

Application for Student Finance 2013/14 for EU Students

Form

EU13N

First name(s)

Surname/family name

Customer Reference Number (if you have one)

Please contact the Student Finance Services Non UK Team on 0141 243 3570 before completing this form if;

- you have lived in the UK at any time since you were born; or
- you are attending a part-time or flexible Higher Education course including Initial Teacher Training (ITT) in England or Wales.

You **should** complete this form if you:

- are starting a full-time or sandwich course in Higher Education; or
- are starting a full-time Initial Teacher Training (ITT) course in England, Wales or Northern Ireland; or
- will be studying a part-time ITT course or flexible ITT course that lasts more than six weeks in Northern Ireland; or
- will be starting a full-time distance learning course for reasons relating to a disability; or
- will be starting a full-time distance learning course in England or Wales for reasons **not** relating to a disability; or
- started a full-time distance learning course in England or Wales, on or after 1 September 2012, for reasons not relating to a disability, and this is the first time you have applied for Student Finance.

You **should not** complete this form if:

- you will be studying a full-time distance learning course in Northern Ireland, for reasons not relating to a disability. If this is the case you should complete an 'Application for Tuition Fee Grant for part-time study' (EUPTG1).
- you normally live in England, Wales, Scotland, Northern Ireland, Channel Islands or the Isle of Man. If you normally live in one of these countries, please visit www.gov.uk/studentfinance for more information on what you can get and how you should apply.



All students must sign the Student Declaration on page 15.

Deadline


This form should be returned within 9 months of the start of your academic year, or you may lose your right to apply for student finance.

1 Complete the form

We've provided Support Notes to help you so please refer to them each time you see this icon. 

2 Send evidence

All students must send evidence to prove their identity/nationality.

Depending on your circumstances you may need to send us other evidence. Questions that may require evidence will have this icon next to them. 

When you send evidence these can be certified copies **or** original documents. A certified copy is a photocopy of an original document which must have been stamped and signed as being a true copy of the original by an official such as a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must not be a relative and must provide their name, job title, address and contact number.

You can download a Certifier Checklist form at www.gov.uk/studentfinance which you should complete and return with any certified evidence.

3 Send us your form and evidence

Once you've completed the form, send it together with all your evidence to the address below. **Make sure that you pay the correct postage.**

**Student Finance Services Non UK Team,
Student Loans Company,
PO Box 89,
Darlington,
County Durham,
England,
United Kingdom,
DL1 9AZ.**

Information about academic year

Academic years begin in the autumn, winter, spring and summer, and last for 12 months. The first day of the academic year is not necessarily the day on which you begin that year of your course. It is decided by the period during which your year begins. The academic year starts on:

- 1 September, if your study begins between 1 August and 31 December inclusive;
- 1 January, if your study begins between 1 January and 31 March inclusive;
- 1 April, if your study begins between 1 April and 30 June inclusive; or
- 1 July, otherwise.

how to complete this form

Use this section to help you find out what sections of the application form you need to complete.

Country of study

Which country will you be studying in during academic year 2013/14?

England

Northern Ireland

Wales



Finance available

Tuition Fee Loan

Bursaries &
Scholarships



Next Steps

Complete sections 1 - 5.

Complete section 6 to tell us how much Tuition Fee Loan you want to borrow.

Make sure you read and sign the declaration on page 15.

Finance available

Tuition Fee Loan

Bursaries &
Scholarships



Next Steps

Complete sections 1 - 5.

Complete section 6 to tell us how much Tuition Fee Loan you want to borrow.

Make sure you read and sign the declaration on page 15.

Finance available

Tuition Fee Loan

Bursaries &
Scholarships

Fee Grant

If your course started on or after 1 September 2012



Next Steps

Complete sections 1 - 5.

Complete section 6 to tell us how much Tuition Fee Loan you want to borrow.

If you **don't** want a Tuition Fee Loan and only want to apply for a Fee Grant tick this box.

Make sure you read and sign the declaration on page 15.

residence

a1 Are you an EU national? **e n** Yes No if 'Yes' go to **b1**

a2 Are you a family member of an EU National? **e** Yes No

If 'Yes' please give details how you are related to that family member for example, Mother.

b1 Give details of your residence for the **three years** before the start of the first academic year of your course. For example, if your course begins **27/09/2013** we need your residence details for the period **01/09/2010 - 01/09/2013**. You **must** provide the full address (include building name and/or number, street name, town, region, postcode and country), exact dates you lived there and why you were there. **n**

Full address including country

Why were you there?

