

# PR1

## Application for student finance - continuing students

sfe

2024/25


Forename(s)

Surname

**Refer to the guidance notes when you see this icon.  The notes will give you extra information to help you complete the form correctly.**

**You will have to send evidence with your application whenever you see this icon.  Details about the evidence required can also be found in the guidance notes.**

You should complete this form if you are **continuing** study on one of the following courses:

- A full-time course of higher education.
- A full-time sandwich course of higher education.
- A full-time Initial Teacher Training (ITT) course.
- A full-time distance learning course (if you are starting a full-time distance learning course, for reasons not relating to disability, you can apply for a Tuition Fee Loan and Disabled Students' Allowance (DSA) only). 
- A diploma or degree course in a health-related discipline and you are eligible to apply for an income-assessed bursary from NHS England or NHS Wales.
- A degree course in nursing, midwifery or an allied health profession (including operating department practice).
- A diploma in operating department practice.
- A pre-registration postgraduate healthcare course.
- A degree, diploma or foundation degree in dental hygiene, dental therapy or dental hygiene and dental therapy.

### Deadline

To make sure you receive your first payment at the start of term, you **must** return this form and all of the evidence we need by **21 June 2024**. We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

If your application form is returned more than 9 months after the start of your academic year it may not be processed, and you may lose your full entitlement to student finance.



SFE/PR1F/2425/B

# You can apply in 5 easy steps

Depending on your circumstances you may not need to complete all of the steps.

## 1

### For all students

- Complete sections 2-4.
- You do not need to complete section 4 if you are only applying for a Tuition Fee Loan.
- If you are applying for a Maintenance Loan, Special Support Loan and/or a Tuition Fee Loan you need to tell us how much you want by completing the loan request section on pages 10 and 11.



If you **only** want to apply for a Tuition Fee Loan and/or a Maintenance Loan that is not based on household income you can go to **Step 5**.

## 2

### For students who want student finance based on household income

- Complete sections 5 and 6.
- If you want to apply for Special Support complete section 7.
- If you're aged 60 or over on the first day of the first academic year of your course and are applying for student finance based on your household income, you'll be assessed for a Special Support Loan instead of a Maintenance Loan. You don't need to complete section 7.

## 3

### For students who have dependants

- Complete section 8.
- You should complete this section if you have any children or adult dependants and want to apply for financial help in relation to them.



If you are a single independent student go directly to **Step 5**.

## 4

### For students who want student finance based on household income

- Complete section 9.
- Depending on your answers in section 9 you may need to ask your **parent(s) or partner** to provide details about their income in section 10 so we can work out what your full entitlement to student finance will be.

## 5

### For all students

- Make sure that you have signed the **terms and conditions on pages 18 and 19**.
- If you asked someone to complete section 10, **make sure that they have signed their declaration(s) on page 28**.

### What if I have further questions?

If you have further questions you can:

- visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
- call us on **0300 100 0607**

**If you started your course on or after 1 August 2016 you could get:**

- Tuition Fee Loan
- Maintenance Loan
- Special Support Loan (if you were aged 60 or over on the first day of the first academic year of your course)

**If you started your course on or after 1 September 2012 and before 1 August 2016 you could get:**

- Tuition Fee Loan
- Maintenance Grant
- Maintenance Loan
- Special Support Grant

**Extra help**

You can also apply for additional student finance:

- Childcare Grant
- Bursaries and Scholarships
- Disabled Students' Allowance
- Parents' Learning Allowance
- Adult Dependents' Grant
- Travel Grant

**Disabled Students' Allowance (DSA) **

If you applied for DSA last year you only need to complete this form (PR1). You do not need to reapply for DSA.

If you want to apply for DSA for the first time you'll need to:

- complete and return this form; **and**
- complete a Disabled Students' Allowance Application Form (DSA slim).

You can download the DSA slim form at: **[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)**

Tick the box below if you want us to send you a DSA slim form instead.

Send me a DSA slim form

Go to **[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)** to find out more about what student finance is available.

Before completing this form, you should read the Privacy Notice on page 14 of the accompanying notes. 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.

## Section 2

## Personal details

Customer Reference Number

### Personal details

**a** Title  Mr  Mrs  Miss  Ms

Forename(s)

Surname

Sex  Male  Female Date of birth (DDMMYYYY)

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.

