PTMC Application notes for continuing part-time students

sfe

2025/26

Student Finance England and Student Loans Company (SLC) deliver financial support to students on behalf of the Department for Education (DfE).

You should not complete this form if any of the following apply to you:

- you normally live in Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man, but you have moved or will be moving to England to undertake this course. If this is the case, you should contact whichever of the following organisations is relevant:
  - Student Finance Wales (SFW);
  - the Student Awards Agency Scotland (SAAS);
  - the Education Authority of Northern Ireland (EA);
  - the Education Department of Guernsey or Jersey;
  - the Education Department for the Isle of Man;
- you are a national of a European Union Member State and you have moved to England to attend a higher education course. If this is the case, you may be eligible for funding for fee support only. Please go to **www.gov.uk/student-finance** for more information.
- you will be starting a course in a health related discipline and are eligible to apply for a bursary from the National Health Service (NHS) or the Department of Health (DoH) or SAAS which is not assessed on your household income, excluding the social work bursary.

This notes booklet will help you answer the questions on the application form. It will also advise you of the evidence you will need to supply to allow us to fully assess your entitlement to student finance and whether it needs to be photocopies or originals.

Where can I find more information about student finance?

You can find out more about all aspects of student finance at **www.gov.uk/studentfinance**

Alternative formats

You can order forms and guides in Braille, large print or audio by emailing with your name, address, Customer Reference Number along with what form and format you require to: **braillleandlargefonts@slc.co.uk** or you can telephone us on **0141 243 3686**.

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.

How can I contact you?

Visit **www.gov.uk/studentfinance**

Call us on **0300 100 0607**

Available student finance

Disabled Students' Allowance (DSA)

You can find out more about DSA at **www.gov.uk/studentfinance**

These can help pay for the extra course-related costs you may have as a result of your disability, including a long-term health condition, mental health condition or specific learning difficulty. This includes specialist equipment, a non-medical helper or special travel arrangements.

Section 1 Personal details

National Insurance number

If you do not provide your National Insurance number, payment of your loan(s) will be withheld and you will have to fund your own tuition fees and living costs until you have resolved this issue.

You will find your National Insurance number on any of the following:

- your National Insurance number card or letter;
- a payslip; or
- an Income Tax document such as a P45 or P60.

If you have never been given a National Insurance number, you should leave the box blank. You will be contacted if you need to take any action to obtain a National Insurance number.

Contact details

b 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.

Evidence e

You only need to send evidence if your marital status has changed since the last academic year.

Q	Evidence of	Evidence item required
c	Name change Required if your name has changed from that which appears on your birth certificate or passport.	A photocopy of: • change of name deed; or • marriage/divorce certificate; or • a final or conditional order; or • civil partnership/dissolution certificate.
	Living with a partner	If you're under 25 and living with a partner having previously been married to, or in a civil partnership with a different partner, you'll need to send evidence to confirm one of the following: • you are divorced • you are separated • your civil partnership has been dissolved Students aged 25 or over do not need to provide any marital status evidence.
	Date of marriage or civil partnership if you will be under 25 at the start of the academic year	A photocopy of: • marriage certificate; or • civil partnership documentation.
	Separated, divorced or dissolved civil partnership	A photocopy of: • decree absolute/decree nisi; or • dissolution order; or • a final or conditional order; or • a letter from your solicitor confirming your status.

Section 2 About your course and university or college

You'll be eligible to apply for a Tuition Fee Loan and Disabled Students' Allowance if you're studying at level 4 and above.

You'll normally only be eligible for a Maintenance Loan if you're studying at level 6 or 7. Part time students who'll be studying a level 5 course in Dental Health/Dental Therapy or Operating Department Practice may be eligible for a Maintenance Loan. Additionally, students undertaking a Level 4 and 5 course with Higher Technical Qualification approval which commenced in academic year 2023/24 (or later) may also be eligible for a part-time Maintenance Loan.

The list below gives examples of the common course types at each level:

- Level 4 – Higher National Certificate (HNC) or Certificate of Higher Education (CertHE)
- Level 5 – Higher National Diploma (HND), Diploma of Higher Education (DipHE) or Foundation degree
- Level 6 – Bachelor's degree (with or without honours), Professional Graduate Certificate in Education (PGCE) or Graduate certificate/diploma
- Level 7 – Integrated Master's degree or Postgraduate Certificate in Education (PGCE)

If you're still not sure what level your course is, check with your university or college.

Course details

If the course details you give us can't be confirmed yet, your student funding may be delayed.

a If you are unsure about the tuition fee amount you will be charged, please contact your university or college.

Each module you study is worth a number of credits. You should agreed how many credits you'll study with your university or college.

If you can't confirm how many credits you'll be studying yet, we'll assess your application at 25% intensity. You should contact us once you've agreed your credits with your university or college.