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

If you require further space to provide your answer, please continue on a separate sheet of paper and return it with this form.

b2 At any time since 1 September 2010 has either of your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland? **e n**

If 'Yes' please give details below.

Yes No

Full address including country

Why did they live there?

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

about your course and university or college

a **University or college details**

University or college name and address **n**

Postcode

UCAS personal identification number

UCAS university or college code

UCAS campus code (if applicable)

b **Course details**

Course name

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

UCAS course code

Qualification you expect to gain (for example, BSc Physics)

Course start date **MONTH** **YEAR**

Course end date (final year of study) **MONTH** **YEAR**

Full course length (years)

Year of course in 2013/14 Foundation Third year First year Fourth year Second year Other (give details)

Full tuition fee amount for the academic year 2013/14 **n** £

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

about your course and university or college

If the course is franchised to another university or college, give their address below

	Postcode

c Course type (please tick one box): n

- Full-time undergraduate
- Full-time postgraduate Initial Teacher Training (ITT)
- Full-time distance learning
- Full-time foundation degree
- Full-time involving a placement (sandwich course)

Other course types (only applicable to students studying in Northern Ireland):

- Flexible postgraduate ITT
- Part-time undergraduate ITT
- Part-time ITT (excluding first degrees)



Answer both questions

Number of weeks you will be studying full-time in academic year 2013/14. **e**

Number of weeks you will be on full-time teaching practice in academic year 2013/14. **e**

d Where will you spend most of your time studying in the academic year 2013/14?

You should only tick 'placement in the UK or abroad' if you will be on a work placement that is a part of your UK course. Do not count periods of teaching practice as a placement. If you are on an Initial Teaching Training (ITT) course, tick 'university or college'. You should only tick 'study abroad' if you will be studying **outside of the UK** as part of your UK course.

- | | | | | | | |
|--------|-----------------------|--------------------------|--------------|--------------------------|------------------------------------|--------------------------|
| Term 1 | University or college | <input type="checkbox"/> | Study abroad | <input type="checkbox"/> | Work placement in the UK or abroad | <input type="checkbox"/> |
| Term 2 | University or college | <input type="checkbox"/> | Study abroad | <input type="checkbox"/> | Work placement in the UK or abroad | <input type="checkbox"/> |
| Term 3 | University or college | <input type="checkbox"/> | Study abroad | <input type="checkbox"/> | Work placement in the UK or abroad | <input type="checkbox"/> |

if you ticked university or college for all 3 terms go to section 5

about your course and university or college

- e Have you been accepted onto the Erasmus exchange scheme? Yes No
 If so, how long for? Part year Full year

if 'Yes' and/or you'll be studying abroad go to section 5

f **Placement details**

Where will your placement be? Abroad UK Don't know

Placement name and address

 Postcode

5

previous study and other information

if you will be studying in Wales go to a5

Previous study

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

a1 Have you started an undergraduate or postgraduate course of higher education in any country since leaving school? **n**

Tick 'Yes' even if you did not complete the course.

Yes No

if 'No' and you will be studying in England or Northern Ireland go to c

a2 Did you achieve a qualification?

Yes No

if 'No' go to a4

a3 Was the level of the qualification(s) achieved equal to or higher than the level of course you are now applying for? **n**

Yes No

a4 Please give course details below. State if this course was with or without honours. Do not mention any course that you studied part-time where you did not achieve a qualification; or any course that was entirely self-funded at a private university or college where you did not achieve a qualification. **n**

Title and qualification of course for example, BA History or BA Honours History)	Full-time, Part-time or Full-time distance learning	Name of university or college	Town and country of university or college	Date started	Date left	Did you achieve a qualification
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	Only complete if you study in England			(MM YYYY)	(MM YYYY)	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

If you did not achieve a qualification for any course listed above, why was this? **e**

previous study and other information

if you will be studying in England or Northern Ireland go to c

a5 Have you attended any full-time, Initial Teacher Training (ITT) or sandwich courses of higher education in the UK since you left school? **Yes** **No**

a6 Have you been awarded an honours degree from a UK university? **Yes** **No**

If you answered 'Yes' to either a5 or a6, please give course details below.
Do not list courses below higher education level (for example, in the UK this might be A Level/AS Level examinations or equivalent)

Title of course (for example, BA History or BA Honours History)	Name of university or college	Date you started		Date you left		Did you finish this course?
		MONTH	YEAR	MONTH	YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you did not finish any course listed above why was this? **e n**

section
5
continued

previous study and other information

b Have you applied for financial support for higher education before (for example, a grant or loan, tuition fees or bursary including support for fees) from a local authority or any other organisation in the UK (for example, Department of Health)?

