

PN1

2016/17

Application for  
student finance  
for new students

You can also apply online at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)



SFE/PN1F/1617/B

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## Section 1 Available student finance

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

- Tuition Fee Loan
- Maintenance Loan

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

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

### Extra help

You can also apply for additional student finance:

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

#### Childcare Grant (CCG) **n**

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

- complete and return this form **and**
- complete a Childcare Grant Application form (CCG1).

You can download the CCG1 form at:

[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

Tick the box below if you want us to send you a CCG1 form instead.

Send me a CCG1 form  **Tick**

#### Disabled Students' Allowances (DSAs) **n**

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

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

You can download the DSA slim form at:

[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

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

Send me a DSA slim form  **Tick**

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

## What you need to do

- Follow the instructions in the form. We'll tell you what questions you need to answer and what ones you can skip.
- Your parent(s) or partner may need to give us information about their financial income in section 12.
- You need to complete all of the questions you're asked to. Any missing information will delay your application.
- You must read, sign and date the Student Declaration.

**n** 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.



## Section 1 Available student finance

### What if I have further questions?

If you have further questions you can:

- visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
- call us on **0300 100 0607** or by textphone on 0300 100 0622

### 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 by **27 May 2016**. We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

If your application form is returned more than 9 months after the start of your academic year it 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 2 Personal details

### Personal details

a Title

Mr  Mrs  Miss  Ms

Forename(s)

Surname

Sex

Male  Female

Date of birth

 /  / 

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 **n**

 -    - 

### Identity evidence details

b1 Do you hold a UK passport?

Yes  No

If '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 go to b3**

Passport number

Forename(s)

Surname

Date of issue

 /  / 

Date of expiry **n**

 /  / 

go to c

b3 Send your original **non-UK passport** or **Biometric Residence Permit**; **e**

or

Send your original **UK birth or adoption certificate** and a completed Birth/Adoption Certificate form. **e**



# Section 2 Personal details

## Previous loans

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

Yes  No

If 'No' go to **d**

If 'Yes', are you behind with the repayments? **n**

Yes  No

## Contact details

**d** Please give your current home address. If you know it, please also give your term-time correspondence address. **n**

Home address		Term-time address	
<input type="text"/>		<input type="text"/>	
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Home phone number	<input type="text"/>	Date on which you will move to this address	<input type="text"/>
Mobile phone number	<input type="text"/>		
Email address	<input type="text"/>		

## Relationship status

**e** What is your current relationship status?

Single

Living with a partner

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

Separated **e**

Divorced/dissolved civil partnership **e**

Widowed/surviving civil partner **e**

## Section 3 Residence

### Nationality

**a1** Are you a UK national? **n e**  Yes  No If 'Yes' go to c1

**a2** Are you an EU national? **e**  Yes  No If 'No' go to a3

If 'Yes' have you lived in the UK and Islands for five years before the first day of the first academic year of your course?

Yes  No If 'Yes' go to c4

**a3** Are you the child of a Swiss national? **e**  Yes  No If 'No' go to b1

**a4** Will your Swiss national parent be living in the UK on the first day of the academic year? **n e**  Yes  No If 'Yes' go to c2

### Residence status

**b1** Are you or your:

- husband, wife, civil partner; or
- parent(s), step-parent; or
- child, son/daughter-in-law, child's civil partner

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK? **n e**

Yes  No  
If 'No' go to b2

If 'Yes', please give details below.

You should also give details of your previous studies.

If you are currently working, are you going to continue working during your studies?

Yes  No

If 'Yes', please give details. **e**

**go to c2**

**b2** Do you have 'settled status' in the UK? **n e**  Yes  No If 'No' go to b3

If 'Yes', give the date you received this status.

/  /   
**go to c2**



# Section 3 Residence

**b3** Have you or your:  
 • husband, wife, civil partner; or  
 • parent(s), step-parent  
 been granted 'refugee status' by the UK Government? **n e**

If 'Yes', and if applicable, please give the following:

Home Office reference number

Date this status is due to expire

Yes  No

If 'No' go to b4

/   /

go to c2

**b4** Have you or your:  
 • husband, wife, civil partner; or  
 • parent(s), step-parent  
 been granted Humanitarian Protection? **n e**

If 'Yes', and if applicable, please give the following:

Home Office reference number

Date this status is due to expire

Yes  No

If 'No' go to b5

/   /

go to c2

**b5** 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 and islands for seven years? **n**

Yes  No

**b6** 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? **n**

Yes  No

**!** If you answered 'No' to all the residency and nationality questions in this section you are not eligible for student finance from Student Finance England. Do not continue with this application.

