

Application for student finance 2020/21 for EU students

Form

EU20N

First name(s)

Surname/family name

Customer Reference Number (if you have one)

Please contact Student Finance Services on 0141 243 3570 before completing this form if:

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

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

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

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

- you will be studying a full-time distance learning course in Northern Ireland, for reasons not relating to a disability. If this is the case you should complete an 'Application for Tuition Fee Grant for part-time study' (EUPTG1).
- on the first day of your 2020/21 academic year, you've been living in England, Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man for five years or more.



All students must sign the Terms and Conditions on page 16.

Deadline


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

1 Complete the form

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

2 Send evidence

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

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

You can download an Evidence Fact Sheet for EU Students and Sponsors from the website of the country you are studying in:

- If you are studying in England go to **www.sfengland.slc.co.uk/privacy-notice**
- If you are studying in Wales go to **www.studentfinancewales.co.uk**
- If you are studying in Northern Ireland go to **www.studentfinanceni.co.uk**

When you send evidence these can be certified copies **or** original documents. A certified copy is a photocopy of an original document which must have been stamped, signed and dated as being a true copy of the original by a person of good standing in the community, for example, a minister of religion, doctor, lawyer, civil servant, teacher/lecturer (**not** college or university administration staff) or police officer. The person certifying the copy must not be a relative and must provide their name, job title, a telephone number and work address.

You can download a Certifier Checklist form online which you should complete and return with any certified evidence.

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.

To find out how we'll use the information you provide read our Privacy Notice before completing this form.

You can find the Privacy Notice at:

- **www.gov.uk/studentfinance** if you're studying in England
- **www.studentfinanceni.co.uk/privacynotice** if you're studying in Northern Ireland
- **www.studentfinancewales.co.uk/privacynotice** if you're studying in Wales

Information about academic years

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

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

Section 1 - how to complete this form

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

Country of study

Which country will you be studying in during academic year 2020/21?

England


Northern Ireland

Wales



Finance available

Tuition Fee Loan 

Bursaries &
Scholarships 




Next Steps

Complete sections 1 - 5.
Complete section 6 to tell us how much Tuition Fee Loan you want to borrow.
Make sure you read and sign the Terms and Conditions on pages 15 and 16.

Finance available

Tuition Fee Loan 

Bursaries &
Scholarships 




Next Steps

Complete sections 1 - 5.
Complete section 6 to tell us how much Tuition Fee Loan you want to borrow.
Make sure you read and sign the Terms and Conditions on pages 15 and 16.

Finance available

Tuition Fee Loan 

Bursaries &
Scholarships 

Tuition Fee Grant 

If your course started on or after 1 September 2012 and before 1 August 2018



Next Steps

Complete sections 1 - 5.
Complete section 6 to tell us how much Tuition Fee Loan you want to borrow.
If you **don't** want a Tuition Fee Loan and only want to apply for a Fee Grant tick this box.
Make sure you read and sign the Terms and Conditions on pages 15 and 16.

Section 2 - personal details



This form must be completed in black ink.

a Please complete this section with the details exactly as stated on your birth certificate or passport.

Title Mr Mrs Miss Ms

Forename(s)

Surname(s)/family name

Sex Male Female

Date of birth

Day Month Year

Place of birth (name of town or village)

Country of birth

Nationality

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

Yes No

if 'No' go to c

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

Yes No

c **Contact details**

Please give your current home address. If you know it, please also give your term-time correspondence address **in the UK.**

Home address

Term-time address

Town/City

Town/City

Country

Country

Postcode

Postcode

Home phone number (including country and area code)

Date on which you will move to this address

Day Month Year

Mobile phone number

Email address

d Please tick one box:

Single

Living with a partner

Married/civil partnership

Separated

Divorced/dissolved civil partnership

Widowed/surviving civil partner

Please give the date of marriage/civil partnership

Day Month Year

Section 3 - residence

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

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

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

b1 Give details of your residence for the **three years** before the start of the first academic year of your course. For example, if your course begins **26/09/2020** we need your residence details for the period **01/09/2017 - 01/09/2020**. You **must** provide the full address (include building name and/or number, street name, town, region, postcode and country), exact dates you lived there and why you were there. **n**

Full address including country

Why were you there?