If you applied for support and did not receive it, still tick 'Yes'.

Yes No

if 'No' go to c

If 'Yes', give details below.

Name of the local authority or organisation you applied to	What type of support did you receive?	Period the support covered			
		from		to	
<input type="text"/>	<input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>

If any of the periods of support you have given above involved a period of suspended study where you did not receive any support, for example, if you received support from 2007 to 2011 but between 2008 and 2009 you did not receive support because you suspended study that year, please give the suspension date periods below and give the reasons why you suspended study.

c Are you eligible to apply for any bursary or award, excluding a social work bursary, for the academic year 2013/14 from any of the following?

- National Health Service (NHS)
- Department of Health (DoH)
- Department of Health, Social Services and Public Safety (DHSSPS)

Yes No

If 'Yes', is this bursary or award:

Income assessed
Non-income assessed

loan request section



Only complete this section if you are applying for a Tuition Fee Loan.

Customer Reference Number (if you have one)

Forename(s) Surname(s)

UK National Insurance Number **n** - -

Tuition Fee Loan **n**

You can apply for a Tuition Fee Loan to cover your fees, to find out how much you can apply for visit www.gov.uk/studentfinance

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.

Amount of Tuition Fee 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

£

Contact details

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

Contact 1

Contact 2

Forename(s)	Forename(s)
Surname(s)	Surname(s)
Relationship to you	Relationship to you
Address	Address
<input type="text"/>	<input type="text"/>
Town/City	Town/City
Postcode	Postcode
Country	Country
Phone number	Phone number

Data Protection Act 1998

The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998.

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. The Department for Business, Innovation and Skills (BIS), if your place of study is in England, the Welsh Ministers, if your place of study is in Wales or the Department for Employment and Learning (DEL), if your place of study is in Northern Ireland, is a joint Data Controller for your information.

If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies to prevent fraud and money laundering.

We may share the information you have given us with other organisations including BIS (if your place of study is in England), the Welsh Ministers (if your place of study is in Wales) or DEL (if your place of study is in Northern Ireland), other Government bodies and your university or college, for these purposes. We may also get information about you from other organisations. If so, it will only be for the purposes described and as the law permits us to do.

For more detailed information about with whom we share your information and for what purpose, go to **www.gov.uk/studentfinance**

Student Declaration ■

Before signing and returning your completed form, you should read the following terms and conditions and the Data Protection Statement on page 14.

Your application for financial support may be delayed unless you sign and date this Declaration.

- By signing this Declaration you are confirming that you have read the terms and conditions about the Tuition Fee Loan, and the Fee Grant if you are studying in Wales, because they will affect you if you apply for them at any time in academic year 2013/14. If you don't apply for the Tuition Fee Loan or Fee Grant in 2013/14 their terms and conditions will not affect you.

Your full name

(in BLOCK CAPITALS)

Your signature

Date

DAY			MONTH			YEAR				

General Declaration

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given the Student Loans Company false information, or have not given them complete information, I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.
- I agree to give the Student Loans Company any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell the Student Loans Company about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- d I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the Regulations referred to in paragraph a.
- e In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph a and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.

Loan Contract

Note: Where your place of study is in England the term 'the lender' means the Secretary of State for Business, Innovation and Skills; where your place of study is in Wales the term 'the lender' means the Welsh Ministers; where your place of study is in Northern Ireland the term 'the lender' means the Department for Employment and Learning.

If you have applied for a course of study in England the following Declarations apply to you:

I declare that:

- a I acknowledge and agree that any loan(s) made to me by the lender (which includes any persons exercising functions on behalf of the Secretary of State pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation, 'the Act') will be on the terms set out in these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.
- b If I breach any of the terms under which any loan(s) will be made, I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the Regulations made under that Act, as amended from time to time or successor legislation and/or Regulations.
- c I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph a.

If you have applied for a course of study in Wales the following Declarations apply to you:

I declare that:

- f I acknowledge and agree that any loan(s) made to me by the lender (which includes any persons exercising functions on behalf of the Welsh Ministers pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation, 'the Act') will be on the terms set out in these Declarations and in Regulations which are made under section 22 of the Act as amended from time to time.
- g If I breach any of the terms under which any loan(s) will be made, I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the Regulations made under that Act, as amended from time to time or successor legislation and/or Regulations.
- h I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph f.
- i I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the Regulations referred to in paragraph f.
- j In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph f and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.