### Contact details

**b** All correspondence we issue will be sent to your contact 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

### Current relationship status

**c** Tick one box. You only have to send evidence if your circumstances have changed since your last application.

Single

Living with a partner

Married/civil partnership

Separated

Divorced/dissolved civil partnership

Widowed/surviving civil partner

Please give the date of marriage/civil partnership (DDMMYYYY)

### Armed Forces

**d1** Are you a member of the Armed Forces serving outside England?   **Yes** **No**

**d2** Are you a family member of someone in the Armed Forces outside England? (for example: spouse or child)   **Yes** **No**

## Section 3

# About your course and university or college

a Full tuition fee amount for this academic year

£

Your tuition fee amount can change each year. If you are unsure about the tuition fee amount you will be charged, contact your university or college.

b Is this the final year of your course?

Yes

No

c Will you be studying at exactly the same university or college and on exactly the same course that you were in the academic year 2023/24?

Yes

No

▶ if yes go to f

You must complete all of the questions in this section if any of your course, university or college details have changed since your last application.

### University or college details

d University or college name and address

UCAS personal identification number

Postcode

UCAS university/college code

UCAS campus code (if applicable)

### Course details

e Course name 

If you are following a combined studies or modular course, please list all subjects being studied

UCAS course code

Qualification you expect to gain (e.g. BSc Physics)

Course start date

Month Year

Course end date

Month Year

Course length (years)

Year of course

Foundation

Third year

First year

Fourth year

Second year

Other (give details)

## Section 3

# About your course and university or college - continued

If the course is franchised to another university/college, give the address of the other university/college

Postcode

**f** Which of the following is your course? Tick one box only.

Full-time undergraduate

Full-time Initial Teacher Training (ITT) courses of up to 2 years in length

Full-time foundation degree

Full-time distance learning

Full-time involving a placement (sandwich course)

Level 4 or 5 award, certificate, diploma or NVQ

Do you have a disability which prevents you from attending your university or college in person?

Yes No

Is this course an approved Higher Technical Qualification?

Yes No

If no, you should not continue with this application as your course is not eligible for support. You should make an application for Advanced Learner loan instead. Go to [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) to complete an application.

## Section 3

# About your course and university or college - continued

- g1** In this academic year, are you eligible to apply for a bursary (excluding a social work bursary) from any of the following?
- Yes**   **No**
- National Health Service (NHS)
  - Department of Health and Social Care (DHSC)
  - Student Awards Agency Scotland (SAAS)

- g2** If 'Yes', is this bursary or award income assessed or non-income assessed?
- Income assessed                      Non-income assessed

### Term details

- h** Where will you be living during term time?
- We need to know about your living situation for each term as this can affect how much student finance you can get.

Term 1	Living with parent(s)	Elsewhere or own home
Term 2	Living with parent(s)	Elsewhere or own home
Term 3	Living with parent(s)	Elsewhere or own home

- i** Where will you spend the most time during the academic year?

Term 1	University or college	Study abroad	Work placement
Term 2	University or college	Study abroad	Work placement
Term 3	University or college	Study abroad	Work placement

if you have ticked 'University or college' for all 3 terms **go to section 4**

- j1** Will you be undertaking a placement as part of the Erasmus+ exchange programme?
- Yes**   **No**

- j2** Will you be undertaking a placement as part of the Turing Scheme or Taith?
- Yes**   **No**

if yes or you'll be studying abroad **go to section 4**

- k** Where will your placement be?
- Abroad      UK                      Don't know
- Placement name and address, if known

Postcode

I Is the placement:

paid

unpaid

If 'unpaid', please tick which type:

a hospital, Public Health Service Laboratory or with Clinical Commissioning group in the UK;

a Special Health Authority, the National Health Service Commissioning Board, the National Institute for Health and Care Excellence, the Health and Social Care Information Centre, Local Health Board, Health Board, Special Health Board or Health and Social Services Board in the UK;

a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, a voluntary organisation providing facilities or carrying out similar activities or a Local Authority acting in the exercise of public health functions in the UK;

the prison or probation sector or after-care services in the UK;

unpaid research in a UK or overseas institution;

an unpaid placement in the Houses of Parliament; or

an unpaid placement that is not listed above.



## Section 4

# Your bank or building society account details

**This account must be in your own name (not a joint account) and be able to accept direct credits.**

Please note that missing or incorrect bank or building society details will result in your Maintenance Loan, Bursary (if applicable) or any grant payments being delayed.