From **Day** **Month** **Year**

To **Day** **Month** **Year**

From **Day** **Month** **Year**

To **Day** **Month** **Year**

From **Day** **Month** **Year**

To **Day** **Month** **Year**

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

Section 3 - residence

Continued

b2 At any time since 1 September 2017 has either of your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland? **en**

Yes No

If 'Yes' please give details below.

Full address including country

Why did they live there?

From **Day** **Month** **Year**

To **Day** **Month** **Year**

From **Day** **Month** **Year**

To **Day** **Month** **Year**

From **Day** **Month** **Year**

To **Day** **Month** **Year**

Section 4 - about your course and university or college

a University or college details

University or college name and address **n**

	Postcode

UCAS personal identification number

UCAS university or college code

UCAS campus code (if applicable)

b Course details

Course name

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

UCAS course code

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

Course start date

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

Course end date (final year of study)

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

Full course length (years)

b1 Will you be studying in England?

Yes No

if 'No' go to b2

Is this an accelerated degree course?

Yes No

Section 4 - about your course and university or college

Continued

b2

Year of course in 2020/21

- Foundation
 First year
 Second year

- Third year
 Fourth year
 Other (give details)

Full tuition fee amount for the academic year 2020/21 **n**

£

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

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

Postcode

c

Course type (please tick one box): **n**

- Full-time undergraduate
 Full-time postgraduate Initial Teacher Training (ITT)
 Full-time distance learning
 Full-time foundation degree
 Full-time involving a placement (sandwich course)
 Pre-registration postgraduate healthcare course (only applicable to students studying in England)

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

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



Answer both questions

Number of weeks you will be studying full-time in academic year 2020/21 **e**

Number of weeks you will be on full-time teaching practice in academic year 2020/21 **e**

Section 4 - about your course and university or college

Continued

d Term details

Where will you spend most of your time in the academic year 2020/21?

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

Term 1	<input type="checkbox"/> University or college	<input type="checkbox"/> Study abroad	<input type="checkbox"/> Work placement
Term 2	<input type="checkbox"/> University or college	<input type="checkbox"/> Study abroad	<input type="checkbox"/> Work placement
Term 3	<input type="checkbox"/> University or college	<input type="checkbox"/> Study abroad	<input type="checkbox"/> Work placement

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

e Have you been accepted onto the Erasmus exchange scheme? Yes No

If so, how long for? Part year Full year

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

f Placement details

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

Placement name and address

Postcode

Section 5 - previous study and other information

if you will be studying in Wales go to a3

Previous study

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

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

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

Yes No

if 'No' and you will be studying in England or Northern Ireland go to c1

- a2 Please give course details below. State if this course was with or without honours.

Title/ qualification of course (for example, BA History or BA (Hons) History)	Full-time, Part-time or Full-time distance learning	Name of university or college	Town/ country of university or college	Date started		Date left		Did you achieve a qualification?
				Month	Year	Month	Year	
								<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

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

If any of the courses listed in the table above were entirely self-funded at a private university or college, state which ones in the box below. **n**

Section 5 - previous study and other information

Continued

if you will be studying in England or Northern Ireland go to c1

a3 Have you attended any full-time, Initial Teacher Education (ITE) or sandwich courses of higher education in the UK since you left school? Yes No

a4 Have you been awarded an honours degree from a UK university? Yes No
If you answered 'Yes' to either a3 or a4, please give course details below.
Do not list courses below higher education level (for example, in the UK this might be A Level/AS Level examinations or equivalent)

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

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

Section 5 - previous study and other information

Continued

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

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

Yes No

if 'No' go to **c1**


If 'Yes', give details below.

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

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

- c1** Are you eligible to apply for any bursary or award, excluding a social work bursary, for the academic year 2020/21 from any of the following?

Yes No

- National Health Service (NHS)
- Department of Health (DoH)
- Department of Health (Northern Ireland) 

- c2** If 'Yes', is this bursary or award:

Income assessed
 Non-income assessed

Section 6 - loan request section



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

Customer Reference Number (if you have one)

Forename(s)

Surname(s)

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.