## Residence history

**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?

Yes  No

If 'No' go to c3

**c2** Give details of your residence for the three years before the start of the first academic year of your course. **n**

Full address

From   /   /

To   /   /

Why were you there?

Full address

From   /   /

To   /   /

Why were you there?

## Section 3 Residence

**c3** At any time since 1 September 2013 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 EEA or Switzerland?

If 'Yes' please give details.

**Yes**  **No** If 'No' go to section 4

Full address

From

		/			/				
--	--	---	--	--	---	--	--	--	--

To

		/			/				
--	--	---	--	--	---	--	--	--	--

Why were they there?

Full address

From

		/			/				
--	--	---	--	--	---	--	--	--	--

To

		/			/				
--	--	---	--	--	---	--	--	--	--

Why were they there?

Full address

From

		/			/				
--	--	---	--	--	---	--	--	--	--

To

		/			/				
--	--	---	--	--	---	--	--	--	--

Why were they there?

**go to section 4**





# Section 3 Residence

**c4** Give details of your residence for the five years before the start of the first academic year of your course. **n**

Full address	
From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Why were you there?	
To	
Full address	
From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Why were you there?	
Full address	
From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Why were you there?	

**If you require further space to provide your answer, please give the details requested above on the Additional notes section at the back of this form.**

## Section 4 About your course and university or college

In this section, please give details of your first choice university or college and course.

### University or college details

a University or college name and address

Postcode

UCAS personal identification number

UCAS university/college code

UCAS campus code (if applicable)

### Course details

b1 Course name **n**

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 and year)

Course end date (month and year)

Course length (years)

Year of course

Foundation year - **go to b2**

First year - **go to b2**

Second year

Third year

Fourth year

Other (give details)

Are you a direct entrant? **n**

Yes

No

b2 Full tuition fee amount for this academic year **n**

£

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

Postcode

## Section 4 About your course and university or college

### Course type (tick one box)

**c** Full-time undergraduate

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

Full-time foundation degree

Full-time distance learning

Full-time involving a placement (sandwich course)

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

 Yes No

### Term details

**d** Where will you live during this academic year?

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

**e** Where will you spend most of your time this academic year? **n**

Term 1

University or college

Study abroad

Work placement

Term 2

University or college

Study abroad

Work placement

Term 3

University or college

Study abroad

Work placement

If you have ticked 'University or college' for all 3 terms  
**go to section 5**

## Section 4 About your course and university or college

- f Have you been accepted onto the Erasmus exchange scheme?

Yes  No

If 'Yes' or you'll be studying abroad **go to section 5**

### Placement details

- g Where will your placement be?

Abroad  UK  Don't know **n**

Placement name and address if known

Postcode

Is the placement paid or unpaid?

Paid  
 Unpaid

If 'unpaid' please tick which type

- a hospital, Public Health Service Laboratory or with a Clinical Commissioning group in the UK;
- a Special Health Authority, the National Health Service Commissioning Board, the National Institute for Health and Care Excellence, the Health and Social Care Information Centre, Local Health Board, Health Board, Special Health Board or Health and Social Services Board in the UK;
- a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, a voluntary organisation providing facilities or carrying out similar activities or a Local Authority acting in the exercise of public health functions in the UK;
- the prison or probation sector or after-care services in the UK;
- unpaid research in a UK or overseas institution; or
- an unpaid placement in the Houses of Parliament
- an unpaid placement that is not listed above. **n**

## Section 5 Previous study and other information

### 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.**

**a1** 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. **n**

Yes  No

If 'No' go to b1

**a2** Did you achieve a qualification?

Yes  No

If 'No' go to a4

**a3** Please tick the relevant box(es) to show which qualifications you have achieved. **n**

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

## Section 5 Previous study and other information

**a4** Please give course details below. 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 institution where you did not achieve a qualification. **n**

