

# Higher Education Short Course Loans

## Tuition Fee Loan Request Form



### Your details

Customer Reference Number

Forename(s)

Surname

National Insurance 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"/>
<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"/>

**Have you applied for more than one Higher Education short course loan?**

- No** - go to **loan amount**
- Yes** - provide the details of the course you want to change the loan amount for.

University or college name

University or college address

Postcode

Country

Name of campus/location

Course name

Course code

<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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Go to loan amount**



## Loan amount

The maximum loan amount you can borrow is:

- up to £3,080 if you are studying 40 credits; or
- up to £2,310 if you are studying 30 credits.

You cannot request a loan amount higher than your university or college is charging for your course.

Student Finance will only pay your fees, if you are in attendance for 2 weeks after your course start date.

Total amount of loan you want to borrow

£

## Contact details

Please give the names and addresses of two contacts. The contacts you give **should live at different addresses** and will only be contacted if, for example, you move address and do not inform us. You **must** inform your contacts that you are providing us with their details.

### Contact 1

Forename(s)

Surname

Relationship  
to you

Address

Postcode

Country

Phone number

### Contact 2

Forename(s)

Surname

Relationship  
to you

Address

Postcode

Country

Phone number

**You must now read and sign the terms and conditions overleaf.**

# 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 2024/25.

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.

## Uploading the form from your device sign here



All you need to do is type your Customer Reference Number, full name and today's date in the boxes provided. Upload instructions are on page 5.

Customer Reference Number

Your full name (in **BLOCK CAPITALS**)

Today's date (DDMMYYYY)

## Printing off and posting this form sign here



All you need to do is enter your Customer Reference Number, full name, today's date and provide your signature in ink, in the boxes provided. The address to return your form is on page 5.

Customer Reference Number

Your full name (in **BLOCK CAPITALS**)

Your signature (in ink)

Today's date (DDMMYYYY)

X

## Uploading the Form

- 1 – Save this form to your device (do not print the form and scan it)
- 2 – Go to your online account **[www.gov.uk/student-finance-register-login](http://www.gov.uk/student-finance-register-login)**
- 3 – Go to the Higher Education Short Course section of your online account
- 4 – Click on the evidence upload tool and select your saved file(s) and upload

## Sending form by post

### Return your form

Send us your completed form as soon as possible to make sure your funding is in place for the start of your course.

Send it to:

**HE Short Courses**  
**PO Box 5610**  
**Glasgow**  
**G52 9DH**