You **do not** need to provide your bank or building society account details if you are only applying for a Tuition Fee Loan because this will be paid directly to your university or college and not to you.

Sort code

Account number

Building society roll number (if applicable)

## Loan request section

If you are applying for a Maintenance Loan, Tuition Fee Loan or Special Support Loan, please complete this section to tell us how much you want to apply for.

### Maintenance Loan

Amount of Maintenance Loan  
you would like to apply for:

Maximum available to you  
If you wish to apply for less than the maximum  
available to you, please state the amount.

£

### Special Support Loan

The Special Support Loan is awarded instead of the Maintenance Loan for students who are aged 60 and over on the first day of the first academic year of their course **and** started their course on or after 1 August 2016.

Amount of Special Support Loan  
you would like to apply for:

Maximum available to you  
If you wish to apply for less than the maximum  
available to you, please state the amount.

£

### Tuition Fee Loan

Your tuition fee is set by the university or college you go to. Any Tuition Fee Loan you borrow will be paid directly to your university or college. You should find out how much your university or college is charging before you apply for a Tuition Fee Loan.

Amount of Tuition Fee Loan  
you would like to apply for:

Maximum available to you  
If you wish to apply for less than the maximum  
available to you, please state the amount.

£

## Loan request section - continued

### Contact details

We need you to give the name and address of two additional contacts. We'll only contact them if we can't get in touch with you, for example if you move address and forget to tell us.

By entering these details, you're confirming you've told your additional contacts about this and they're happy for Student Loans Company Ltd (SLC) to contact them if necessary.

#### Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Phone number

**Contact 2** (contact 2 must live at a different address from contact 1)

Forename(s)

Surname

Relationship to you

Address

Postcode

Phone number

**If you don't want student finance based on your household income go straight to the terms and conditions on pages 18 and 19.**

## Section 5

# Dependent and independent students

**This section determines whether you are a dependent or an independent student. This is important as it establishes whose income we need to take into account from your household before we calculate your entitlement.**

**a1** Will you be aged 25 or over on the first day of the academic year? Yes No

if yes, you are an independent student, **go to section 6**

**a2** Have you been married or in a civil partnership at any time before the first day of the academic year? Yes No

if yes, you are an independent student, **go to section 6**

**a3** Will you have the care of a person under the age of 18 on the first day of the academic year?   Yes No

if yes, you may be considered an independent student **go to section 6**

If you have previously been considered independent because you have supported yourself financially for a total of 3 years or more before the start of the first academic year of your course, you will continue to be considered independent.

if this applies to you **go to section 6**

**b** Please tick the relevant box if any of the following apply to you.

Your parents cannot be found or it is not reasonably practicable to get in touch with them.

You are irreconcilably estranged from (have no contact with) your parents and this will not change.

For any consecutive three-month period ending after your 16th birthday and before the first day of the first academic year of your course you have been in the custody of, in legal care of, or have been given accommodation by a local authority but you have not been under the legal care of your parents.

Both your parents are deceased.

Your parents are living outside the UK, Gibraltar or EU and the assessment of their financial circumstances would place them in jeopardy.

You have applied for student finance before, and the parent who provided their income details is deceased.

Your parents are living outside the UK, Gibraltar or EU and it would not be reasonably practicable or possible for them to send you money.

**If you have ticked any of the boxes above, you will be contacted for evidence and subject to this, you may be considered independent.**

## Section 6

# Student financial questions

If you leave any questions blank we will not be able to process your application.  
If a question does not apply to you, please enter 'None' or 'N/A' as the answer.

### Unearned income

**a** Taxable **unearned** income is any income you receive from the following sources:

- Bank or building society gross interest
- Property, lettings or rent
- Dividends or investments
- Trusts or sponsorships
- Any other payment received for attending the course

Estimate the total taxable unearned income, before deductions, that you expect to receive in academic year 2024/25.  £

What is the source of this income?

### Payments from an employer

**b1** Will your employer be releasing you to attend your course for the academic year? Yes No **if no go to c**

If 'Yes', how much will your employer pay you for time spent attending your course during this period?  £

**b2** During the academic year, will you or your employer pay any money into a pension fund on your behalf? Yes No

If 'Yes', how much during this period?  £

### Dependent children

**c** Give details of any children who will be wholly or mainly financially dependent on you during the academic year.

Your child's income includes their income from all sources after income tax and National Insurance contributions in the 2022-23 tax year.