Title of course and qualification	Full-time, Part-time or Full-time distance learning	Name of university or college	Town and country of university or college	Date started (MM YYYY)	Date left (MM YYYY)	Did you achieve a qualification 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"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

**a5** If you did not achieve a qualification for any course listed in a4, why was this? **n e**

### Other information

**b1** In this academic year, are you eligible to apply for a bursary, excluding social work bursary from any of the following? **n**

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

Yes  No

**b2** If 'Yes', is this bursary or award income assessed or non-income assessed? **n**

Income assessed  
 Non-income assessed

# Section 6 Your UK bank or building society account details

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

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

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

Sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Account 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"/>
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Building society roll number (if applicable)

<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"/>
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# Loan request section

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

## Maintenance Loan

Amount of Maintenance Loan you would like to apply for:

Maximum available to you

 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 £9000 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.**

I want to apply for a loan to pay the full tuition fee charged by my university or college.

 Tick

I don't want to apply for a loan for the full tuition fee, I only want a loan for

 £

## Contact details

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

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

### Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Phone number

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

Forename(s)

Surname

Relationship to you

Address

Postcode

Phone number

**If you don't want student finance based on your household income go straight to the Student Declaration on pages 24 and 25.**



## Section 7 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 25 or over on the first day of the academic year?

Yes  No

If 'Yes' you are an independent student, **go to section 8**

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

Yes  No

If 'Yes' you are an independent student, **go to section 8**

**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 8**

**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 (have no contact with) from 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 European Union and the assessment of their financial circumstances would place them in jeopardy.

Your parents are living outside the European Union 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 8**

# Section 7 **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? **n**

**Yes**  **No**

If 'No' you are a dependent student **go to section 8**

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) <b>e</b>
		(MM YYYY)	(MM YYYY)	



# Section 8 Student financial questions

The academic year is determined by when you begin your study. Please see page 29 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. **n**

£

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?

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? **n**

- 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.  
Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year 2014-15.

Child's full name	Date of birth <b>e</b> (DD MM YYYY)	Relationship to you	Who will they live with?	Child's income <b>n e</b> (£)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 9 Additional information

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

**If none of the boxes apply to you, go straight to section 10.**

- I'm a lone parent or lone foster parent with a child or young person under 20 who is in full-time education below higher education level or on an approved training course.
- I have a partner who is also a student, and one or both of us are responsible for a child, or young person under 20 who is in full-time education below higher education level or on an approved training course
- I have a disability and qualify for the Disability Premium or Severe Disability Premium
- I'm deaf and qualify for Disabled Students' Allowances
- I have been treated as incapable of work for a continuous period of at least 28 weeks
- I have a disability and qualify for income-related Employment and Support Allowance
- I'm waiting to go back to a course having taken agreed time out from that course due to an illness or caring responsibility that has now ended
- I'm entitled to Personal Independence Payment (PIP)
- I'm entitled to Disability Living Allowance (DLA)
- I'm entitled to Armed Forces Independence Payment (AFIP)
- None of the above

## Section 10 Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

You can find out more about Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

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

**a** Are you a lone parent?


Yes  No

If 'Yes' go to d

**b** Are you under 25, living with a partner and applying for Childcare Grant or Parents' Learning Allowance?

Yes  No

If 'No' go to d

**c** Give the total estimated income after Income Tax and National Insurance deductions in this academic year for: 

You

£

Your partner

£

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

You

£

Your partner

£


**If you are not applying for Childcare Grant go to e1**

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

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

Yes  No



If 'Yes', you can't get Childcare Grant and receive childcare support from one of these sources **at the same time**. You can still apply for Childcare Grant however, you'll only get it if you stop receiving support from these sources. 

**e1** Are you applying for Adult Dependants' Grant?

Yes  No


If 'No' go to section 11

## Section 10 Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

**e2** Who is your adult dependant?

- husband,  
wife,  
civil partner,  
or  
partner (if you are 25 or over) **go to section 11**
- other adult dependant

**e3** Will your other adult dependant's income be more than £3,796 in this academic year?

- Yes  No
-  **If 'Yes' you won't be able to receive Adult Dependants' Grant.**
- If 'Yes' **go to section 11**

**e4** Give your adult dependant's income for tax year 2014-15. **ne**

### Income

All salary, wages and self-employed income (including income from property)

£

All pensions, including private, occupational and state

£

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

£

Taxable state benefits

£

All other taxable income

£

### Deductions

Private pension contributions and Additional Voluntary Contributions (AVCs)

£

Allowable expenses on which tax relief is claimed

£



# Section 11 About your family **n**

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

If you are an **independent student with a partner**, please read and sign the **Student Declaration** on **pages 24 and 25** and then pass this form to your partner to complete **section 12**.