To apply for a Tuition Fee Loan and/or a Maintenance Loan, you need to be studying at a course intensity of at least **25%** in the academic year.

Part-time undergraduate

h If you're not sure if your part-time Level 4 or 5 undergraduate course is an approved Higher Technical Qualification, speak to your university or college. The list below gives examples of the common course types at each level:

- Level 4 – Higher National Certificate (HNC) or Certificate of Higher Education (CertHE)
- Level 5 – Higher National Diploma (HND), Diploma of Higher Education (DipHE) or Foundation degree

If it isn't, you won't be eligible for Maintenance Loan, but still could be eligible for Tuition Fee Loan.

If you are continuing on a part-time course which only attracted tuition fee support last year, you will not qualify for Maintenance Loan, regardless of whether the course has since received Higher Technical Qualification approval.

If you're a direct entrant onto the 2nd (or later) year of a part-time Level 4/5 undergraduate course that only qualified for tuition fee support in the first academic year, you can't qualify for Maintenance Loan, regardless of whether the course has since received Higher Technical Qualification approval.

Initial Teacher Training (ITT)

A part-time postgraduate Initial Teacher Training (ITT) course is a course taken after a first degree has been attained (Postgraduate Certificate in Education (PGCE) and equivalent courses). These are courses of at least one academic year in length and completed in no more than four.

Section 2 About your course and university or college

Distance Learning and Armed Forces

If you're studying a Part-time distance learning course and you do not have a disability preventing you from attending and/or are not a member or family member of someone currently serving in the Armed Forces, you're not eligible for a Maintenance Loan.

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

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

The following family members will be eligible students:

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

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

If you're not sure if your Part-time level 4 or 5 award, certificate, diploma or NVQ course is an approved Higher Technical Qualification, speak to your university or college. If it isn't, you won't be eligible for Tuition Fee Loan, Maintenance Loan, Grants for Dependants, or Disabled Students' Allowance. You may be eligible for Advanced Learner Loan. Go to **www.gov.uk/advanced-learner-loan** to find out more.

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

If you are continuing on a part-time course which attracted Advanced Learner Loan funding last year, you are not eligible for Higher Education student finance, regardless of whether the course has since received Higher Technical Qualification approval.

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

Term details

If you have applied for income assessed support you may be eligible to apply for Travel Grant.

i You must tell us if where you're living changes and you may be asked to give evidence of this. This is so we can make sure you get the right amount of student finance. You can update any changes in your online account.

j If you're studying an Initial Teacher Training course, you should select 'University or college' for any time you'll spend in teaching practice.

You must tell us if where you'll spend most of your time changes. This is so we can make sure you get the right amount of student finance. You can make these changes in your online account.

Section 2 About your course and university or college

NHS bursary

k If you are eligible to apply for a social work bursary from the National Health Service Business Services Authority (NHSBSA) you should answer 'No' to this question because this is a separate bursary to those offered by the National Health Service (NHS) or the Department of Health (DoH).

If you're studying on a Paramedic course at an English university or college and are eligible to apply for tuition fee and/or living cost support from your local ambulance/health trust, you should answer 'Yes' to this question.

If you are eligible to apply for a bursary (income or non-income assessed) – you are not eligible for any student finance. The only exception would be if you are a seconded student studying a health related course and you have been advised that you cannot apply for any bursary at all, either income or non-income assessed.

If you are unsure about your eligibility for a bursary, contact the NHSBSA.

Evidence e

	Evidence of	Photocopied evidence item required
h	**Distance learning for a reason related to a disability** **Distance learning for a reason related to a disability at a provider that would otherwise require attendance**	• A note from your doctor clearly stating that your medical condition prevents you from attending a part-time higher education course.
h	**Your Armed Forces details**	A letter that's signed, dated and stamped by the Armed Forces Unit Records Office confirming the following: • your name; • your address (or BFPO address); • which country you were resident in before you were based at your current location; • if you're currently based overseas or in the UK but outside England.
h	**Your family member's Armed Forces details**	A letter that's signed, dated and stamped by the Armed Forces Unit Records Office confirming the following: • their name; • their address (or BFPO address); • your name; • their relationship to you; • if they're currently based overseas or in the UK but outside England; • if you have been ordinarily resident in the UK, which country they were ordinarily resident in before they were based at their current location; • if you've never been ordinarily resident in the UK, which country they signed up for the Armed Forces in.

Loan request section

Maintenance Loan

This loan is paid in three instalments directly to you and is to help cover your living costs throughout the academic year.

Tuition Fee Loan

The maximum tuition fee amount you are charged may vary depending on which country you will be studying in.

Your Tuition Fee Loan will be paid directly to your university or college in three instalments throughout the academic year. Each payment is made after we receive confirmation that you are in attendance at the start of each term.