Do you have a UK National Insurance number? **Yes** **No**

If so, please provide it here

- -

Tuition Fee Loan

You can apply for a Tuition Fee Loan to cover your fees. You can find out how much you can apply for online by visiting the website for the country you are studying in. Check page 2 for information on what website you need to go to.

Make sure you find out from your university or college how much they will be charging you before you apply for a Tuition Fee Loan.

Amount of Tuition Fee Loan you would like to apply for:

Maximum available to you

Tick

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

£

Contact details

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

Contact 1

Contact 2

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

Privacy Notice

The Student Loans Company Ltd (SLC) and the Department for Education (if your place of study is in England), the Welsh Ministers (if your place of study is in Wales), or the Department for the Economy (if your place of study is in Northern Ireland) are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available online:

- If you are studying in England go to **www.sfengland.slc.co.uk/privacy-notice**
- If you are studying in Wales go to **www.studentfinancewales.co.uk/privacynotice**
- If you are studying in Northern Ireland go to **www.studentfinancenir.co.uk/privacynotice**

If you don't have internet access, please call us and we can send a copy to you:

- If you are studying in England call **0300 100 0607**
- If you are studying in Wales call **0300 200 4050**
- If you are studying in Northern Ireland call **0300 100 0077**



Before signing and returning your completed form, you should read the following terms and conditions and the Privacy Notice on page 14.

These terms and conditions (“terms”) and applicable legislation apply to all of the student finance available to students for the academic year 2020/21.

Loan Contract

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at:
 - a. if I am studying in England: **www.gov.uk/studentfinance**
 - b. if I am studying in Wales: **www.studentfinancewales.co.uk/terms-and-conditions**
 - c. if I am studying in Northern Ireland: **www.studentfinanceni.co.uk/terms-and-conditions**
2. I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand that I may not receive student finance, any support I have had may be withdrawn and I could be prosecuted.
3. I understand that student finance is provided to me by the Lender:
 - a. **if I am studying in England**, the “Lender” means the Secretary of State for Education which includes any persons acting on his/her behalf and any replacement(s) under section 23(4) of the Teaching and Higher Education Act 1998 as amended or replaced from time to time (the “Act”);
 - b. **if I am studying in Wales**, the “Lender” means the Welsh Ministers which includes any persons acting on their behalf and any replacement(s) under section 23(4) of the Act; or
 - c. **if I am studying in Northern Ireland**, the “Lender” means the Department for the Economy which includes any persons acting on its behalf and any replacement(s) under Article 4(3) of the Education (Student Support) (Northern Ireland) Order 1998 as amended or replaced from time to time (the “Order”).
4. I understand:
 - a. **if I am studying in England**, these terms, the Act and the regulations made under section 22 of the Act will apply to any student finance provided to me by the Lender;
 - b. **if I am studying in Wales**, these terms, the Act and the regulations made under section 22 of the Act will apply to any student finance provided to me by the Lender; or
 - c. **if I am studying in Northern Ireland**, these terms, the Order and the regulations made under Article 3 of the Order will apply to any student finance provided to me by the Lender.
5. I understand that “student finance” in these terms means financial support by way of grant(s) and/or loan(s) made by the Lender under the applicable regulations.
6. I understand that the Student Loans Company Limited (“SLC”), and the Education Authority (“EA”) in Northern Ireland, carry out certain functions on behalf of the Lender.

My Obligations

7. I understand that if I have:
 - (i) reached the age of 18 years; and
 - (ii) have entered into agreement(s) for a loan under section 22 of the Act (or under the Order in Northern Ireland) before I reached the age of 18 years,I am agreeing to “ratify” any and all such student loans by signing these terms. This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to “ratify” any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.
8. I agree to give SLC (and EA if I am studying in Northern Ireland) any information they need in support of this application for student finance and to seek repayment.
9. I agree to tell SLC (and EA if I am studying in Northern Ireland) immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC (and EA if I am studying in Northern Ireland) about any changes in my personal details (including my National Insurance number) and contact details I have provided.

10. I agree that if I get an overpayment of student finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.
11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Act (or Order in Northern Ireland) and applicable regulations. I understand that I will repay my loan(s) through the United Kingdom ("UK") tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/are contract(s) between me and the Lender. I understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.
13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.