If you are a **single independent student**, go to the **Student Declaration** on **pages 24 and 25**.

**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



### What you need to do next

Read and sign the **Student Declaration** on **pages 24 and 25** 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 12**.  
If the parent indicated in 'a' is married, in a civil partnership or living with a partner, their partner must also complete **section 12**.

# Student Declaration **n**

Before signing and returning your completed form, you should read the Data Protection Statement in the accompanying notes. **n**

This declaration covers all of the student finance available to students for academic year 2016/17.

By signing this declaration you are confirming that you have read the specific terms and conditions about loans, Childcare Grant and Disabled Students' Allowances because they will affect you if you apply for them at any time in academic year 2016/17. If you don't apply for these in academic year 2016/17 their specific terms and conditions will not affect you.

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

## General 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 I may not receive financial support, any support I have received may be withdrawn and I could be prosecuted.
- I agree to give the Student Loans Company (SLC) any information they require 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 do this, I may not receive any further payments, and may have to repay the financial support I have already received.
- I agree that in the event of receiving an overpayment of financial support, I am obliged to repay this in full.
- I understand that if I have provided details of my UK passport, SLC will verify those details with Her Majesty's Passport Office.

## Loan Contract

- a I confirm I have read and understood the terms and conditions available online at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
- b I acknowledge and agree that any loan(s) made to me by the Secretary of State for Education, '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.
- c I acknowledge and agree that in the event that I have: (i) reached the age of 18 years; and (ii) have entered into one or more agreements for a loan under section 22 of the Teaching and Higher Education Act 1998 (and relative secondary legislation) before I reached the age of 18 years, upon signing this declaration I am agreeing to ratify any and all such student loans. I understand that ratification of any agreement for a loan made with me before I reached the age of 18 years is a statutory precondition of my eligibility for student support after attaining the age of 18 years.
- d I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/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.
- f 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.
- g 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.
- h 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 home address as stated in this application form (or, if my address is outside the United Kingdom, English law).
- i I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in this application form is situated (or the English, Scottish and Northern Ireland courts where my address is outside the United Kingdom) 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.





- j 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 b.
- k 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 b 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.
- l 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 b.
- m 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.
- n I understand that the Student Loans Company (SLC) 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.

- o 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.

**Disabled Students' Allowances (DSAs)**

- I understand that any equipment I receive through DSAs must be used for my course of study and SLC is not responsible for paying any repair costs.
- I understand Student Finance England will pay the suppliers of any equipment and support directly.

**Childcare Grant**

- I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
- I understand that if I do not provide the evidence of childcare costs within the timescales set, I might lose my entitlement. Also if my payments to my childcare provider are different from the estimates I provide, I understand that further payment will increase or decrease accordingly, or if no further Childcare Grant payments are due to be paid to me, I may be liable to repay any difference.
- I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from the childcare element of: (i) the Working Tax Credit; (ii) the Universal Credit; (iii) Tax-Free Childcare; and/or (iv) the NHS Childcare Allowance; and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC reserves the right to share my personal data with HMRC to check whether I am in receipt of childcare support from HMRC.

Customer Reference Number DfE

Your full name (in BLOCK CAPITALS)

Your signature (in ink) Today's date (in ink)

**X**    /    /

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

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 need to 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. **n**

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

The relevant person(s) you indicated in section 11 must complete section 12 as well as the declaration(s) on page 34. **Please pass this form to them now.**

**If you are a single independent student, please turn to page 37 to finalise your application.**

## Section 12 Financial details for tax year 2014-15 for parents and partners

### Who needs to complete this section?

Section 11 of this form tells you who needs to complete this section.

