

PTMNN Application form for student finance for new part-time students

2024/25 You can also apply online at www.gov.uk/studentfinance



You can apply in 4 easy steps

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

1

For all students

- Complete sections 1–5.
- You do not need to complete section 5 if you are only applying for a Tuition Fee Loan.
- If you are applying for a Maintenance Loan and/or a Tuition Fee Loan you need to tell us how much you want by completing the loan request section on pages 31 and 32.



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 4.

2

For students who want student finance based on household income

- Complete sections 6 and 7.



If you are a single independent student go directly to Step 4.

3

For students who want student finance based on household income

- Complete section 8.
- Depending on your answers in section 8 you may need to ask your **parent(s) or partner** to provide details about their income in section 9 so we can work out what your full entitlement to student finance will be.

4

For all students

- Make sure that you have signed the **terms and conditions on pages 37 and 38.**
- If you asked someone to complete section 9, **make sure that they have signed their declaration(s) on page 47.**

i Where you see this you should check the notes for specific **information** to help you complete a question or section.

e Where you see this you need to send us **evidence** to support your application. Use the notes to find out exactly what you need to send.

Before completing this form, you should read the Privacy Notice on page 22 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.

Available student finance

You can apply for a Tuition Fee Loan and/or a Maintenance Loan.

Extra help

Disabled Students' Allowance (DSA)

If you want to apply for DSA you'll need to:

- complete and return this form **and**
- complete a Disabled Students' Allowance Application Form (DSA1).

You can download the DSA1 form at www.gov.uk/studentfinance

Tick the box below if you want us to send you a DSA1 form instead.

Send me a DSA1 form

Go to www.gov.uk/studentfinance to find out more about what student finance is available.

What if I have further questions?

If you have further questions you can:

- visit www.gov.uk/studentfinance
- call us on **0300 100 0607**

When do I need to send you my form?

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 as soon as possible.

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

Where do I send my form?

Return this form to us at: **Student Finance England**
PO Box 210
Darlington
DL1 9HJ



Please remember to pay the correct postage.

Section 1

Personal details

Personal details

a Customer Reference Number

Title

 Mr Mrs Miss Ms Mx

First name(s)

Surname

Any other names you may be known by

Sex

 Male Female

Date of birth (DDMMYYYY)

Please complete the following questions with the details exactly as stated on your birth certificate or passport.

Place of birth (the name of the town or village)

Nationality 

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.

Identity evidence details

b1 Do you hold a valid UK passport?

We will share the passport details you provide with HM Passport Office to confirm that they're valid.

 Yes No – go to **b3**

b2 Provide the following details from your **UK passport**, which must be **currently valid and not expired** (this is the easiest way for you to verify your identity and means you **do not need to send us your passport**).

If your passport is not valid or has expired you'll have to send us alternative evidence 

Passport number

First name(s)

Surname

Date of issue (DDMMYYYY)

Date of expiry (DDMMYYYY)

go to c

b3 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 3**.

Section 1

Personal details

Contact details

- c** All correspondence we issue will be sent to this address. You can update your address at any time by logging into your online account or by calling us. **n**

Contact address	<input type="text"/>
Postcode	<input type="text"/>
Contact phone number	<input type="text"/>
Mobile phone number	<input type="text"/>
Email address	<input type="text"/>

Relationship status

- d** What is your current relationship status?

Single

Living with a partner
If you're under 25 and have been married/in a civil partnership before, you should also tick the box for the relevant marital status below. **ne**

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

Separated **e**

Divorced/dissolved civil partnership **e**

Widowed/surviving civil partner **e**

Section 2

Previous support and qualification history

- a** Will you be getting funding from any other source to meet the costs of your tuition fees in this academic year?

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship. Please note that we do not need to know if you are receiving a £2,000 Higher Education Bursary from your Local Authority.

 No **Yes – give details**

What is the source of this funding?

How much funding will you receive?