You will be liable for your Tuition Fee Loan from the first day of each term not the date when the instalment is paid to your university or college.

Foundation years

Students studying an eligible foundation year in a classroom-based subject, like business, social science or humanities can get a Tuition Fee Loan of up to £4,315.

Studying in Scotland, Wales or Northern Ireland

Students studying an eligible foundation year in a classroom-based subject, like business, social science or humanities can get a Tuition Fee Loan of up to £4,315. Please be aware that if you're studying a foundation year in a classroom-based subject at a Northern Irish, Scottish or Welsh Higher Education Provider, they may still charge you up to £7,145.

Students studying an eligible foundation year in science, engineering, subjects allied to medicine and creative and performing arts can get a Tuition Fee Loan of up to £7,145.

Liability date	% of total Tuition Fee loan that you will be liable for
First day of Term 1	25%
First day of Term 2	50%
First day of Term 3	100%

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

Each payment is made after we receive confirmation from your university or college that you have attended at the start of each term. Interest will be charged from the day we pay the Tuition Fee Loan to your university or college.

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

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

You can apply for a Maintenance Loan or Tuition Fee Loan or change the amount you originally requested at **www.gov.uk/studentfinance**

a3 Having the care of a person under the age of 18 means that you look after a child and the child lives with you, irrespective of your relationship with the child.

b Irreconcilable estrangement

You will normally be considered irreconcilably estranged from your parents if you have not had verbal or written contact with both of your biological or adoptive parents, or your only living parent before the start of your academic year, and this will not change.

You will not be considered irreconcilably estranged from your parents because:

- you do not get on with your parents;
- you do not live with them;
- your parents do not want to give details of their income; or
- your parents choose not to provide you with financial support.

In the legal care of a local authority

If you have at any point been in the custody or care of a local authority but have been back in the legal care of your parents at any time since then, you will not be considered independent.

Evidence e

Question	Evidence of	Photocopied evidence item required
a3	**Care of a child**	Send a copy of evidence that shows you have care of the child, for example, evidence that you are receiving Child Benefit, Child Tax Credit or the child element of Universal Credit.

Section 5 Student financial questions

Unearned income

a You may be asked to confirm any estimated income at a later date.

If your actual income is different from your estimated income we will reassess your entitlement to student finance. This may change the level of financial support you receive.

When working out your taxable unearned income, you should not include:

- earnings from full or part-time work such as holiday work or work you do during term-time;
- any Maintenance Loan or grant payments you may receive;
- payments you receive from your parents under a covenant;
- maintenance payments you expect to receive for your children;
- Teacher Training Bursaries;
- Higher Education Bursary (for care leavers);
- bounties paid by the armed services to reservists or disablement or invalidity pensions; or
- ISAs.

Payments from an employer

b1 You should only provide an amount here if you are being released from employment by your employer to attend your course. If this is the case, you should only include salary or wages that you will receive from that employer for days you are actually attending your course and have been released from your employment to do so. Any earnings from salary or wages entered here may affect your student finance entitlement.

Do not provide any amount here if you are a student who is working while studying but have not been specifically released by your employer to attend your course.

Section 6 About your family

Dependent students

If you are a dependent student, the following family members count for the purpose of income assessment:

- Your natural or adoptive parents, if both of them live with you.
- Your parent and their partner, if they have one.

Your parent's partner is defined as:

- Your stepmother or stepfather.
- Your parent's opposite **or** same sex partner if they live together as though they were married or in a civil partnership.

Independent students

For the purpose of income assessment, if you are an independent student, only your partner, if you have one, counts.

Your partner is defined as:

- Your husband, wife or civil partner; or
- Your opposite or same sex partner, if you are 25 or over on the first day of the academic year and you live with your partner as though you are married or in a civil partnership.

If you do not have a partner as defined above we will only assess your income.

Question	Evidence of	Photocopied evidence item required
c	Parent's current relationship status if they are separated, divorced or they have had their civil partnership dissolved	• decree absolute/decree nisi; or • dissolution order; or • a final or conditional order; or • a letter from their solicitor confirming their status.

We only need your parent's evidence if they have previously supported an application and their marital status has changed.

Terms and Conditions

If you cannot sign the form it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.

Privacy Notice

SLC and the Department for Education are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

To find out how we'll use the information you provide go to **www.gov.uk/studentfinance** to read our Privacy Notice.

If you don't have internet access, please call us on **0300 100 0607** and we can send a copy to you.

Change of circumstances

You **must** notify SLC about any change in your circumstances which may affect your entitlement to financial support.

The most common changes of circumstance would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any period of time for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending or undertaking the course and do not intend, or are not allowed, to return for the rest of the academic year;
- you transfer to a different course at the same, or a different, university or college;
- you transfer from a part-time to a full-time course;
- you repeat part or all of a year of your course; or
- the date of the start or end of your course changes.

