

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

2019/20 You can also apply online at www.gov.uk/studentfinance



You can apply in 4 easy steps

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

1

For all students

- Complete sections 1–5.
- You do not need to complete section 5 if you are only applying for a Tuition Fee Loan.
- If you are applying for a Maintenance Loan, or a Tuition Fee Loan you need to tell us how much you want by completing the loan request section on pages 16 and 17.



If you only want to apply for a Tuition Fee Loan and/or a Maintenance Loan that is not based on household income you can go to Step 4.

2

For students who want student finance based on household income

- Complete sections 6 and 7.



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

3

For students who want student finance based on household income

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

4

For all students

- Make sure that you have signed the **Student Declaration on pages 22 and 23.**
- If you asked someone to complete section 9, **make sure that they have signed their declaration(s) on page 32.**

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.

Before completing this form, you should read the Privacy Notice on page 15 of the accompanying notes.

You may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them. For more information about this, read our Privacy Notice.

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

Available student finance

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

Extra help

Disabled Students' Allowances (DSAs)

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

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

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

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

Send me a DSA1 form

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

What if I have further questions?

If you have further questions you can:

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

When do I need to send you my form?

To make sure you receive your first payment at the start of term, you must return this form and all of the evidence we need as soon as possible.

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

Where do I send my form?

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



Please remember to pay the correct postage.

Section 1

Personal details

Personal details

a Customer Reference Number

Title

First name(s)

Surname


Any other names you may be known by

Sex

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 


We will share the National Insurance number you provide with the Department for Work and Pensions to confirm that it's valid, and with HM Revenue and Customs to allow us to collect your repayments.

 Mr Mrs Miss Ms Male Female

Identity evidence details

b1 Do you hold a valid UK passport?

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

 Yes **No** – you'll have to provide alternative evidence 

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

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

Passport number

First name(s)

Surname

Date of issue

Date of expiry

go to c

Section 1

Personal details

Contact details

- c** 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"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mobile phone number <input type="text"/>	<input type="text"/>
Email address <input type="text"/>	<input type="text"/>

Relationship status

- d** 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 2

Previous support and qualification history

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

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

No

Yes – give details

What is the source of this funding?

How much funding will you receive?

£

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

No


Yes – are you behind with the repayments?

No

Yes – you can't apply for student finance until you resolve this. Call **0300 100 0611 for Income Contingent Repayment (ICR) loans or if you have any Mortgage Style (MS) Loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you do not know who your debt owner is please call **0300 100 0632** for advice.**

Previous study

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

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

Yes **No**

if no go to section 3

Section 2

Previous support and qualification history

d Do you have Qualified Teacher Status?

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

Yes – are you:

recognised as a qualified teacher because you've been registered by the Institute for Learning as holding Qualified Teacher Learning and Skills status (QTLS)? You may be eligible for support – **go to e1**

recognised as a qualified teacher and have been issued with a Qualified Teacher Status (QTS) certificate? You may be eligible for support if you're studying a course not related to teaching – **go to e1**

e1 Complete this table with your previous course details.

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

Course 1

Full course title

(for example, BA (Hons) English)

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

Start Date (MM/YYYY)

Course type
(FT/PT/DL)

Course 2

Full course title

(for example, BA (Hons) English)

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

Start Date (MM/YYYY)

Course type
(FT/PT/DL)

Course 3

Full course title

(for example, BA (Hons) English)

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

Start Date (MM/YYYY)

Course type
(FT/PT/DL)

Course 4

Full course title

(for example, BA (Hons) English)

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

Start Date (MM/YYYY)

Course type
(FT/PT/DL)

Section 2

Previous support and qualification history

e2 Did you receive funding from the Student Loans Company (SLC) for the course(s) you've listed in **e1**?

If No, did you apply for funding?

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

e3 Did you achieve a qualification for the course(s) you've listed in **e1**?

If you answer no to all the courses, **go to section 3.**

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

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

- Degree **with** Honours e.g. BA (Hons), BSc (Hons);
- Degree **without** Honours e.g. BA, BSc
- 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 3

Residence

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 Turkish Worker who is working in the UK? **n e**

Yes No

if yes go to c2

a4 Are you the child of a Swiss national? **e**

Yes No

if no go to b1

a5 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, step-child

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

If 'Yes', please give details below.

You should also give details of your previous studies.

Yes No

if no go to b2

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

Yes No

If 'Yes', please give details.

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? **ne**
- 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? **ne**
- 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** Have you or your:
- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted 'leave to remain' as a Stateless Person? **ne**
- 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 b6

/ /

▶ go to c2

- b6** Have you been granted 'leave to remain' in the UK under section 67 of the Immigration Act 2016, or are you the dependent child of someone who has? **ne**
- 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 b7

/ /

▶ go to c2

- b7** 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

- b8** 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.