£


- b** Have you ever had any other loans from the Student Loans Company Ltd (SLC)?

 No **Yes – are you behind with the repayments?** **No**

Yes – you can't apply for student finance until you resolve this. Call **0300 100 0611 for Income Contingent Repayment (ICR) loans or 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 do not know who your debt owner is please call **0300 100 0632** for advice.**

Previous study

Courses of higher education are those of Higher National Certificate (HNC) level or above. **Where course details are requested, you should not include A Level/AS Level examinations or equivalent.**

- c** Have you started an undergraduate or postgraduate course of higher education in any country since leaving school? Tick 'Yes' even if you did not complete the course. 

 Yes **No**

if no go to section 3

Section 2

Previous support and qualification history

d Do you have Qualified Teacher Status?

No – go to **e1** and complete the tables with details of your previous study

Yes – are you:

recognised as a qualified teacher because you've been registered by the Institute for Learning as holding Qualified Teacher Learning and Skills status (QTLS)? You may be eligible for support

recognised as a qualified teacher and have been issued with a Qualified Teacher Status (QTS) certificate? You may be eligible for support if you're studying a course not related to teaching

go to **e1**

e1 Complete this table with your previous course details.

Mention all the full-time (FT), part-time (PT) and full-time distance learning (DL) courses you've studied.

Course 1

Full course title

(for example, BA (Hons) English)

Name and address of university or college (including town and country)

Start Date (MM/YYYY)

Course type
(FT/PT/DL)

Course 3

Full course title

(for example, BA (Hons) English)

Name and address of university or college (including town and country)

Start Date (MM/YYYY)

Course type
(FT/PT/DL)

Course 2

Full course title

(for example, BA (Hons) English)

Name and address of university or college (including town and country)

Start Date (MM/YYYY)

Course type
(FT/PT/DL)

Course 4

Full course title

(for example, BA (Hons) English)

Name and address of university or college (including town and country)

Start Date (MM/YYYY)

Course type
(FT/PT/DL)

Section 2

Previous support and qualification history

- e2** Did you receive funding from the SLC for the course(s) you've listed in **e1**?
If No, did you apply for funding?

	Funding received		Applied for funding	
Course 1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course 2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course 3	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course 4	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- e3** Did you achieve a qualification for the course(s) you've listed in **e1**?
If you answer no to all the courses, **go to section 3.**

Course 1	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course 2	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course 3	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course 4	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- f** Please tick the relevant box(es) to show which qualifications you have achieved

- Degree **with** Honours e.g. BA (Hons), BSc (Hons);
- Degree **without** Honours e.g. BA, BSc
- Undergraduate Diploma
- Foundation Degree/Diploma of Higher Education/Higher National Diploma (HND)/Advanced Diploma;
- Higher National Certificate (HNC)/Certificate of Higher Education (CertHE)/Advanced Certificate;
- Postgraduate Certificate in Education (PGCE);
- Graduate Diploma/Certificate;
- Masters Degree;
- Postgraduate diploma/certificate;
- Other (including all qualifications achieved abroad)
Give details:

Section 3 Residence

a1 Where do you normally live when you're not studying? **ne**

Address

Postcode

now go to a2

a2 Are you a UK national? **ne**
If you have been granted a status under the EU Settlement Scheme, answer no to this question and complete **question a5**.

No

if no go to a3

Yes

if yes go to c1

a3 Are you an Irish citizen? **ne**

No

if no go to a4

Yes – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

No

if no go to a4

Yes

if yes go to c2

a4 Are you the family member of a UK national, and both you and your family member were living:

- in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018; or
- in the EEA or Switzerland on 31 December 2020? **ne**

No

if no go to a5

Yes – have both you and your family member been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

No

if no go to a5

Yes

if yes go to b1

a5 Have you been granted settled status or pre-settled status under the EU Settlement Scheme? **ne**

No – are you an Irish citizen or a frontier worker?