If you have applied for a course of study in Northern Ireland the following Declarations apply to you:

I declare that:

- k I acknowledge and agree that any loan(s) made to me by the Department for Employment and Learning, 'the lender' (which includes any person exercising functions on behalf of the Department for Employment and Learning pursuant to Article 4 (3) of the Education (Student Support) (Northern Ireland) Order 1998 as amended from time to time or successor legislation, 'the Order') will be on the terms set out in the Loan Request Form including these Declarations and in Regulations which are made under Article 3 of the Order as amended from time to time.
- l If I breach any of the terms under which any loan(s) will be made, I agree that I will be obliged to pay any charges and penalties which may apply under the Education (Student Support) (NI) Order 1998 and the Regulations made under that Order, as amended from time to time or successor legislation and/or Regulations.
- m I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph k.
- n I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the Regulations referred to in paragraph k.
- o In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph k and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.
- The following paragraphs apply to ALL students:**
- I declare that:**
- p The particulars I have given in this form are correct.
- q I have read and understood 'Student Loans: A guide to terms and conditions' available at www.gov.uk/studentfinance
- r I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- s I agree that any loan(s) made to me as a consequence of the acceptance of my application is/are contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.
- t I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- u I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- v I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my course of study as stated in this form EU13N.
- w I irrevocably agree that the courts of the part of the United Kingdom in which my place of study is situated shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
- x I understand that the Student Loans Company will check my National Insurance Number and personal details with the Department for Work and Pensions (DWP). If I do not know my National Insurance Number, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.
- y If I have broken the terms of this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Your decision about bursary and scholarship data sharing consent will not affect your entitlement to any other financial support available.

If you started your course in academic year 2006/07 or after you may be eligible for a bursary or scholarship. In order for your university or college to determine and pay any non-repayable 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. Most universities and colleges will not pay bursaries and scholarships if you do not give consent.

If you **do not** wish your details to be shared for this purpose, please tick this box.




EU/13N/1314

Checklist

Before you return this form please make sure that you have:

- 1** Answered all questions that apply to you. Tick
- 2** Signed and dated the Student Declaration on page 15. Tick
- 3** Included evidence of your identity/nationality and any other evidence we need with this form. Tick
- 4** Once you've completed the form, send it together with all your evidence to the address below. **Make sure that you pay the correct postage.**

**Student Finance Services Non UK Team,
Student Loans Company,
PO Box 89,
Darlington,
County Durham,
England,
United Kingdom,
DL1 9AZ.**

 Incorrect or incomplete forms will be returned to you which may delay payments being made to you.

Within 6 weeks of returning your completed application form with all the relevant evidence, you will be sent a letter showing the amount of financial support you will receive.

Country of study

If you are not sure where you will be studying during academic year 2013/14 tick the box of the country you expect to be studying in.

If you choose to apply for a Tuition Fee Loan for academic year 2013/14, the regulations regarding repayment of this loan are different for each country.

Tuition Fee Loan **REPAYABLE**

All students can apply for a Tuition Fee Loan to cover the fees that are charged by their university or college.

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

You may not be eligible for a Tuition Fee Loan if you already hold a UK degree.

The Tuition Fee Loan borrowed will be paid directly to the relevant university or college, in three instalments within the academic year, once your attendance is confirmed.

Country you will be studying in	Maximum Tuition Fee Loan available	Private university or college (maximum Tuition Fee Loan available)
England	£9,000	£6,000
Northern Ireland	£3,575	£3,575
Wales	£3,575	£6,000

If you will be studying in England or Wales and will begin a graduate medical entry programme course on or after 1 September 2012 you can apply for a Tuition Fee Loan of up to £5,535 (if fee charged is £9,000). However, you will need to pay the first £3,465 of the tuition fee amount being charged by your university or college.

Bursaries and Scholarships **NON-REPAYABLE**

Bursaries and scholarships are financial awards made by some universities and colleges to provide additional assistance to their students. The amount offered would be at their discretion.

Students who started their course in academic year 2006/07 or after may be eligible for a bursary or scholarship from their university or college. If you are eligible for a bursary or scholarship from your university or college you will be assessed for this automatically and you will be sent a further form to complete.

how to complete this form

Fee Grant **NON-REPAYABLE**

If you will be studying in Wales and start your course on or after 1 September 2012 you may be eligible for a Fee Grant to cover part of the tuition fee amount charged by the university or college.