Legal Action and Applicable Law

14. In the event of any legal action:
 - (i) if my home address is within UK, I agree that the laws of the place of my home address (as stated in my student finance application) will apply and that the courts of that part of the UK will hear any legal action;
 - (ii) if my address is outside the UK the laws of the part of the UK where my education provider is situated will apply and the courts of that part of the UK will hear any legal action.

I agree that the Lender has the right to take legal action against me in any other court with jurisdiction.

Sharing Information

15. If I am in breach of these terms and/or the regulations, I agree that the Lender may share information held about me and my account with third parties, including the government or a government agency of another country, who may help to locate me and/or help take action to recover any payments I owe.
16. I confirm where I have provided any personal information about any other person in my student finance application, I have done so with their consent.
17. I understand that SLC will process my personal data in line with the Privacy Notice, which may be updated from time to time, available at:
 - a. if I am studying in England: www.sfengland.slc.co.uk/privacy-notice
 - b. if I am studying in Wales: www.studentfinancewales.co.uk/privacy-notice
 - c. if I am studying in Northern Ireland: www.studentfinancenir.co.uk/privacy-notice

Your full name
 (in BLOCK CAPITALS)

Your signature

Today's Date

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




EU/20N/2021

Checklist

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

- 1** Answered all questions that apply to you. Tick
- 2** Signed and dated the Terms and Conditions on page 16. Tick
- 3** Included evidence of your identity/nationality and any other evidence we need with this form. Tick
- 4** Once you've completed the form, send it together with all your evidence to the address below. **Make sure that you pay the correct postage.**

**Student Finance Services
Student Loans Company
PO Box 89
Darlington
County Durham
England
United Kingdom
DL1 9AZ**

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

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.

Section 1 - how to complete this form

Country of study

If you are not sure where you will be studying during academic year 2020/21 tick the box of the country you expect to be studying in.

If you choose to apply for a Tuition Fee Loan for academic year 2020/21, the regulations regarding repayment of this loan are different for each country.

Tuition Fee Loan **REPAYABLE**

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

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

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

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

Country you will be studying in	Maximum Tuition Fee Loan available	Private university or college (maximum Tuition Fee Loan available)
England	£9,250	£6,165
Northern Ireland	£4,395	£4,395
Wales (course started on or after 1 September 2012 and before 1 August 2018)	£4,450	£6,165
Wales (course started on or after 1 August 2018)	£9,250	£6,165

If you are studying England or Wales and are in the first year of a graduate entry medical or dental programme course you can apply for a Tuition Fee Loan of up to £5,535 (if fee charged is £9,000). However, you will need to pay the first £3,465 of the tuition fee amount charged by your university or college in your first year. You may receive funding from the NHS for following years.

Bursaries and Scholarships **NON-REPAYABLE**

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

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

Section 1 - how to complete this form

Continued

Fee Grant **NON-REPAYABLE**

If you will be studying in Wales and your course started on or after 1 September 2012 and before 1 August 2018 you may be eligible for a Fee Grant if the tuition fee charged by your university or college is more than £4,720.

The Fee Grant amount is the difference between the maximum Tuition Fee Loan available (£4,720) and the tuition fee being charged by the university or college.

For example;

Tuition fee charged (up to £9,250) - Tuition Fee Loan maximum (£4,720) = Fee Grant entitlement (up to £4,530)

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

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

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

You can get more information about student finance online by visiting the website for the country you are studying in.

You can order forms and guides in Braille, large print or audio by emailing with your name, address, Customer Reference Number along with what form and format you require to:

- **brailleandlargefonts@slc.co.uk**

or you can telephone us on

- **0141 243 3686**

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

Section 2 - personal details

- b** If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.

If you have any 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.

If you have any outstanding Income Contingent Repayment (ICR) loans, please call **0300 100 0611** for advice.

- c** If you provide a correspondence address then all correspondence we issue will be sent to that address from the date you move (or moved) there. You can update your correspondence address or your home address at any time by contacting Student Finance Services on **0141 243 3570**.

- d** You are 'living with a partner' if you are sharing a home with your partner but you are not married or in a civil partnership. It does not matter whether you are of the same sex or of the opposite sex.

