


### About these notes

Use these notes to help you complete your 'Higher Education Short Course Loans Application form'.

### How to use these notes

 Where you see this in your Higher Education Short Course Loan Application form, it means there's additional information in these notes to help you.

This could be information about how to complete a question or section or an instruction to send specific supporting evidence.

These notes are in sections and numbered in the same way as the questions in the application form.

Read these notes - if you don't answer a question or section correctly or you don't provide us with the documents we need, your payments will be delayed.

If you are asked to provide **original** evidence in these notes, this must be posted to us, you cannot upload it via your online account. You can still upload the application form and send the evidence to us separately.

### Alternative formats

All of our forms and guides are available in Braille, large print format or audio. If you need these, you can request them by emailing your name, address and details of the format you require to: [brailleandlargefonts@slc.co.uk](mailto:brailleandlargefonts@slc.co.uk) or call **0141 243 3686** (this number is only for alternative format requests).

## Section 1 Personal details

### 1.1 Change of name

If your name has changed since your passport or birth certificate was issued, you need to prove that your name has legally changed.

**You need to send us one of the following:**

- your change of name deed; **or**
- your marriage certificate or civil partnership documentation; **or**
- your divorce certificate or dissolution order; **or**
- your final or conditional order.

### 1.5 UK National Insurance number

Any payment of your loan will be withheld until you provide your UK National Insurance number, unless you're a European Union student.

If you've never been given a National Insurance number, leave the National Insurance number box blank. We'll contact you if you need to take any action to obtain a National Insurance number. If in the meantime you get a National Insurance number, let us know as soon as possible.

### 1.6 Do you have any previous student loans in arrears?

If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.

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 don't know who your debt owner is please call **0300 100 0632** for advice.

If you have any Income Contingent Repayment (ICR) loans, please call **0300 100 0611** for advice.

## Section 1 Personal details – continued

### 1.8 Armed Forces

You may be eligible for support to study a distance learning course if you or your family member is currently serving outside of England in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

**The following family members will be eligible students:**

- a spouse or civil partner living with a member of the UK Armed Forces serving outside of England
- a dependent parent living with either;
  - a child or step-child who is a member of the UK Armed Forces serving outside of England
  - the child's or step-child's spouse or civil partner who is a member of the UK Armed Forces serving outside of England

You need to send a letter confirming your name and your address, or British Forces Post Office address.

If your family member is in the Armed Forces, you need to send a letter confirming the following:

- their name
- their address or British Forces Post Office (BFPO) address
- your name
- their relationship to you

The letter you send must be stamped, signed and dated by the Armed Forces Unit Records Officer. We can't accept a photocopy. We recommend that you use your BFPO address for all correspondence.

### 1.9 Identity

If you have provided your UK passport details, you do not need to send any further evidence of your UK nationality.

If you don't have a valid UK passport you can send us a photocopy of your UK birth or adoption certificate.

If you're a non-UK national, we'll ask you for some identity information at section 2.

## Section 2 Residence

### 2.2 UK national

You are a UK national if you have a UK passport or are eligible to apply for one. If you have provided your UK passport details in section 1, you do not need to send any further evidence of your UK nationality.

**If it has expired, or is about to expire, you need to send:**

- a photocopy of your UK birth or adoption certificate

#### **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)

### 2.3 Irish citizen

You must send your **original** ROI passport or national identity card.

If you hold a UK passport, you should provide your passport details in section 1 as you do not need to send further evidence of your nationality.

## Section 2 Residence – continued

### 2.4 Family member of a UK national

By family member, you must be the:

- spouse or civil partner of a UK national;
- direct descendant of a UK national or their spouse or civil partner.

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 are claiming student finance as the child, step-child or other direct descendant of a UK national, you must be under 21 or dependent on the UK national or their spouse or civil partner.

You must provide evidence to show you are the family member of a UK national by sending their passport.

You must also send proof of your relationship to the UK national.

This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the UK national's name; **and**
- the marriage or civil partnership certificate if you are the direct descendant of the UK national's spouse or civil partner.

You need to give us some details about your identity and residency at question **2.28**.

## Section 2 Residence – continued

### 2.5 & 2.6 Family member of an Irish citizen or person of Northern Ireland

By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other ascending direct relative;
- child or step-child or other direct descendant of a person of Northern Ireland or Irish citizen.

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 certificate that shows your relationship to them.

You must provide evidence to confirm you're the family member of an Irish citizen and your relationship to them by sending their **original** ROI passport and your birth certificate or marriage certificate that shows your relationship to them.

You need to give us some details about your identity and residency at question **2.28**.

## Section 2 Residence – continued

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

By family member, you must be the:

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

You need to give us some details about your identity and residency at question **2.28**.

#### **If your family member is an EU national**

You need to send evidence of your relationship.

You need to give us some details about you and your family member's identity and residency at question **2.29**.

If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.