Child's full name	Date of birth <input type="text"/>	Relationship to you	Who will they live with?	Child's income <input type="text"/>
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			

Tick any of the boxes below that are relevant to you. You must send supporting evidence with your application. Read the notes to find out what evidence to send. **ne**

I'm a lone parent or lone foster parent with a child or young person under 20 who is in full-time education below higher education level or on an approved training course

I have a partner who is also a student, and one or both of us are responsible for a child or young person under 20 who is in full-time education below higher education level or on an approved training course

I have a disability and qualify for the Disability Premium or Severe Disability Premium

I'm deaf and qualify for Disabled Students' Allowance

I have been treated as incapable of work for a continuous period of at least 28 weeks

I have a disability and qualify for income-related Employment and Support Allowance

I'm waiting to go back to a course having taken agreed time out from that course due to an illness or caring responsibility that has now ended

I'm entitled to Personal Independence Payment (PIP)

I'm entitled to Disability Living Allowance (DLA)

I'm entitled to Armed Forces Independence Payment (AFIP)

None of the above

## Section 8

# Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant

**Only complete this section if you want to apply for Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant.**

**a** Are you under 25, living with a partner and applying for Childcare Grant or Parents' Learning Allowance? Yes No **if no go to c1**

**b** Give the total estimated income after income tax and National Insurance deductions in the academic year for:

You £  Your partner £

How much of this will be Child Tax Credit or the childcare element of Universal Credit for the academic year?

You £  Your partner £

**c1** Do you want to apply for Childcare grant?  Yes No **if no go to d1**

**c2** During the academic year, do you or your partner expect to receive:

- the childcare element of Working Tax Credit or Universal Credit; or
- Tax-Free Childcare from HM Revenue and Customs (HMRC); or
- Childcare Allowance from the NHS.

Yes No



If 'Yes', you can't currently apply for Childcare Grant. You can only apply for Childcare Grant if you stop claiming support from any of these sources.

**c3** Give details of the children you need Childcare Grant for during this academic year

**Child 1**

Forename(s)

**Child 2**

Forename(s)

Surname

Surname

Date of birth (DDMMYYYY)

Date of birth (DDMMYYYY)

**If you need more space for additional children, give the details above on the additional notes at the back of this form.**

## Section 8

# Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant - continued

- d1** Are you applying for Adult Dependants' Grant? Yes No if no go to section 9
- d2** Who is your adult dependant? go to section 9
- husband,
  - wife,
  - civil partner or
  - partner (if you are over 25)
  - other adult dependant
- d3** Will your 'other adult dependant's' income be more than £3,796 in the academic year? Yes No if yes go to section 9



If 'Yes' you will not be able to apply for Adult Dependants' Grant

- d4** Give your adult dependant's income for the 2022-23 tax year. **e**

### Total gross income

All salary/wages and self-employed income (include income from property) £

All pensions (including private, occupational and state) £

If you receive a lump sum pension, only declare the amount you received that you paid tax on.

All gross taxable income and interest from savings, investments and dividends £

Taxable state benefits £

All other taxable income £

### Deductions

Private pension contributions and Additional Voluntary Contributions (AVCs) £

Allowable expenses on which tax relief is claimed £



## Section 9

## About your family **n**

If you are a **dependent student**, go to question **a**.

If you are an **independent student with a partner**, go to the **terms and conditions** on **pages 18 and 19** and then pass this form to your partner to complete **section 10**.

If you are a **single independent student**, go to the **terms and conditions** on pages **18 and 19**.

**a** With which parent do you normally live, or have more contact with?

Mother      Father

or

Both Parents      N/A

**b** What is the current relationship status of this parent?

Single

Living with a partner

Married/civil partnership

Separated

Divorced/dissolved civil partnership

Widowed/surviving civil partner

**c** Have your parents divorced, separated, been in a civil partnership which has been dissolved, or been widowed since 1 September 2023? **e**

Yes

No

### What you need to do next

**Read** and sign the **terms and conditions** on **pages 18 and 19** and then pass this form to your parent(s).

### What your parent(s) need to do next

The parent(s) you normally live with should complete **section 10**.  
If the parent indicated in 'a' is married, in a civil partnership or living with a partner, their partner must also complete **section 10**.