Section 3 - residence

- a1** If you answer 'Yes' to this question, you must send your valid national identity card (if this is proof of your EU nationality). If you are not in possession of a national identity card then we will also accept a passport or, if you are a British national, your birth certificate. We can accept original documents or **a certified copy** of the original document.

A certified copy is a photocopy of an original document which must have been stamped and signed as being a true copy of the original by a person of good standing in the community, for example, a minister of religion, doctor, lawyer, civil servant, teacher/lecturer (**not** college or university administration staff) or police officer. The person certifying the copy must not be a relative and must provide their name, job title, a telephone number and work address.

If your name has changed from the name that appears on your birth certificate or passport then please send the relevant evidence confirming this and give details of any previous names you have had on a separate piece of paper and enclose it with this form.

- a2** If you answer 'Yes' to this question, you must provide evidence to confirm your family member is an EU national and your relationship to them by sending their national identity card or passport and your birth certificate or marriage certificate (if this shows proof of their EU nationality and your relationship to them).

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

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

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

We will contact you if we require further information.

Section 4 - about your course and university or college

University or college details

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

Course details

- b** If the course details you give us can't be confirmed yet, your student funding may be delayed. If you are unsure about the tuition fee amount you will be charged, please contact your university or college.
If you are studying in England you will be able to get funding for an accelerated degree of £11,100.

Course type

c Full-time undergraduate course

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

Full-time postgraduate Initial Teacher Training (ITT) course

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

Full-time distance learning

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

Full-time foundation degrees

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

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

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

Pre-registration postgraduate healthcare course (only applicable to students studying in England)

A postgraduate healthcare course is a designated pre-registration course in an allied health profession subject, nursing or midwifery that leads to a Postgraduate Diploma or Masters qualification.

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

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

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

Term details

- d** If you are studying abroad you should speak to your university or college to confirm your tuition fee.

Placement details

- f** The tuition fee amount you may be charged will vary depending on the type of placement and where in the UK the university or college you normally attend is located. If you're on a placement you should speak to your university or college who will be able to confirm your tuition fee.

Section 5 - previous study and other information

If you're a qualified teacher because you've been registered by the institute for Learning as holding Qualified Teacher Learning and Skills status (QTLS), you may be able to apply for a Tuition Fee Loan for a further teacher training course.

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

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

Examples of postgraduate courses you should tell us about include:

- PgDip
- MA
- MSc
- MBA or equivalents.

a2 If you did not finish your course due to compelling personal reasons (which does not include reasons of academic performance alone), you must give full details in this section and send the necessary documentary evidence to support the reasons you give.

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

a4 If you did not finish your course due to compelling personal reasons (which does not include reasons of academic performance alone), you must give full details in this section and send the necessary documentary evidence to support the reasons you give.

c1 If you are eligible to apply for a social work bursary from the National Health Service Business Services Authority (NHSBSA) or Social Services Inspectorate you should answer 'no' to this question because this is a separate bursary to those offered by the NHS or DoH.

c2 If you are eligible to receive a **non-income assessed bursary** then you are **not** eligible for any other student finance unless you are a seconded student studying a health related course and you have been advised that you cannot apply for any bursary at all, either income or non-income assessed.

If you are unsure about your eligibility for a bursary, contact the National Health Service Business Services Authority (NHSBSA) helpline on **0300 330 1345**.

Section 6 - loan request section

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

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

If you have a National Insurance number but cannot find it, you should contact HM Revenue & Customs (HMRC) National Insurance Registrations helpline on **0300 200 3502**.

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

Tuition Fee Loan

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

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

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

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

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

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

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

You can apply for a Tuition Fee Loan at any time in the academic year provided you are within the time limit. The time limit for applying is usually 9 months from the start of your academic year.

To apply for a Tuition Fee Loan, or to change the amount you originally requested, you can download a Tuition Fee Loan Request form online by visiting the website for the country you are studying in.

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

Change of circumstances

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

To tell us about any changes in your circumstances you must complete a Change of Circumstances form (EUCO1). This form is available online.

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

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

Information about data sharing for bursary and scholarship purposes

Universities and colleges may offer financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - 'bursary administration purposes') they will ask the Secretary of State (if your place of study is in England), the Welsh Ministers (if your place of study is in Wales) and the Department for the Economy and the Education Authority (if your place of study is in Northern Ireland) and the Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).