The Fee Grant amount is the difference between the maximum Tuition Fee Loan available (£3,575) and the tuition fee being charged by the university or college.

For example;

Tuition fee charged (up to £9,000) - Tuition Fee Loan maximum (£3,575) = Fee Grant entitlement (up to £5,425)

You don't need to apply for a Tuition Fee Loan to receive a Fee Grant. However if you choose not to apply for a Tuition Fee Loan you will need to pay the difference to your university or college.

Your Fee Grant will be paid directly to your university or college in three instalments within the academic year.

You will not be eligible to receive the Fee Grant if you are undertaking a course at a private university or college in Wales.

You can get more information about student finance at www.gov.uk/studentfinance

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:

- brailleandlargefonts@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.

personal details

- b** If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.
- If you have any outstanding Mortgage Style (MS) loans, please call 0845 073 8896 for advice.
- If you have any outstanding Income Contingent Repayment (ICR) loans, please call 0845 073 8891 for advice.
- d** If you provide a correspondence address then all correspondence we issue will be sent to that address from the date you move (or moved) there. You can update your correspondence address or your home address at any time by contacting the Student Finance Services Non UK Team on 0141 243 3570.
- e** You are 'living with a partner' if you are sharing a home with your partner but you are not married or in a civil partnership. It does not matter whether you are of the same sex or of the opposite sex.
- e** If you will be under 25 at the start of the academic year, and you are married or in a civil partnership, please send your original or **certified copy** of your marriage certificate or civil partnership documentation with the application. Your document will be returned to you.
- If you have entered into an overseas civil partnership or equivalent legal relationship with a same-sex partner, we will contact you to let you know whether this will be recognised for student finance purposes.
- e** If you are divorced or separated, or if you have been in a civil partnership which has been dissolved, you should send a **certified copy** of the decree absolute, dissolution order, or a letter from your solicitor confirming your status. Any original documents will be returned to you.
- e** If you are widowed or a surviving civil partner, please send the original or **certified copy** of the death certificate.

residence

- a1** If you answer 'Yes' to this question, you must send your valid national identity card (if this is proof of your EU nationality). If you are not in possession of a national identity card then we will also accept a passport or, if you are a British or Irish national, your birth certificate. We can accept original documents or a **certified copy** of the original document.
- A certified copy** is a photocopy of an original document which must have been stamped and signed as being a true copy of the original by an official such as a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must provide their name, job title, address and contact telephone number.
- If your name has changed from the name that appears on your birth certificate or passport then please send the relevant evidence confirming this and give details of any previous names you have had on a separate piece of paper and enclose it with this form.
- a2** If you answer 'Yes' to this question, you must provide evidence to confirm your family member is an EU national and your relationship to them by sending their national identity card, passport or birth certificate (if this shows proof of their EU nationality and your relationship to them).

residence

- b1** Please complete this question in full including addresses, dates and the reason(s) you were living there.

See page 2 of the form for a description of academic years.

- b2** Please complete this question in full and provide documentary evidence to confirm when and where your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland. You will need to send in their tax documents, proof of residence and copies of work contracts.

We will contact you if we require further information.

about your course and university or college

University or college details

- a** You should give details of your first choice. If you later accept a place on a different course or at a different university or college, you must notify us immediately. If you do not, it will delay your application.

Course details

- b** If you are unsure about the tuition fee amount you will be charged, please contact your university or college for clarification.

Course type

- c Full-time undergraduate course**

For these courses you will attend university or college on most days of the week and for most weeks of the year (apart from weekends and the usual holidays). You must attend the course for at least 24 weeks in the academic year, unless it is the last academic year of the course, in which case you must attend for at least eight weeks. The course must also last for at least one academic year. You will still be considered to be attending your course even if arrangements have been made by your university or college for you to take the course without having to attend.

Full-time postgraduate Initial Teacher Training (ITT) course

For these courses you must attend full-time, for either study or teaching practice, for an aggregate of at least six weeks in the year. If your periods of full-time study, including teaching practice, amount to less than six weeks you may only receive a reduced rate Tuition Fee Loan. You will still be considered to be attending your course even if arrangements have been made by your university or college for you to take the course without having to attend.

Full-time distance learning

Distance learning is a programme of study that comprises video, printed and online materials that allows students to study at home with a tutor based elsewhere.

Full-time foundation degrees

Foundation degrees are employment-related higher education qualifications designed to give you the skills needed at the relevant professional and higher technician level. They are designed to be flexible to suit different situations, and you can complete foundation degrees in two years if you study full-time.