### What details do I need to provide in this section?

You need to tell us some personal details and what your financial income was for tax year 2014-15. You must tell us your 2014-15 income details as we cannot accept amounts from any other tax year. We need your income amounts so we can work out what the student(s) you are supporting is entitled to.

### About this section

Section 12 is split into six parts:

**Part A** - Tell us your name and address and some other personal information.

**Part B** - Tell us your National Insurance number.

**Parts C and D** - Answer every question.

**Part E** - Answer every question and tell us about any income deductions for tax year 2014-15 where appropriate.

**Part F** - Tell us about any children who are financially dependent on you.

### 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.

If you're self assessed – read page 21 of the notes for more information. 

If you're not self assessed – you can use your P60 to complete this section.

### What happens if my household income has dropped since tax year 2014-15?

If your household income will be **at least** 15% less than it was in tax year 2014-15 you can apply for a Current Year Income Assessment.

This means we would use your expected income for tax year 2016-17 instead of your actual income from tax year 2014-15 when calculating the student's entitlement. However, there must be at least a 15% drop in the **overall household income** (not just your own income) between these two tax years for us to do this and we will ask for evidence of your 2016-17 income at the end of that tax year.

# Section 12 Financial details for tax year 2014-15 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

Date of birth   /   /

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

Home address

Postcode

Home telephone number

Email address

### Person 2

Your Customer Reference Number  
(If you have one)

Relationship to the student

Title

Forename(s)

Surname

Date of birth   /   /

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

Home address

Postcode

Home telephone number

Email address

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

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

### Person 1

Send me a separate form

 Tick


### Person 2

Send me a separate form

 Tick

# Section 12 Financial details for tax year 2014-15 for parents and partners

## Part B – Data sharing and you

We will share and check the details you give us with HM Revenue & Customs, allowing us to gain the most accurate information possible. This can only be done if you have a valid National Insurance (NI) number. 

### Person 1

I have an NI number  Tick

Please provide your NI number below:

-       -

You are now ready to provide your financial information.

[go to Part C](#)

I do not have an NI number  Tick

If you do not have an NI number because you receive non-UK taxable income, please provide the equivalent financial information in pounds sterling.

You are now ready to provide your financial information.

[go to Part C](#)

### Person 2

I have an NI number  Tick

Please provide your NI number below:

-       -

You are now ready to provide your financial information.

[go to Part C](#)

I do not have an NI number  Tick

If you do not have an NI number because you receive non-UK taxable income, please provide the equivalent financial information in pounds sterling.

You are now ready to provide your financial information.

[go to Part C](#)

# Section 12 Financial details for tax year 2014-15 for parents and partners

## Part C - Your financial information for tax year 2014-15

### Instructions

- Please give gross financial details for tax year from **6 April 2014 to 5 April 2015**.
- Answer 'Yes' or 'No' to every question. If you answer 'Yes' please provide the income amount.
- If any questions are left blank we will not be able to process this application.



**You do not need to send us any evidence.** However, you should keep all of your 2014-15 financial evidence as we may ask for it at a later date to verify the details you have provided.

**Q1** Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?

**a** Total income from salary/wages **n**

**b** Total income from taxable state benefits **n**

**c** Total income from occupational pension(s)

**d** Total income from private pension(s)

**Person 1**

Yes  No  
▼

£

£

£

£

**Person 2**

Yes  No  
▼

£

£

£

£

**Q2** Did you receive any income from a state retirement pension?

**a** Total lump sum amount received

**b** Total non-lump sum amount received

**Person 1**

Yes  No  
▼

£

£

**Person 2**

Yes  No  
▼

£

£

# Section 12 Financial details for tax year 2014-15 for parents and partners

**Q3** Did you receive any income from savings and investments? **n**

**Person 1**  
 Yes  No

**Person 2**  
 Yes  No

**a** Total **interest** from UK banks, building societies and unit trusts

£

£

**b** Total income from UK life insurance gains, securities and partnerships

£

£

**c** Total income from UK investments and dividends

£

£

**d** Total income from foreign investment and dividends

£

£

**Q4** Did you receive any taxable benefits in kind? **n**

**Person 1**  
 Yes  No

**Person 2**  
 Yes  No

Total income received from taxable benefits in kind

£

£

**Q5** Did you receive any other income during tax year 2014-15 that you **haven't** yet told us about?

**Person 1**  Yes → go to Part D  
 No → go to Part E

**Person 2**  Yes → go to Part D  
 No → go to Part E

# Section 12 Financial details for tax year 2014-15 for parents and partners

## Part D - Other income

### Instructions

- Complete Part D in the same way you completed Part C giving gross financial details for the tax year from **6 April 2014 to 5 April 2015**.