Section 3

Residence

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

- c3** At any time since 1 September 2016 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 c3

Full address

From

/ /

To

/ /

Why were you there?

Full address

From

/ /

To

/ /

Why were you there?

Yes No

if no go to section 4

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. 

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"/>
<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"/>
<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"/>
<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.

a University or college details

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

Name

Full address

b1 Give the name of your course 

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

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

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

Month Year
 /

When will you finish the last year of your course?

Month Year
 /

Are you entering your first year of study?

No
 Yes


If yes, go to b2

What year of your studies are you going into?


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

What date did you start your studies?

Month Year
 /

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

£

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

Section 4

About your course and university or college

Course type (tick one box)

- c** Part-time undergraduate
- Part-time Initial Teacher Training (ITT) courses of up to 4 years in length
- Part-time distance learning

Term details

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

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

- f** In this academic year, are you eligible to apply for a bursary, excluding social work bursary from any of the following?
- National Health Service (NHS)
 - Department of Health (DoH) for Northern Ireland
 - Student Awards Agency Scotland (SAAS)

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

Yes

No

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

Yes

No

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

Term 1

University or college

Study abroad

Term 2

University or college

Study abroad

Term 3

University or college

Study abroad

Yes

No

Section 5

Your UK bank or building society account details

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

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

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

Sort code

 - -

Account number

Building society roll number (if applicable)

Loan request section

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

Maintenance Loan

Amount of Maintenance Loan you would like to apply for:

Maximum available to you

Tick

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

£

Tuition Fee Loan

Your tuition fee is set by the university or college you go to. Any Tuition Fee Loan you borrow will be paid directly to your university or college.

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

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

£

Loan request section

Contact details

You need to give us the name and address of at least one additional contact. We'll only contact them if we can't get in touch with you, for example if you move address and forget to tell us. If you don't give us at least one contact, your student finance may be delayed.

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

Contact 1

First name(s)

Surname

Relationship to you

Address

Postcode

Phone number

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

First name(s)

Surname

Relationship to you

Address

Postcode

Phone number

Section 6

Dependent and independent students

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

a1 Will you be aged 25 or over on the first day of the academic year?

Yes No

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

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

Yes No

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

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

Yes No

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

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

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

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

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

Both your parents are deceased.

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

Your parents are living outside the 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 7

Section 6


Dependent and independent students

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

Yes No

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

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

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

Section 7

Student financial questions

The academic year is determined by when you begin your study. Please see page 7 of the guidance notes for academic year dates.

If you leave any question blank we will not be able to process your application.

If a question does not apply to you, please enter 'None' or 'N/A' as the answer.

Unearned income

- a** Taxable **unearned** income is any income you receive from the following sources:
- Bank or building society gross interest
 - Property, lettings or rent
 - Dividends or investments
 - Trusts or sponsorships
 - Any other payment received for attending the course

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

£

What is the source of this income?

Payments from an employer

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

Yes No

If no, go to c

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

£

- b2** During this academic year, will you or your employer pay any money into a pension fund on your behalf?

Yes No

If 'Yes', how much during this period?

£

Dependent children

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

Child's full name

Date of birth

Relationship to you

Who will they live with?

(DD MM YYYY)

Section 8

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 22 and 23** and then pass this form to your partner to complete **section 9**.

If you are a **single independent student**, go to the **Student Declaration** on **pages 22 and 23**.

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 22 and 23** and then pass this form to your parent(s).

What your parent(s) need to do next

The parent(s) you normally live with should complete **section 9**.

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

Student Declaration

This declaration covers all of the student finance available to students for academic year 2019/20.

By signing this declaration you are confirming that you have read the specific terms and conditions about loans and Disabled Students' Allowances because they will affect you if you apply for them at any time in academic year 2019/20. If you don't apply for these in academic year 2019/20 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 HM Passport Office.**
- **I confirm where I have provided any personal information in relation to a third party, I have informed them of this.**

Loan Contract

- a I confirm I have read and understood the terms and conditions available online at 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.

Customer Reference Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Your full name (in BLOCK CAPITALS)

Your signature (in ink)

Today's date (in ink)

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

The relevant person(s) you indicated in section 9 must complete section 9 and 10 as well as the declaration(s) on page 32. **Please pass this form to them now.**

If you are a single independent student, please turn to page 36 to finalise your application.

Section 9

Financial details for tax year 2017-18 for parents and partners

Who needs to complete this section?

Section 8 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 2017-18. You must tell us your 2017-18 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.

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

The student may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which the student(s) you are supporting may be entitled, we will share some of your personal and financial details with them. For more information about this, read our Privacy Notice.