No

if no go to a8

Yes

if yes go to a6

Yes – I have been granted settled status

now go to b1

Yes – I have been granted pre-settled status

now go to a6

Section 3

Residence – continued

a6 Are you the child of a Swiss national? **ne**

If you have lived in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course, with at least part of that period spent in an Overseas Territory other than Gibraltar, you can only apply for tuition fee funding. You should complete this question then the remainder of the form.

No

if no go to a7

Yes – have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

No – have you been resident in the UK, the EEA, Switzerland, or the Overseas Territories, where at least part of that period has been spent in an Overseas Territory other than Gibraltar, for three years prior to the first day of the first academic year of your course?

No

if no go to a7

Yes – you will only be eligible for tuition fee funding. Provide your information below.

Yes – provide **your**:

Expiry date of pre-settled status (if applicable)
(DDMMYYYY)

/ /

Provide **your parent's or step-parent's**:
Expiry date of pre-settled status (if applicable)
(DDMMYYYY)

/ /

now go to b2

Section 3

Residence – continued

a7 Are you or your family member an EEA or Swiss national who is working, has worked, or is looking for work in the UK? **ne**

For a list of family members see notes.

If you have lived in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course, where at least part of that period has been spent in an Overseas Territory other than Gibraltar, you can only apply for tuition fee funding. You should complete this question, then continue to question b2.

Have you been resident in the UK, Gibraltar, the EEA and Switzerland for the three years prior to the first day of the first academic year of your course?

No

if no go to a8

Yes – I have been working or looking for work in the UK.

Yes – my family member has been working or looking for work in the UK. My family member is my:

husband/wife/civil partner

parent(s)/step-parent

child/step-child- only applicable to EEA worker family members.

other direct ascending or descending line family member - only applicable to EEA worker family members.

Yes – provide details of you/your family member's employment. You should also provide details of your previous study.

No – have you been resident in the UK, the EEA, Switzerland, or the Overseas Territories, where at least part of that period has been spent in an Overseas Territory other than Gibraltar, for three years prior to the first day of the first academic year of your course?

No

if no go to a8

Yes – you will only be eligible for tuition fee funding. Provide details of you/your family member's employment. You should also provide details of your previous study.

Section 3

Residence – continued

a7 continued

If you/your family member are currently working, will you/your family member continue to work during your studies?

No

if no go to a8

Yes – provide details:

Provide your/their status details:

I have been working or looking for work in the UK

Provide **your**:

Expiry date of pre-settled status (DDMMYYYY)

/ /

now go to b1

My family member has been working or looking for work in the UK

Provide **your**:

Expiry date of pre-settled status (DDMMYYYY)

/ /

Provide **your family member's**:

Expiry date of pre-settled status (DDMMYYYY)

/ /

now go to b2

Section 3

Residence – continued

- a8** Are you the child of a Turkish worker who is working in the UK? **ne**
If you have lived in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course, where at least part of that period has been spent in an Overseas Territory other than Gibraltar, you can only apply for tuition fee funding. You should complete this question then the remainder of the form.

No **if no go to a9**

Yes – has your Turkish worker parent/step-parent been granted extended leave to remain in the UK beyond 31 December 2020 by the Home Office?

No **if no go to a9**

Yes – were you and your Turkish worker parent/step-parent living in the UK by 31 December 2020?

No **if no go to a9**

Yes **now go to b2**

- a9** Have you or your family member been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)? **ne**

No **if no go to a10**

Yes – I have been granted leave under the ARAP or ACRS

Provide **your**:
Date latest status granted (DDMMYYYY)
□□ / □□ / □□□□□□

Date this status is due to expire - if applicable (DDMMYYYY)
□□ / □□ / □□□□□□

now go to b3

Yes – My family member has been granted leave under the ARAP or ACRS.
My family member is my:

Husband/wife/civil partner

parent or step-parent

Date latest status granted (DDMMYYYY)
□□ / □□ / □□□□□□

Date this status is due to expire - if applicable (DDMMYYYY)
□□ / □□ / □□□□□□

now go to b4

Section 3

Residence – continued

a10 Do you have 'settled status' in the UK not granted under the EU Settlement Scheme? **ne**

No

if no go to a11

Yes – provide your:

Date latest status granted (DDMMYYYY)

 / /

now go to b1

a11 Have you or your

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

been granted 'Limited Leave to Enter or Remain' under a Ukraine Scheme ?