# Terms and Conditions **n**

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,
  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. Where my DSA allowance has not been exhausted, I understand that it may be used to contribute toward the cost of repairs and/or replacements of equipment received through DSA. I understand that I may need to make a contribution towards repair costs where I have exhausted my DSA entitlement, modified

the equipment and/or breached the terms of my Agreement. I also understand that my DSA entitlement cannot be used towards the replacement of DSA equipment in circumstances where I have lost or misplaced any DSA equipment that my DSA entitlement funded in full or part.

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.

## Childcare Grant ("CCG")


This section applies if I apply for CCG this academic year.

20. I understand and agree that in order to receive any CCG, SLC may share my personal details and my children's details with a contracted third party who will be handling the administration of CCG on behalf of SLC.
21. I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
22. I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from:
- i. the childcare element of Working Tax Credit;
  - ii. the childcare element of Universal Credit;
  - iii. Tax-Free Childcare; and/or
  - iv. the NHS Bursary Childcare Allowance;
- and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC may share my personal data with HMRC to check whether I get childcare support.

## Alternative Funding

23. I confirm that I am not studying on my course as part of an apprenticeship.

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)										Today's date (DDMMYYYY)						
<input type="text"/>										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"/>

 The relevant person(s) you indicated in section 9 must complete section 10, as well as the declaration(s) on page 28. **Please pass this form to them now.**

**If you are a single independent student please now go to page 32.**

## Section 10

# Financial details for tax year 2022-23 for parents and partners

### How to complete this section

#### If you are a single parent of the student

Enter your information as Person 1, leave Person 2 blank.

#### If there are two parents in the student's household

Complete this section with information for both Person 1 and Person 2.

#### If you are an independent student with a partner

Your partner needs to enter their information as Person 1, leave Person 2 blank.

## Use the supporting notes to prevent any delays to the application



Where you see this icon it means there's additional information in the Supporting Notes which will help you complete your supporting application.

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

Read the notes – if you don't answer a question or section correctly or you don't include the documents we need this will delay the students application.

## What details do I need to provide?

You need to provide:

- your personal details, such as your name and address;
- your National Insurance (NI) number (if you have one);
- details of any income from the UK or overseas for tax year 2022-23 that HM Revenue and Customs (HMRC) doesn't know about;
- details of any pension payments you made for the tax year 2022-23; and
- details of any other dependants.

## Why do I need to tell you my income from the 2022-23 tax year?

We use figures from this tax year because it is the most up-to-date information that HMRC holds for you. You must tell us your 2022-23 income details as we cannot accept amounts from any other tax year. This ensures the student(s) you're supporting receives everything they're entitled to.

## What happens if my household income has dropped since tax year 2022-23?

If your household income is expected to or has dropped by at least 15% since tax year 2022-23, you can apply for a current year income assessment. This means we'd assess the student for funding based on your estimated income for tax year 2024-25.

You must still complete this form but can provide a more up to date income figure later to ensure the student gets paid the right amount. Read page 15 of the supporting notes for information on how to apply for a current year income assessment.

## Additional information

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.

#### If you have further questions you can:

- check out the supporting notes
- visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

## Section 10

# Financial details for tax year 2022-23 for parents and partners - continued

### Part A – Your personal details

#### Person 1

Your Customer Reference Number  
(If you have one)

Relationship to the student

Title

Forename(s)

Surname

Sex

Male      Female

What is your current marital status?

Married/civil partnership

Divorced/dissolved civil partnership

Living with a partner

Separated

Widowed/surviving civil partner

Single

#### Person 2

Your Customer Reference Number  
(If you have one)

Relationship to the student

Title

Forename(s)

Surname

Sex

Male      Female

What is your current marital status?

Married/civil partnership

Divorced/dissolved civil partnership

Living with a partner

Separated

Widowed/surviving civil partner

Single

## Section 10

# Financial details for tax year 2022-23 for parents and partners - continued

### Person 1 - continued

Date of birth   
(DDMMYYYY)  
Place of birth (name of town or village exactly as  
it appears on your birth certificate or passport)

Contact address

Postcode

Contact telephone number

Email address

### Person 2 - continued

Date of birth   
(DDMMYYYY)  
Place of birth (name of town or village exactly as  
it appears on your birth certificate or passport)

Contact address

Postcode

Contact telephone number

Email address

You do not have to disclose your financial information to the student.

