

# Tuition Fee Loan application notes

for new part-time tuition fee only students **2024/25**



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

**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 **0141 243 3570**

### Other information

#### 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, this 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 the questions you are asked. If any information is missing or unclear we may not be able to process your application and you won't receive any funding.

## Submitting Evidence

When providing evidence you can send either the original evidence item or a certified copy of the evidence. A certified copy is a photocopy of an original document which must have been stamped, dated and signed as being a true copy of the original by a person of good standing in the community, for example, a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must not be a relative and must provide their name, job title, address and contact number.

You can download a Certifier Checklist form at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) which you should complete and return with any certified evidence.

## 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 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



Evidence we need you to give:

- change of name deed, if appropriate.
- marriage/divorce certificate, if appropriate.
- civil partnership/dissolution order, if appropriate.
- final or conditional order, if appropriate.

### 1.3 National Insurance number

If you have previously worked in the UK you'll find your National Insurance number on:

- your National Insurance number card or letter.
- a payslip.
- an Income Tax document such as a P45 or P60.
- a form from your local Jobcentre Plus, Jobcentre or Social Security Office.

If you've never been given a National Insurance number, leave the National Insurance number box blank. **Go to [www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number)** to apply for one. If you don't provide a National Insurance number, we'll only pay your first Tuition Fee Loan payment. We won't make the second or third payments until we get your valid National Insurance number.

### 2.3 Undergraduate or postgraduate courses

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 your university or college where you completed the course, they may be able to help.

### 2.5.2 Previous applications for funding

Mention any course where you were eligible to apply for funding from Student Finance England, Student Finance Wales, Student Finance Northern Ireland, Student Awards Agency for Scotland (SAAS) or Student Finance Services even if:

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

## 3.2 UK national



You are a UK national if you have a UK passport or are eligible to apply for one.

A UK national includes:

- British citizens;
- British Overseas Territories citizens through a connection with Gibraltar; and
- British subjects with the right of abode under Part IV of the British Nationality Act 1981 (BNA).

You must send your original UK passport or original UK birth or adoption certificate. If you are resident in a British Overseas territory and are unable to send an original copy of your passport or UK birth certificate, your local authority can confirm they have seen this and email a scanned copy of it to the appropriate British consulate for it to be posted to SLC on your behalf.

### **Chagossians with British citizenship**

You need to confirm your British citizenship by sending your original British passport. If you don't have a UK passport, you can send us your certificate of naturalisation.

You also need to send evidence of your Chagossian status. If you have a certificate of registration as a British Overseas Territories Citizen which specifies the registration was carried out under section 17H of the British Nationality Act 1981, you need to send your certificate. If you don't have this, you'll need to send evidence that you were either born in the islands which now form the British Indian Ocean Territory or that you are a direct descendant of someone who was. This could be:

- your birth certificate
- the birth certificates of your parent(s), grandparent(s), or other person you're descended from
- change of name deed polls (if applicable)

If you, your parents or partner are members of the armed forces, you must apply for student finance in the UK country where you/they enlisted unless they are permanently living in another area of the UK.

We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

### **Armed forces**

## 3 Residence

### 3.3 Irish citizen



If you answer 'Yes' to this question, you must send your **original** ROI or EU passport.

### 3.4 Family member of a UK national



By family member, you must be the:

- husband, wife, civil partner;
- child or step-child
- other direct descendant of the UK national.

If you are claiming student finance as the direct descendant of a UK national, the term means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.'

If you are the family member of a UK national, you must send:

- your original birth or adoption certificate;
- your family member's passport or birth or adoption certificate; and
- proof of your relationship with your UK national family member, if this is not already confirmed by your birth or adoption certificate.

## 3 Residence

### 3.5 Family member of an Irish citizen



By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent or other direct ascending line relative;
- child or step-child or other direct descendant of an Irish citizen.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

You must provide evidence to confirm your family member is an Irish citizen and your relationship to them by sending their original ROI passport or national identity card and your birth certificate or marriage or civil partnership certificate (if this shows proof of their Irish citizenship and your relationship to them).

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status) to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code. We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child, step-child or other direct descending or ascending family member.

## 3 Residence

### 3.6 Family member of a person of Northern Ireland



By family member, you must be the:

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

of a person of Northern Ireland.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

If you have been in the UK and Islands for three years and the person of Northern Ireland was in the UK, ascending line relatives of the person of Northern Ireland are not eligible.

If you have pre-settled status and have been in the UK, the EEA, Switzerland or the Overseas Territories for three years, ascending line relatives of the person of Northern Ireland are eligible.