By Ukraine Scheme we mean:

- the Ukraine Family Scheme;
- the Homes for Ukraine Sponsorship Scheme;
- the Ukraine Extension Scheme; or
- the Ukraine Permission Extension Scheme.

No

if no go to a12

Yes – I have been granted leave under a Ukraine Scheme

Date latest status granted (DDMMYYYY)

 / /

Date this status is due to expire - if applicable (DDMMYYYY)

 / /

now go to b3

Yes – My family member has been granted leave under a Ukraine Scheme. My family member is my:

Husband/wife/civil partner

parent or step-parent

Date latest status granted (DDMMYYYY)

 / /

Date this status is due to expire - if applicable (DDMMYYYY)

 / /

now go to b4

Section 3

Residence – continued

- a12** Have you or your:
- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted refugee status by the UK government? **ne**

No

if no go to a13

Yes – I have been granted refugee status in the UK

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b3

Yes – my family member has been granted refugee status in the UK

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire - if applicable (DDMMYYYY)

/ /

now go to b4

Section 3

Residence – continued

- a13** Have you or your:
- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted Humanitarian Protection? **ne**

No

if no go to a14

Yes – I have been granted Humanitarian Protection

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b3

Yes – my family member has been granted Humanitarian Protection

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b4

- a14** Have you or your:
- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted leave to remain as a Stateless Person? **ne**

No

if no go to a15

Yes – I have been granted leave to remain as a Stateless Person

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b3

Yes – my family member has been granted leave to remain as a Stateless Person

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b4

Section 3

Residence – continued

a15 Have you been granted indefinite leave to enter or remain in the UK as a victim of domestic violence or abuse, or are you the child of someone who has? **ne**

No

if no go to a16

Yes – I have been granted leave to enter or remain in the UK as a victim of domestic violence or abuse

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b3

Yes – my family member has been granted leave to enter or remain in the UK as a victim of domestic violence or abuse

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b4

a16 Have you been granted leave to remain in the UK under section 67 of the Immigration Act 2016, or have you been granted leave in line as the dependent child of someone who has? **ne**

No

if no go to a17

Yes – provide your:

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b3

a17 Have you been granted leave in line with ‘Calais leave’ in the UK, or have you been granted leave in line as the dependent child of someone who has? **ne**

No

if no go to a18

Yes – provide your:

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b3

Section 3

Residence – continued

a18 Have you or your parent or step-parent been granted indefinite leave to remain as a person who has been a bereaved partner? **ne**

No

if no go to a19

Yes – I have been granted leave to enter or remain as a person who has been a bereaved partner:

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b3

Yes – my family member has been granted leave to enter or remain as a person who has been a bereaved partner

Date latest status granted (DDMMYYYY)

/ /

Date this status is due to expire (DDMMYYYY)

/ /

now go to b4

a19 On the first day of the first academic year of your course will you be under 18 and will you have been living in the UK for seven years?

No

if no go to a20

Yes

if yes go to a21

a20 On the first day of the first academic year of your course will you be over 18 and will you have lived in the UK for at least 20 years, or at least half of your life?

No – you may still be able to get student finance, see notes for more information.

Yes

if yes go to a21

Section 3

Residence – continued

a21 For the three years before the first day of the first academic year of your course, have you had a form of leave to remain in the UK issued by the Home Office that we haven't asked you about in this form?

No

Yes - provide the:

Date this status was granted (DDMMYYYY)

 / /

Date this status is due to expire (DDMMYYYY)

 / /

Provide details for yourself

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

now go to c1



If you've answered 'No' to all of these questions, you may still be able to apply for tuition fee only funding. Check the notes for more information.

