

# Tuition Fee Loan application form



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

To apply online, go to [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

## About this form

### Who should complete this form?

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

- a continuing part-time student who has previously applied for student finance and started your course on or after 1 September 2012 but before 1 August 2018; or
- a continuing Open University student who has previously applied for student finance from Student Finance England and started your course on or after 1 September 2012 but before 1 August 2018;
- a continuing part-time student who has previously applied for student finance for a pre-registration course in nursing, midwifery and allied health professions (excluding dental hygiene and dental therapy) and started your course on or after 1 August 2017 but before 1 August 2018.

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.

## 1 Your m details

### 1.1 Customer Reference Number **n**

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

### 1.2 Personal details

If your name has changed since your previous application then send us supporting evidence confirming the change. **e**

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

Title  
Mr Mrs Miss Ms

Forename(s)

Surname

Gender  
Male Female

Date of birth  
Day Month Year  
  -   -



SFE/PTLC/2324/A

[facebook.com/SFEngland](https://www.facebook.com/SFEngland) [twitter.com/sf\\_england](https://twitter.com/sf_england)

**1.3 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.

  -       - 
**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.

Contact address

Postcode

Contact phone number


Mobile phone number

Email address

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

No

Yes

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

No

Yes

**2.1 Full tuition fee amount your university or college is charging you this academic year**

£

**2.2 Will you be getting funding from any other source to meet the costs of your course 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**

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

Month Year  
  -

**2.4 When will you finish the last year of your course?**

Month Year  
  -

**2.5 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.

**2.6 Will you be studying at exactly the same university or college and on exactly the same course that you were in the academic year 2022/23?**

**No**

**Yes - go to section 3**

**2.7 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


**2.7.1 Give the name of your course**

You should check the name of your course with your university or college.

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

## 3 Your loan request

### 3.1 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 (tick box)

Less than maximum available to you

£ (enter amount)

### 3.2 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

## 4 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.sfengland.slc.co.uk/privacy-notice](http://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.
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
<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"/>



## Additional notes

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

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

**Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ**

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