Full-time involving a placement ('sandwich' course)

This kind of course includes full-time education at the university or college, plus periods of industrial or work placement.

about your course and university or college

Other course types - (only applicable to students studying in Northern Ireland)

e Flexible postgraduate/Part-time undergraduate/Part-time ITT course

You will need to provide a letter from your university or college confirming the number of weeks you will be on full-time study and full-time teaching practice.

previous study and other information

If you're 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 able to apply for a Tuition Fee Loan for a further teacher training course.

a1 This includes any undergraduate or postgraduate course you have attended whether it was in the UK or overseas. Examples of undergraduate higher education courses you should tell us about include:

- DipHE, HND and Foundation Degree, and similar courses from outside the UK.
- Integrated Masters Degrees.

Examples of postgraduate courses you should tell us about include:

- PgDip
- MA
- MSc
- MBA or equivalents.

a3 If you are unsure of the level of your existing qualification, please contact your university or college where you completed the course, which may be able to help.

a4 A self-funded course is one that was studied at a private university or college and no support of any kind was paid either to you or the university or college to meet tuition fee or maintenance costs for the duration of the course.

e If you did not finish your course due to compelling personal reasons (which does not include reasons of academic performance alone), you must give full details in this section and send the necessary documentary evidence to support the reasons you give.

a6 If you did not finish your course due to compelling personal reasons (which does not include reasons of academic performance alone), you must give full details in this section and send the necessary documentary evidence to support the reasons you give.

c If you are eligible to apply for a social work bursary from the National Health Service Business Services Authority (NHSBSA) or Social Services Inspectorate you should answer 'no' to this question because this is a separate bursary to those offered by the NHS, DoH or DHSSPS.

If you are eligible to receive a **non-income assessed bursary** then you are **not** eligible for any other student finance unless 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 NHS Pensions Agency Student Grant Unit helpline on 0845 358 6655.

Student Declaration

If you have previously worked in the UK you will find your National Insurance Number on:

- a National Insurance Number card or letter;
- a payslip;
- an income tax document such as a P45 or P60; or
- a form from your local Jobcentre Plus, Jobcentre or Social Security Office.

If you have a National Insurance Number but cannot find it, you should contact HM Revenue & Customs (HMRC) National Insurance Registrations helpline on 0845 915 7006.

If you do not have a National Insurance Number you should leave the National Insurance Number box blank. Please let us know as soon as you get one.

Tuition Fee Loan

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

Your Tuition Fee Loan will be paid directly to your university or college in three instalments within the academic year.

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.

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

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 are in attendance 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 Tuition Fee Loan at 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.

To apply for a Tuition Fee Loan, or to change the amount you originally requested, you can download a Tuition Fee Loan Request form at www.gov.uk/studentfinance or contact the Student Finance Services Non UK Team to have one sent to you.

Declarations

If you have applied for a course of study in England and you receive a Tuition Fee Loan, there is a legally binding contract between you and the Secretary of State. The Declarations are an integral part of your contract with the Secretary of State. Additional terms of the contract are to be found in Regulations made under section 22 of the Teaching and Higher Education Act 1998, as amended from time to time, or successor legislation.

If you have applied for a course of study in Wales and you receive a Tuition Fee Loan, there is a legally binding contract between you and the Welsh Ministers. The Declarations are an integral part of your contract with the Welsh Ministers. Additional terms of the contract are to be found in Regulations made under section 22 of the Teaching and Higher Education Act 1998, as amended from time to time, or successor legislation.

If you have applied for a course of study in Northern Ireland and you receive a Tuition Fee Loan, the legally binding contract is between you and the Department for Employment and Learning. The Loan Request Form including the Declarations are an integral part of your contract with the Department for Employment and Learning. Additional terms of the contract are to be found in Regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, as amended from time to time, or successor legislation.

Student Declaration

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

Change of circumstances

You must notify the Student Loans Company about any change in your circumstances, which may affect your entitlement to financial support.

To tell us about any changes in your circumstances you must complete a Change of Circumstances form (EUCO1). This form is available at www.gov.uk/studentfinance

The most common change of circumstance for students would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending 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 full-time to a part-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.

Information about data sharing for bursary and scholarship purposes

Universities and colleges may offer 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 (if your place of study is in England), the Welsh Ministers and your Local Authority (if your place of study is in Wales) and the Department for Employment and Learning and your Education and Library Board (if your place of study is in Northern Ireland) and the Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the Declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which you may be entitled will be delayed.

Please contact the university or college if you require further information about their bursaries and scholarships.