### 2.8 Family member of a UK national who is resident in Gibraltar

By family member, you must be the:

- husband/wife/civil partner;
- child or step-child or other direct descendant  
(You must be under 21 or dependent on the UK national or their spouse or civil partner)  
of a UK national who is a resident in Gibraltar.

You will also need to prove your relationship to your family member by sending their national identity card or passport and your birth certificate or marriage certificate (if this shows proof of their nationality and your relationship to them).

#### **To prove you are a Gibraltar resident you need to send us your original:**

- valid residence card

You need to give us some details about your identity and residency at question **2.28**.

## Section 2 Residence – continued

### 2.9 EU national or family member of an EU national who is resident in Gibraltar

By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other ascending direct relative;
- child or step-child or other direct descendant (must be under 21 years of age or dependent on the EU national) of an EU national who is a resident in Gibraltar.

You need to give us some details about your identity and residency at question **2.28**.

#### **If your family member is an EU national**

You need to send evidence of your relationship such as your birth certificate or equivalent.

You need to give us some details about you and your family member's identity and residency at question **2.29**.



## Section 2 Residence – continued

### 2.10 Child of a Swiss national

To get student finance as a child of a Swiss national, your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme, and be resident in the UK on the first day of the academic year.

If you're the child of a Swiss national we need: Evidence of your relationship to your family member such as your birth certificate or equivalent.

To get student finance as the child of a Swiss national, your Swiss national parent must be resident in the UK on the first day of the academic year. We need a signed letter from your Swiss national parent stating their UK address, and that they live there on the first day of the academic year.

They must also send one of the following documents:

- bank statement
- payslip
- tenancy agreement/mortgage statement
- utility bill
- local authority correspondence
- government department correspondence

If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.

You need to give us some details about you and your family member's identity and residency at question **2.29**.

### 2.11 EEA or Swiss national worker and Frontier workers

You need to give us some details about your identity and residency at question **2.28**.

## Section 2 Residence – continued

### 2.12 Family member of a European Economic Area (EEA) national or Swiss national

Family member of a EEA worker, must be one of the following:

- husband, wife, civil partner;
- parent(s), step-parent;
- child or step-child (only applicable to EEA worker family members);
- other direct ascending or descending line family member (only applicable to EEA worker family members)

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.

Other family relationships are excluded from the definitions above.

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have settled or pre-settled status through the EU Settlement Scheme.

You need to give us some details about you and your family member's identity and residency at question **2.29**.

You also need to send evidence of your relationship to your family member such as your birth certificate or equivalent.

If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.

If your child, son or daughter-in-law or child's civil partner is the worker you must be dependent on them.

If your parent is the EEA or Swiss worker, the term 'child' means a person 'under the age of 21; or dependents of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA or Swiss worker parent has died or left the UK and the child is staying on in the UK to finish their education.

## Section 2 Residence – continued

### 2.13 Child of a Turkish worker who is working in the UK

To apply for a loan as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course.

You must also be living in the UK on the first day of your course and have lived in the UK, the EEA, Turkey, Overseas Territories or Switzerland for 3 years before the start of your course.

You must send evidence of your relationship to your family member such as your birth certificate or equivalent.

As proof of your parent's employment in the UK, you must send their contract of employment.

You must also send the Home Office letter confirming your parent has extended leave to remain in the UK after 31 December 2020.

You need to give us some details about you and your family member's identity and residency at question **2.29**.

### 2.14 Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

#### If you were granted this leave

You need to give us some details about your identity and residency at question **2.30**.

#### Expiry date

If you were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

#### If your family member was granted this leave

You need to send evidence of your relationship to the person who holds the status if it is not you.

#### Expiry date

If your:

- husband, wife, civil partner; or
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

You need to give us some details about you and your family member's identity and residency at question **2.31**.

#### Afghan Locally Employed Staff Ex-Gratia Scheme

This scheme was for previous employees of the UK government who resigned or were made redundant from their post. Afghan nationals relocated to the UK under this scheme are not eligible for student funding.

## Section 2 Residence – continued

### 2.15 Domestic violence or abuse

If you are claiming student finance as the child or step-child of a person granted 'Indefinite Leave to Enter or Remain' in the UK as a victim of domestic violence or abuse:

- you must have a form of indefinite leave to enter or remain;
- you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office; and
- you must have been their child at the time of your parent's application for Indefinite Leave to Enter or Remain.

### 2.16 Bereaved Partner

If you are claiming student finance as the child or step-child of a person granted 'Indefinite Leave to Remain' in the UK as a bereaved partner:

- you must have a form of indefinite leave to remain;
- you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office; and
- you must have been their child at the time of your parent's application for Indefinite Leave to Remain.

### 2.17 Settled status not granted under the EU Settlement Scheme

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to enter or remain as a victim of domestic violence, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

#### **If you were granted this leave**

You need to give us some details about your identity and residency at question **2.30**.