If you would like to provide your financial information separately, you can download a form at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) or alternatively, you can have the form sent to you by ticking the box below:

### Person 1

Send me a separate form

### Person 2


Send me a separate form

## Section 10

# Financial details for tax year 2022-23 for parents and partners - continued

### Part B – Data sharing and you

**If you have a National Insurance (NI) number** you must provide it below. We will use your NI number to check your income for the 2022-23 tax year with HM Revenue & Customs. This allows us to gain the most accurate financial information.

**If you do not have an NI number** then we will need full evidence of your financial details for the 2022-23 tax year. 

	Person 1	Person 2
<b>Q1</b> Do you have an NI number?  Provide your NI number:	<p><b>Yes</b>      <b>No - go to Q6</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>go to Q2</b></p>	<p><b>Yes</b>      <b>No - go to Q6</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>go to Q2</b></p>
<b>Q2</b> Did you complete a self assessment tax return in the UK for the tax year 2022-23?	<p><b>Yes</b> - go to Q3</p> <p><b>No</b> - go to Q5</p>	<p><b>Yes</b> - go to Q3</p> <p><b>No</b> - go to Q5</p>
<b>Q3</b> Did you receive any UK income that was under a tax threshold?	<p><b>Yes</b> - go to part C</p> <p><b>No</b> - go to Q4</p>	<p><b>Yes</b> - go to part C</p> <p><b>No</b> - go to Q4</p>
<b>Q4</b> Did you receive any income in tax year 2022-23 from overseas that <b>wasn't</b> declared to HMRC?	<p><b>Yes</b> - go to part D</p> <p><b>No</b> - go to part E</p>	<p><b>Yes</b> - go to part D</p> <p><b>No</b> - go to part E</p>
<b>Q5</b> HMRC will tell us any income you received in the UK from employment, benefits and/or pensions. Did you receive any other income?	<p><b>Yes</b> - go to part C</p> <p><b>No</b> - go to part E</p>	<p><b>Yes</b> - go to part C</p> <p><b>No</b> - go to part E</p>
<b>Q6</b> Did you have any income during the <b>2022-23</b> tax year?	<p><b>Yes</b> - go to part C</p> <p><b>No</b> - go to part E</p>	<p><b>Yes</b> - go to part C</p> <p><b>No</b> - go to part E</p>

**Part C - Other income in the UK**

**Instructions**

- Please give your financial details for the tax year from **6 April 2022 to 5 April 2023**.
- Answer ‘Yes’ or ‘No’ to question Q1, if you answer ‘Yes’ please provide the income amount.
- If you answer ‘No’ to question Q1, this means you are telling us that you **did not** receive any income from that particular income type in tax year 2022-23.



Although you may not have declared income to HMRC as it was below the taxable threshold, this needs to be declared and will be used when calculating the student’s entitlement.

**Financial details**

**Q1** Did you receive any income in the UK that HMRC **doesn’t know about?**

**Person 1**

**Person 2**

**Yes**

**No - go to Q2**

**Yes**

**No - go to Q2**

- a** Total income from savings and investments  
Only tell us about the amount of interest/income you gained from savings and investments during the 2022-23 tax year, not the actual amount of savings or invested sums you had.
- b** Total income from property lettings, land or rent  
This includes the Rent a Room Scheme.
- c** Total income from casual/freelance earning(s)  
This includes any supplementary sources of income.

£

£

£

£

£

£

**Q2** Did you receive any income from overseas that you haven’t already told HMRC about?

**Yes - go to part D**

**No - go to part E**

**Yes - go to part D**

**No - go to part E**



## Part D - Overseas income for tax year 2022-23

## Instructions

- Please give your financial details for the tax year from **6 April 2022 to 5 April 2023**.
- Please enter your income in the currency you were paid in, you don't need to convert it.



**You will need to send us evidence of any income declared in this section as HMRC are unaware of it.**

## Financial details

## Person 1

## Person 2

**Q1** Did you receive any income from overseas from the following sources: 

**No** - go to  
part E

**No** - go to  
part E

**Yes**

**Yes**

**a** Income from employment or self-employment

If you have already informed HMRC of this income, you should not state it here.

**b** Income from taxable state benefits

**c** Income from occupational, private pension(s)

If you received a lump sum pension, only declare the amount that you paid tax on.