About this section

Section 9 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 2017-18 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 16 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 2017-18?

If your household income will be **at least** 15% less than it was in tax year 2017-18 you can apply for a Current Year Income Assessment.

This means we would use your expected income for tax year 2019-20 instead of your actual income from tax year 2017-18 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 2019-20 income at the end of that tax year.

Section 9

Financial details for tax year 2017-18 for parents and partners

Part A – Your personal details

Person 1

Your Customer Reference Number
(If you have one)

Relationship to the student

Title

First name(s)

Surname

Any other names you may be known by

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

First name(s)

Surname

Any other names you may be known by

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 or alternatively, you can have the form sent to you by ticking the box below:

Person 1

Send me a separate form


Person 2

Send me a separate form

Section 9

Financial details for tax year 2017-18 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

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

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

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

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 9

Financial details for tax year 2017-18 for parents and partners


Part C - Your financial information for tax year 2017-18

Instructions

- Please give gross financial details for tax year from **6 April 2017 to 5 April 2018**.
- 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 2017-18 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
- b** Total income from taxable state benefits
- c** Total income from occupational pension(s)
- d** Total income from private pension(s)

Person 1

Yes No
▼

£	<input type="text"/>
£	<input type="text"/>
£	<input type="text"/>
£	<input type="text"/>

Person 2

Yes No
▼

£	<input type="text"/>
£	<input type="text"/>
£	<input type="text"/>
£	<input type="text"/>

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
▼

£	<input type="text"/>
£	<input type="text"/>


Person 2

Yes No
▼

£	<input type="text"/>
£	<input type="text"/>

Section 9

Financial details for tax year 2017-18 for parents and partners

Q3 Did you receive any income from savings and investments? 

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? 

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 2017-18 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 9

Financial details for tax year 2017-18 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 2017 to 5 April 2018**.

	Person 1	Person 2
Q1 Did you receive any income from self-employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a Total adjusted profit from businesses	£ <input type="text"/>	£ <input type="text"/>
b Total adjusted profit from partnerships	£ <input type="text"/>	£ <input type="text"/>
Q2 Did you receive any income as a Minister of religion?	<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"/>
Q3 Did you receive any other taxable income or lump sums?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total other taxable income or lump sums	£ <input type="text"/>	£ <input type="text"/>
Q4 Did you receive any income from property lettings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received from property lettings	£ <input type="text"/>	£ <input type="text"/>
Q5 Did you receive any income from UK trusts?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received from UK trusts	£ <input type="text"/>	£ <input type="text"/>

Section 9

Financial details for tax year 2017-18 for parents and partners

Q6 Did you receive any foreign income? 

Person 1

Yes No


Person 2

Yes No

Total foreign income received

£

£

Q7 Did you receive any income from an overseas pension? 


Yes No

Yes No

Total income received from an overseas pension

£

£

Q8 Did you receive any other overseas income and gains? 

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 2017 to 5 April 2018**.

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 of AVCs you paid

£

£

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

Person 1

Yes No

Person 2

Yes No

Total amount on which you claimed tax relief

£

£

Section 9

Financial details for tax year 2017-18 for parents and partners

Part F – Your dependants

Identify any children who will be wholly or mainly financially dependent on you. If you need to tell us about more children, use the Additional notes section at the back of this form.

Q1 Child dependants not in further or higher education in academic year 2019/20

Full name

Full name

Date of birth

Day Month Year
 / /

Date of birth

Day Month Year
 / /

Q2 Child dependants in further or higher education in academic year 2019/20

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

If the student is your partner, please include any children they named in section 7 of this form if the children have applied for student finance.

Full name

Full name

Date of birth

Day Month Year
 / /

Date of birth

Day Month Year
 / /

School, college or university

School, college or university

Course

Course

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

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

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

Yes No

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

Yes No

Declaration for parents and partners

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

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not I understand the student(s) I am supporting may have their support withdrawn and I could be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Person 1

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

Day Month Year
 / /

Person 2

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

Day Month Year
 / /

Returning the form

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



Now pass this form back to the student.

Additional notes

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

Additional notes

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

Voluntary questions

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

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

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

Yes No Don't know

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

White

British
 Irish
 Any other white background

Black or Black British

African
 Caribbean
 Any other black background

Mixed

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

Chinese or other ethnic group

Chinese
 Any other


Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Any other Asian Background

Checklist

Before you return this form please make sure that:

You have answered all the questions that apply to you 

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

You have included all the evidence we need with this form 



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



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

What happens next

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

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

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

Deadline

To make sure you receive your first payment at the start of term, you **must** return this form and all of the evidence we need as soon as possible.

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