#### **If your family member was granted this leave**

You need to give us some details about you and your family member's identity and residency at question **2.31**.

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to enter or remain as a bereaved partner, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

#### **If you were granted this leave**

You need to give us some details about your identity and residency at question **2.30**.

#### **If your family member was granted this leave**

You need to give us some details about you and your family member's identity and residency at question **2.31**.

'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 remain'
- You have a right of abode in the UK.

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

You need to give us some details about your identity and residency at question **2.28**.

## Section 2 Residence – continued

### 2.18 Family member of a person with settled status

'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 remain'
- You have a right of abode in the UK.

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

You need to send evidence of your relationship such as your birth certificate of equivalent.

You need to give us some details about you and your family member's identity and residency at question **2.29**.

### 2.19 Ukraine Scheme

#### **If you were granted this leave**

You need to give us some details about your identity and residency at question **2.30**.

#### **If your family member was granted this leave**

You need to send evidence of your relationship to the person who holds the status if it is not you.

You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

You need to give us some details about you and your family member's identity and residency at question **2.31**.

## Section 2 Residence – continued

### 2.20 Refugee status

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

has successfully applied for refugee status in the UK under the terms of the 1951 UN Convention Relating to the Status of Refugees and you, or they, have been granted refugee status, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

### 2.21 Humanitarian Protection

If you or your:

- husband, wife, civil partner
- parent(s), step-parent

has been granted 'Humanitarian Protection' the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a person granted Humanitarian Protection, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

#### If you were granted this leave

You need to give us some details about your identity and residency at question **2.30**.

#### If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **2.31**.

#### Expiry date

If you or your

- husband, wife, civil partner; or
- parent(s), step-parent

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

#### If you were granted this leave

You need to give us some details about your identity and residency at question **2.30**.

#### If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **2.31**.

## Section 2 Residence – continued

### 2.22 Stateless Person

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have been granted 'Leave to Remain' as a Stateless Person in the UK, you or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the child or step-child of a person granted 'Leave to Remain' as a Stateless Person, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted 'Leave to Remain' as a Stateless Person, you must have been their husband, wife or civil partner at the time of their application.

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

#### Expiry date

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

#### If you were granted this leave

You need to give us some details about your identity and residency at question **2.30**.

#### If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **2.31**.

### 2.23 Section 67

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to enter or remain under section 67 of the Immigration Act 2016, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

#### If you were granted this leave

You need to give us some details about your identity and residency at question **2.30**.

### 2.24 Calais leave

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will only be considered a 'child' if you were granted leave in line with your parent or step-parent.

You need to send evidence of your relationship to the person who holds the status if it is not you.

You need to give us some details about your identity and residency at question **2.30**.

## Section 2 Residence – continued

### 2.25 to 2.27 Long Residence requirements -

If you have been granted 'Calais leave', or you have bYou must have been living in the UK and Islands legally for the three years prior to the first day of your course.

You must have held a form of leave to remain in the UK **issued by the Home Office during that time**. This will usually be limited leave to remain or discretionary leave to remain, but other types of leave are also acceptable.

If you had more than one type of leave to remain during the 3 years before the first day of your course, you must have applied for the second type of leave before the last one expired.

You must be living in England on the first day of your course.

If you're under 18 on the first day of the first day your course, you must have lived in the UK for at least 7 years.

If you're 18 or older on the first day of your course, you must have been living in the UK for at least half of your life, or 20 years, whichever is less.

If you've applied for more than once course and your leave to remain in the UK expires, we'll ask you to send evidence that you have a new form of leave before your next course starts.

#### **Examples of some of the evidence items you could send are:**

- application for Leave to Remain, or asylum, or listed as a dependant on such a claim
- Council Tax records
- wage slips
- P60 / P45
- Child Tax Credits and Child Benefit letters (in your parent's name, with you named on the award)
- original school/college exam certificates
- a letter from a teacher (on headed paper, signed with day specific dates of attendance DD/MM/YYYY)

You need to give us some details about your identity and residency at question **2.28**.



## Section 4 Your course

### 4.1 Your course

Your university or college will have confirmed if your course is eligible for a Higher Education Short Course Loan.

You should use your HE Short Course Offer Letter to complete this section as it will provide all the information we need about your course. If you are unsure about any of the information you should contact your university or college.

In this section you can indicate the course(s) you are applying for. You can apply for up to 4. If you are applying for 1 course now and want to do another course in the future, you should apply for your confirmed course now and simply download the form and make another application when you have a confirmed place on your other course(s). You can get funding for up to 4 Higher Education Short Courses.

## Section 5 Loan request section

### 5.1 Loan request section

Once you have been in attendance for 2 weeks from the course start date you are liable to pay the tuition fees, these will be paid to your university or college in 1 instalment. We will only pay your fees, if you are in attendance for 2 weeks after your course start date.

## Section 7 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.