You must provide evidence to confirm your family member is a person of Northern Ireland and your relationship to them by sending their original ROI or UK passport and your birth certificate or marriage or civil partnership certificate that shows your relationship to them.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code. We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child, step-child or other direct descending or ascending family member.

## 3 Residence

### 3.7 Settled or pre-settled status under the EU Settlement Scheme



If you answer 'Yes' to being an EU national, you must provide evidence to show you are an EU national, by sending us your original EU passport or national identity card.

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

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code.

When giving your share code, we will check the details with the Home Office and confirm the information you have provided.

### 3.8 UK national or family member of a UK national who is a resident in Gibraltar



By family member, you must be the:

- husband, wife, civil partner;
- child, step-child or other direct descendant of a UK national who is resident in Gibraltar.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

If you're a UK national, you must send your original UK passport, or original UK birth or adoption certificate.

If you're the family member of a UK national, you must:

- send your valid passport, or original birth or adoption certificate;
- provide evidence to confirm your family member is a UK national; **and**
- prove your relationship to your UK national family member by sending their original UK passport, or original UK birth or adoption certificate and your birth certificate or marriage or civil partnership certificate (if this shows proof of their UK nationality and your relationship to them).



## 3 Residence

### 3.9 EU national or the family member of an EU national who is a resident in Gibraltar



By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other direct ascending line relative;
- child or step-child or other direct descendant of an EU national who is resident in Gibraltar.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

If you're an EU national, you must send your valid EU passport, or valid national identity card (if this is proof of your EU nationality).

If you're the family member of an EU national, you must:

- send your valid passport, or valid national identity card (if this is proof of your nationality);
- provide evidence to confirm your family member is an EU national; and
- prove your relationship to your EU national family member by sending their national identity card or passport and your birth certificate or marriage or civil partnership certificate (if this shows proof of their EU nationality and your relationship to them)

### 3.10 Settled status in the UK not awarded under the EU Settlement Scheme



'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 been granted 'indefinite leave to enter or remain'.
- you have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office.

## 3 Residence

### 3.11 Family member of a person with settled status in the UK



By family member, you must be the:

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

of a person with settled status in the UK.

‘Settled status’ means that your family member can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

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

- your family member is a British citizen.
- your family member has been granted ‘indefinite leave to enter or remain’.
- your family member has a right of abode in the UK.

To prove your immigration status, you need to provide us with confirmation of your family member’s EU Settlement Scheme award from the Home Office, and a share code. Go to [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status) to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code.

We will use your family member’s share code to confirm their identity with the Home Office. When you give us your family member’s share code you do not need to send identity evidence unless it is required as proof of relationship.

If your family member’s status was not granted through the EU Settlement Scheme we need:

- A Home Office letter and an immigration status document, normally a passport or Biometric Residence Permit.

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

## 4 About your university or college and course

### 4.2 Qualification you expect to gain



Part-time Level 4 and 5 awards, certificates, diplomas or NVQ courses with Higher Technical Qualification approval may be able to attract Higher Education tuition fee support. If you're not sure if your Part-time Level 4 or 5 award, certificate, diploma or NVQ course is an approved Higher Technical Qualification, speak to your university or college. If it isn't, you won't be eligible for Higher Education Tuition Fee Loan. You may be eligible for Advanced Learner Loan. Go to [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) to find out more.

Note, not all approved Higher Technical Qualifications will qualify for Higher Education tuition fee support and you may instead be eligible for Advanced Learner Loan. For more information speak to your university or college.

If you're a direct entrant onto the 2nd (or later) year of a course that qualified for Advanced Learner Loan in the academic year that the course initially commenced, you can't get Higher Education tuition fee support. You may be eligible for Advanced Learner Loan. Go to [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) to find out more.

### 4.8 Tuition Fee amount charged



If you're not sure how much you're being charged for tuition fees, ask your university or college to confirm this.

## 5 Your loan request

### 5.1 Tuition Fee Loan



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.

## 5 Your loan request

### Tuition Fee 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 date when the instalments are paid to your university or college.

Interest will be charged from the day we pay the Tuition Fee Loan to your university or college.

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

### Applying for a loan at a later date or changing the amount requested



If you're unsure when your term starts please contact your university or college.

You can apply for a Tuition Fee Loan at any time in the academic year provided you're within the time limit. The time limit for applying is usually nine months from the start of your academic year.

You can download a Tuition Fee Loan Request Form at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

## 6 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.

### Privacy Notice



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

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.