Part B

b1 Provide details for yourself

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

- Biometric residence card
- Biometric residence permit
- Passport
- National identity card

now go to c2

Section 3

Residence – continued

b2 Provide details for yourself and your family member

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

- Biometric residence card
- Biometric residence permit
- Passport
- National identity card

What proof of identity do you have?

If you're providing your family member's details, you acknowledge that you must inform them. We will verify their details with the Home Office to confirm their identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Date of birth (DDMMYYYY)

Document number

Nationality on your proof of identity

- Biometric residence card
- Biometric residence permit
- Passport
- National identity card

You need to provide your address history

now go to c2

Section 3

Residence – continued

b3 Provide details for yourself
What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

- Biometric residence card
- Biometric residence permit
- Passport
- National identity card

Have you lived outside the UK and Islands since your latest status was granted?

No

Yes

go to section 4

if yes go to c3

Section 3

Residence – continued

b34 Provide details for yourself and your family member

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

- Biometric residence card
- Biometric residence permit
- Passport
- National identity card

What proof of identity do you have?

If you're providing your family member's details, you acknowledge that you must inform them. We will verify their details with the Home Office to confirm their identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Date of birth (DDMMYYYY)

Document number

Nationality on your proof of identity

- Biometric residence card
- Biometric residence permit
- Passport
- National identity card

 / /

Have you lived outside the UK and Islands since your latest status was granted?

- No
- Yes

go to section 4

if yes go to c3

Section 3

Residence – continued

c1 In the three years prior to the start of the first academic year of your course, did you live outside the UK and Islands at any time?

No

if no go to c4

Yes

if yes go to c2

c2 Give details of your residence for the three years before the start of the first academic year of your course. There should be no gaps in the dates you give us. **n**

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

Full address

From / /

To / /

Why were you there?

Full address

From / /

To / /

Why were you there?

Full address

From / /

To / /

Why were you there?

Full address

From / /

To / /

Why were you there?

now go to c4

Section 3

Residence – continued

- c3** Provide your address history from the date you got your latest status to the first day of the first term of your course, or for the three years before the first day of the first term of your course, whichever is less.

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

Full address

From

/ /

To

/ /

Why were you there?

Full address

From

/ /

To

/ /

Why were you there?

Full address

From

/ /

To

/ /

Why were you there?

Full address

From

/ /

To

/ /

Why were you there?

now go to section 4

Section 3

Residence – continued

- c4** At any time since 1 September 2021 has:
- either of your parents, step-parents, guardians; or
 - your husband, wife, civil partner lived or worked outside the UK and Islands or, in the case of an EU, EEA or Swiss national, outside the UK, Gibraltar, the EEA or Switzerland?

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

No

go to **section 4**

Yes

if yes give details below

Full address

From

/ /

To

/ /

Why were you there?

Full address

From

/ /

To

/ /

Why were you there?

Full address

From

/ /

To

/ /

Why were you there?

Full address

From

/ /

To

/ /

Why were you there?

Section 4

About your course and university or college

a University or college details

If your course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university (for example, Birkbeck, Central London campus, University of London).

Name

Full address

b1 Give the name of your course

You should check the name of your course with your university or college. If the course details you give us can't be confirmed yet, your student funding may be delayed.

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

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

Month Year
 /

When will you finish the last year of your course?

Month Year
 /

Are you entering your first year of study?

No
 Yes

If yes, go to b2


What year of your studies are you going into?

Make sure you tell us what year of your studies you are going into **not** the year of your course.

What date did you start your studies?

Month Year
 /

b2 Full tuition fee amount your university or college is charging you this academic year

How many credits do you intend to study this academic year? 

£

Section 4

About your course and university or college

Course type (tick one box)

c Part-time undergraduate

Part-time Initial Teacher Training (ITT) courses of up to 4 years in length

Part-time distance learning

Part-time Level 4 or 5 award, certificate, diploma or NVQ

Term details

d 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.