**d** Any other income

Examples of this includes income from:

- savings and investments;
- property lettings, land or rent; or
- casual freelance earnings.

This is not an exhaustive list, you may have other income.

**e** Total overseas income that HMRC doesn't know about?

Please total the amounts declared in questions a to d to provide an overall amount.

**Q2** If your income in Q1 was not paid in pounds sterling, what currency was this paid in?

## Section 10

# Financial details for tax year 2022-23 for parents and partners - continued

### Part E – Income deductions

#### Instructions

- Please give your financial details for the tax year from **6 April 2022 to 5 April 2023**.
- Answer 'Yes' or 'No' to questions Q1 and Q2, if you answer 'Yes' please provide the income amount.



**Any deductions declared in section 5 will reduce your household income figure when calculating the student(s) entitlement (as long as evidence is provided).**

	Person 1		Person 2	
<b>Q1</b> Did you pay any private pension contributions?	<b>Yes</b>	<b>No - go to Q2</b>	<b>Yes</b>	<b>No - go to Q2</b>
Total amount you paid	£		£	
<b>Q2</b> Did you pay any Additional Voluntary Contributions (AVCs)?	<b>Yes</b>	<b>No - go to part F</b>	<b>Yes</b>	<b>No - go to part F</b>
Total amount you paid	£		£	

### Part F – Your dependants - not in further or higher education

Identify any children who will be wholly or mainly financially dependent on you.

#### **Q1 Child dependants not in further or higher education in academic year 2024/25**

Do not include any dependants in further or higher education in Q1. Their details should be put into Q2. Include unearned income for **all** dependants.

If you have more than 2 children and need more space use the additional notes section from page 29.

Full name

Full name

Date of birth (DDMMYYYY)

--	--	--	--	--	--	--	--

Income for the year

Date of birth (DDMMYYYY)

--	--	--	--	--	--	--	--

Income for the year

## Section 10

# Financial details for tax year 2022-23 for parents and partners - continued

### Q2 Child dependants in further or higher education in academic year 2024/25

Do **not** include the student when completing this question.

If the student is your partner, please include any children they named in their application for student finance if the children have applied for student finance.

If you have more than 2 children and need more space use the additional notes section from page 29.

Full name

Full name

Date of birth (DDMMYYYY)

--	--	--	--	--	--	--	--

School, college or university

Course

Are they receiving financial support? If so, from which authority or organisation?

Do you want to support this student's application for student finance?

Yes      No

Date of birth (DDMMYYYY)

--	--	--	--	--	--	--	--

School, college or university

Course

Are they receiving financial support? If so, from which authority or organisation?

Do you want to support this student's application for student finance?

Yes      No

# Declaration for parents and partners **n**

**This application for financial support may be delayed unless you sign and date this declaration.**

- 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 the student(s) I am supporting may not receive financial support, any support they have had may be withdrawn and I could be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that the Student Loans Company Ltd (SLC) may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

## Person 1

Your full name (in BLOCK CAPITALS)

Your signature (in ink)

X

Today's date  
(DDMMYYYY)

## Person 2

Your full name (in BLOCK CAPITALS)

Your signature (in ink)

X

Today's date  
(DDMMYYYY)

## Deadline

To make sure the student receives their first payment at the start of term, this form **must** be returned with all of the evidence we need by **21 June 2024**.

We will do our best to process the application as soon as possible, however if the deadline date has passed, the first payment may not be ready for the start of term.



**Now pass this form back to the student.**

## Additional notes

If you are providing extra information please clearly mark what section and question the information is about.

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# Checklist

Before returning this form, please make sure you have done the following:

Fully answered all questions that apply to you

Enclosed all the documents we've asked for as evidence where you've seen this icon next to a question 

Signed and dated the terms and conditions on pages 18 and 19

Checked your parent(s) or partner have signed their declaration on page 28 (if applicable)

## What happens next

It can take at least 6 weeks to assess your application and all the relevant evidence. We'll then send you a letter showing the amount of financial support you'll receive.



**Please remember to pay the correct postage.**

We cannot accept this application form if it is uploaded to your online student finance account.

**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**  
**10 Clyde Place**  
**Glasgow**  
**G5 8DF**

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

Your full name (in BLOCK CAPITALS)

Your signature (in ink)

Today's date (DDMMYYYY)