If any of your course details change, or you suspend, withdraw or transfer you must speak to your university or college who will let us know. You can still make changes to your personal details online. Just log into your account at **www.gov.uk/studentfinance**

Section 7 Financial details for tax year 2023-24 for parents and partners

What happens if my household income has changed since tax year 2023-24?
If your total household income (before tax) for the tax year 2025-26 will be at least 15% less than it was in tax year 2023-24, still complete this section as well as completing a 'Current Year Income Assessment Form'.
You can download the form at:
www.gov.uk/support-child-or-partners-student-finance-application/current-year-income
and return it with this application.

Please note that a current year income assessment cannot be carried out unless you provide your financial details for the 2023-24 tax year.

Part A - Personal details

Marital Status

If we have already accepted evidence you sent in support of a previous application for this student, you do not need to send any further documents. You only need to send evidence if you've previously supported an application and your marital status has changed. Evidence you can send a copy of:

- Decree absolute
- Decree nisi
- Dissolution order
- Most recent council tax bill showing a 25% single occupancy discount
- A letter from your solicitor confirming your status

Part B - Data sharing and you

We will check your National Insurance (NI) number with HM Revenue & Customs. This information will be kept securely and held strictly under the provisions of the applicable data protection legislation in the UK.

If you don't have an NI number you must provide copies of your financial documents. If you didn't have any income for the tax year 2023-24, you need to provide:

- a letter from you confirming that you had no income for the tax year 2023-24; or
- a letter from any third parties who were supporting you during the tax year (such as a partner)

The letter must be signed and dated in order for it to be accepted.

Part C - Other income for tax year 2023-24

Please give financial information for tax year 2023-24. Normally, this is the year ending 5 April 2024, but may differ if your employer or business has a tax year which does not end in April.

For any income paid in a foreign currency, please state the equivalent in pounds sterling.

Q1 Income in the UK that HMRC doesn't know about

You may have earned under the threshold to declare this income to HMRC, but this will still be used to calculate the student's entitlement.

Section 7 Financial details for tax year 2023-24 for parents and partners

Part D - Overseas Income for tax year 2023-24

Q1 Income from overseas that you haven't already told HMRC about

You only have to tell us about any income earned overseas that you have not already disclosed to HMRC as part of your self-assessment.

a Total income from salary/wages/self-employment

You'll need to provide copies of your tax documents from the relevant country confirming the income amount for the 2023-24 tax year.

b Total income from state benefits

You'll need to provide copies of your benefits documents, from the relevant country, confirming the total taxable benefit(s) you received for the 2023-24 tax year.

c Total income from occupational, private or state pension(s)

You'll need to provide copies of your pension documents, from the relevant country, confirming the total taxable pension(s) amount you received for the 2023-24 tax year.

Part E - Income deductions

If you did not pay any private pension contributions or additional voluntary contributions
You don't need to provide evidence of this.
If you paid any private pension contributions or additional voluntary contributions
The evidence you need to provide can be found in the table below.

Deduction type	Evidence required
Private pension contribution	Tax Return (all pages) or Statement from Pension Provider
Additional voluntary contribution (AVC)	Confirmation from DWP of Amount of Pension Paid, Tax Return (all pages) or a P60

Part F - Your dependants

Academic year

You should provide the child dependants' income for the academic year. The academic year is determined by when the student begins their study.

Student's study begins between	Academic year
1 August 2025 and 31 December 2025 inclusive	1 September 2025 to 31 August 2026
1 January 2026 and 31 March 2026 inclusive	1 January 2026 to 31 December 2026
1 April 2026 and 30 June 2026 inclusive	1 April 2026 to 31 March 2027
1 July 2026 and 31 July 2026 inclusive	1 July 2026 to 30 June 2027

Q1 Child dependants not in further or higher education

The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student, the student's husband, wife or partner or the student's parents or step parents. You can find out more information about how household information is calculated at **www.gov.uk/studentfinance**

Please do not include income from sources such as the Government Child Trust, State Child Benefit, Child Tax Credit, child element of Universal Credit or minimal sums of money from other sources when entering a child dependant's income.

Declaration for parents and partners

If you cannot sign the form it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.

Privacy Notice

SLC and the Department for Education are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

To find out how we'll use the information you provide go to **www.gov.uk/studentfinance** to read our Privacy Notice.

If you don't have internet access, please call us on **0300 100 0607** and we can send a copy to you.

Changes of circumstance

You must notify SLC about any change in your circumstances which may affect the student's entitlement to financial support.

The most common changes of circumstance would be if:

- your household income changes; or
- your marital status changes.

Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - 'bursary administration purposes') they will ask the Secretary of State or Student Loans Company for access to information you provide in connection with any application for student finance for academic year 2024/25 (whether on this form or at a later date).