Are you doing a part-time level 4 or 5 Higher Education course?

No (go to 4d)

Yes

Is this course an approved Higher Technical Qualification?

No

Yes

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

Yes **No**

Are you studying a distance learning course because you or a family member you live with is currently serving in the Armed Forces outside England? **e**

Yes **No**

Is this course an approved Higher Technical Qualification? (If you're unsure you should speak to your college or university before continuing with your application)

Yes

No - you should not continue with this application as your course is not eligible for support. You may be eligible for an Advanced Learner Loan. Go to **www.gov.uk/advanced-learner-loan** for more information.

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

Section 4

About your course and university or college

e Where will you spend the most time during the academic year?

Term 1

University or college

Study abroad

Term 2

University or college

Study abroad

Term 3

University or college

Study abroad

f In this academic year, are you eligible to apply for a bursary, excluding social work bursary from any of the following?

- National Health Service (NHS)
- Department of Health (DoH) for Northern Ireland
- Student Awards Agency Scotland (SAAS)

Yes No

Section 5

Your UK bank or building society account details

This account must be in your own name and be able to accept direct credits.

Please note that missing or incorrect bank or building society details will result in your Maintenance Loan 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

Complete this section to tell us how much Maintenance and/or Tuition Fee Loan you want to apply for. Your Maintenance Loan will be based on your household income and the number of credits you're studying this year. If you request more Maintenance Loan than you're entitled to, we'll award you the lower amount.

Maintenance Loan

Amount of Maintenance Loan you would like to apply for:

Maximum available to you

Tick

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 can apply for up to a maximum of £6,935 depending on your circumstances. Make sure you find out from your university or college how much they will be charging you before you apply for a Tuition Fee Loan.

Tick

£

Loan request section

Contact details

You need to give us the name and address of at least one additional contact. 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. If you don't give us at least one contact, your student finance may be delayed.

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

Contact 1

First name(s)

Surname

Relationship to you

Address

Postcode

Phone number

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

First name(s)

Surname

Relationship to you

Address

Postcode

Phone number

Section 6

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 7

a2 Have you been married or in a civil partnership at any time before the first day of the academic year? **ne**

Yes No

if Yes, you are an independent student, go to section 7

a3 Will you have care of a person under the age of 18 on the first day of the academic year? **ne**

Yes No

if Yes, you may be considered an independent student, go to section 7

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. **n**

For any 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. **n**

Both your parents are deceased.

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 the assessment of their financial circumstances would place them in jeopardy.

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.

if you have ticked any of the boxes above, go to section 7

Section 6

Dependent and independent students

- c Have you supported yourself financially for a total of three years or more before the start of the first academic year of your course? **ne**

Yes No

if No, you are a dependent student, go to section 7

If 'Yes', you may be considered an independent student. Please give details below.

Name and address of your employer or your benefit office	Did you work full or part-time	From	To	Amount of salary wages or benefit you have received (state whether it was weekly, monthly or yearly) e
		(MM YYYY)	(MM YYYY)	

Section 7

Student financial questions

The academic year is determined by when you begin your study. Please see page 9 of the guidance notes for academic year dates.

If you leave any question 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

Please estimate the total taxable **unearned** income, before deductions, that you expect to receive for this academic year. **£**

£

What is the source of this income?

Payments from an employer

- b1** Will your employer be releasing you to attend your course this academic year? **Y**

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 this 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 this academic year.

Child's full name

Date of birth **e**

Relationship to you

Who will they live with?

(DD MM YYYY)

Section 8 About your family **n**

Tick one of the following options:

I am a **dependent student** – go to question **a**.

I am an **independent student with a partner**, please read and sign the **terms and conditions** on **pages 37 and 38** and then pass this form to your partner to complete **section 9**.