	<b>Person 1</b>	<b>Person 2</b>
<b>Q1</b> Did you receive any income from self-employment? <b>n</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>a</b> Total adjusted profit from businesses	£ <input type="text"/>	£ <input type="text"/>
<b>b</b> Total adjusted profit from partnerships	£ <input type="text"/>	£ <input type="text"/>
<b>Q2</b> Did you receive any income as a Minister of religion? <b>n</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total taxable income minus expenses that are not included on your P60 or P11D	£ <input type="text"/>	£ <input type="text"/>
<b>Q3</b> Did you receive any other taxable income or lump sums? <b>n</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received	£ <input type="text"/>	£ <input type="text"/>
<b>Q4</b> Did you receive any income from property lettings? <b>n</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received	£ <input type="text"/>	£ <input type="text"/>
<b>Q5</b> Did you receive any income from UK trusts? <b>n</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received	£ <input type="text"/>	£ <input type="text"/>

# Section 12 Financial details for tax year 2014-15 for parents and partners

**Q6** Did you receive any foreign income? **n**

**Person 1**

Yes  No



£

**Person 2**

Yes  No



£

Total income received

**Q7** Did you receive any income from an overseas pension? **n**

Yes  No



£

Yes  No



£

Total income received

**Q8** Did you receive any other overseas income and gains? **n**

Yes  No



£

Yes  No



£

Total income received

## Part E – Income deductions

### Instructions

- Complete Part E in the same way you completed Part C giving gross financial details for the tax year from **6 April 2014 to 5 April 2015**.

**Q1** Did you pay any private pension contributions?

**Person 1**

Yes  No



£

**Person 2**

Yes  No



£

Total amount you paid

**Q2** Did you pay any Additional Voluntary Contributions (AVCs)?

**Person 1**

Yes  No



£

**Person 2**

Yes  No



£

Total amount you paid

**Q3** Did you have any allowable expenses on which you claimed tax relief? **n**

**Person 1**

Yes  No



£

**Person 2**

Yes  No



£

Total amount on which you claimed tax relief



# Section 12 Financial details for tax year 2014-15 for parents and partners

## Part F – Your dependants **n**

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 2016/17 **n**

Include unearned income for **all** dependants. Only include earned income details for persons aged 16 and over. Do not count casual earnings of persons under 16.

Full name	Date of birth (DD MM YYYY)	Income for the year

### Q2 Child dependants in further or higher education in academic year 2016/17

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

If the student is your partner, please include any children they named in section 8 of this form if the children have applied for student finance.

Full name	Date of birth (DD MM YYYY)	School, college or university	Course	Are they receiving financial support? If so, from which authority or organisation?

# Declaration for parents and partners

Before signing, you should read the Data Protection Statement in the notes that accompany this form. 

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

 /  / 

**Person 2**


Your full name (in BLOCK CAPITALS)

Your signature

Today's date


 /  / 

**Your decision about bursary and scholarship data sharing consent will not affect the student's entitlement to any other financial support available.**

In order for a university or college to determine and pay any bursary or scholarship to which the student(s) you are supporting may be entitled, we will share some of your personal and financial details with them. 

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

**Your decision about bursary and scholarship data sharing consent will not affect the student's entitlement to any other financial support available.**

In order for a university or college to determine and pay any bursary or scholarship to which the student(s) you are supporting may be entitled, we will share some of your personal and financial details with them. 

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

## Deadline

To make sure the student receives their first payment at the start of term, this form **must** be returned with all of the evidence we need by **27 May 2016**.

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



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



## Additional notes

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



## 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. Student Finance England will also use your answer to question b to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities 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

Tick



You have checked the declaration(s) are **signed** and **dated**

Tick

**e**

**You have included all the evidence we need with this form**

Tick



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 2**. 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 by **27 May 2016**. We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

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