.16 At any time since 1 September 2020 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 EU, EEA or Swiss national, outside the EEA or Switzerland?

Make sure you give full details. If you leave any gaps your application may be delayed until we get the information we need.

No

Yes - give details

Full address

From

Day                      Month                      Year  
  -   -

To

Day                      Month                      Year  
  -   -

Why were you there?

Full address

From

Day                      Month                      Year  
  -   -

To

Day                      Month                      Year  
  -   -

Why were you there?

If you need further space use the additional notes pages at the back of this form.

#### 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

Full address

##### 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

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

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

Month

Year

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

#### 4.5 Are you entering your first year of study?

**No**

**Yes - go to 4.8**

#### 4.6 What 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


<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

#### 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

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

Address

Postcode

Home phone number

### Contact 2

Forename(s)

Surname

Relationship to you

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 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](http://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 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 the 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 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.sfcotland.slc.co.uk/privacy-notice](http://www.sfcotland.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.
- 19. 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.

Your full name (in BLOCK CAPITALS)

Your signature

**X**

Today's date

Day      Month      Year  
  -   -



## 7 Voluntary questions

The following questions are voluntary - you don't 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 7.1 and 7.2, 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 7.2 to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

**7.1 Do any of your parents have any higher education qualifications, for example, degrees and diplomas or certificates of higher education?**

This includes your natural parents, your adoptive parents, your step-parents, partners of your parents, and your guardians.

No  
Yes  
Don't know

**7.2 How would you describe your ethnic origin?**

**White**

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

**Before you send back your form, remember to:**



## **Complete your UK passport details on page 2**

If you don't have a passport, you need to send us alternative evidence. If we can't check who you are, we can't give you a loan.

**Tick**

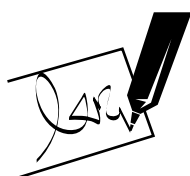


## **Tell us how much loan you want on page 12**

You need to tell us how much you want to borrow. If you don't we can't give you a loan.

If you're not sure how much your university or college is charging you, check with them before you send back your form.

**Tick**



## **Sign the terms and conditions on page 14**

Make sure you sign the terms and conditions. Without your signature, we can't give you a loan.

**Tick**

Return your completed form to:

Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ

**Make sure to pay the correct postage or your form won't get to us.**



## Additional notes

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

## 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).

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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.

Your customer reference number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Your full name (in BLOCK CAPITALS)

Your signature (in ink)

<b>X</b>
----------

Today's date (DDMMYYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------