I am a **single independent student**, go to the **terms and conditions** on **pages 37 and 38**.

a Which parent do you normally live with, 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 **e**
- Divorced/dissolved civil partnership **e**
- Widowed/surviving civil partner **e**

What you need to do next

Read and sign the **terms and conditions** on **pages 37 and 38** 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 9**.

If the parent indicated in 'a' is married, in a civil partnership or living with a partner, their partner must also complete **section 9**.

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
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.sl.co.uk/privacy-notice which may be updated from time to time.

Alternative Funding

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

Customer Reference Number

Your full name (in BLOCK CAPITALS)

Your signature (in ink)

X

Today's date (in ink)

Day Month Year

The relevant person(s) you indicated in section 9 must complete section 9 and 10 as well as the declaration(s) on page 47. **Please pass this form to them now.**

If you are a single independent student, please turn to page 50 to finalise your application.

Section 9

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 20 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 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

Section 9

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

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 9

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

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 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 9

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

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

Section 9

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

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? 

- 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.

Person 1

Yes No - go to Q2

£

£

£

Person 2

Yes No - go to Q2

£

£

£

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

Section 9

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

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

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

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?

Person 1

No - go to part E

Yes

Person 2

No - go to part E

Yes

Section 9

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

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
Q1 Did you pay any private pension contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No - go to Q2	<input type="checkbox"/> Yes <input type="checkbox"/> No - go to Q2
Total amount you paid	£ <input type="text"/>	£ <input type="text"/>
Q2 Did you pay any Additional Voluntary Contributions (AVCs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No - go to part F	<input type="checkbox"/> Yes <input type="checkbox"/> No - go to part F
Total amount you paid	£ <input type="text"/>	£ <input type="text"/>

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 48.

Full name	<input type="text"/>	Full name	<input type="text"/>
Date of birth (DDMMYYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of birth (DDMMYYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Income for the year	<input type="text"/>	Income for the year	<input type="text"/>

Section 9

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

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 48.

Full name

Full name

Date of birth (DDMMYYYY)

Date of birth (DDMMYYYY)

School, college or university

School, college or university

Course

Course

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

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

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

Yes No

Declaration for parents and partners

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 have their support withdrawn and I could be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that 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

Today's date

Day Month Year

 / /

Person 2

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

Day Month Year

 / /

Returning the form

To make sure the student receives their first payment at the start of term, this form **should** be returned with all of the evidence we need as soon as possible.



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.

Additional notes

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

Voluntary questions

The following questions are voluntary - you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support. If you answer both questions a and b, the information will be used to help the Department for Education develop their policies in the future.

- a** **Your parents' education** (this includes your natural parents, your adoptive parents, your step-parents, partners of your parents, and your guardians).

Do any of your parents (as defined above) have any higher education qualifications, for example degrees and diplomas or certificates of higher education?

Yes No Don't know

- b** How would you describe your ethnic origin?

White

British
 Irish
 Any other white background

Black or Black British

African
 Caribbean
 Any other black background

Mixed

White and black Caribbean
 White and black African
 White and Asian
 Any other mixed background

Chinese or other ethnic group

Chinese
 Any other

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Any other Asian Background

Checklist

Before you return this form please make sure that:

You have answered all the questions that apply to you 

You have **signed** and **dated the terms and conditions** 

You have included all the evidence we need with this form 



If you don't send all the evidence we need, your application may be delayed and you may end up getting **less** student finance than you are entitled to.



Remember, **you don't need to send your UK passport** as proof of your identity. You only need to **complete your UK passport details in section 1**. If you send your passport it may take several weeks before we can return it to you.

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.

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

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

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 as soon as possible.

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

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 200 4050** 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
(DDMMYYYY)

 / /

Date you want permission to end (this can
be updated/extended at any time).
(DDMMYYYY)

 / /

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 (DDMMYYYY)

Date you want permission to end (this can be updated/extended at any time). (DDMMYYYY)

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)

Your signature (in ink)

Today's date (DDMMYYYY)