

# Tuition Fee Loan application form

for new part-time EU students **2020/21**

## About this form

### Who should complete this form?

Complete this form if you're:

- a part-time European Union (EU) student studying in England and you started your course on or after 1 September 2012
- An EU Open University student resident in England and your course started on or after 1 September 2012

For more information about student finance visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

### Please read the accompanying notes

The 'Tuition Fee Loan application notes' will give you detailed guidance and help you to complete this form.

### What sections should you complete?

- All students complete sections **1** to **6**. Make sure you read, sign and date the **terms and conditions**.

To find out how we'll use the information you provide go to [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) to read our Privacy Notice before completing this form.

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.

## 1 Your personal details

### 1.1 Customer Reference Number

(if you have one)

Where you see this icon it means there are notes in the accompanying 'Tuition Fee Loan application notes' to help you. 

### 1.2 Personal details

Complete these details exactly as stated on your passport or ID card

If your name has changed from your passport or ID card then give supporting evidence confirming the change. Give a note of any other previous names you've had on the additional notes pages at the back of this form. 

Where you see this icon it means we need you to give supporting evidence. You can find details in the accompanying notes. 

Title

 Mr  Mrs  Miss  Ms

Forename(s)

Surname/family name

Gender

 Male  Female

Date of birth

Day                      Month                      Year

  -   -    

Country of birth

Place of birth (the name of the town or village)

Nationality



**1.3 Do you have a 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.

 **No**
 **Yes** - if so, write it here

  -       - 
**1.4 Contact details**

Give your current home address. Include the street name, town/city and country.

Give your term-time address if you know it. If you give a term-time address then we'll send correspondence to that address. You can update your address(es) at any time by logging into your online account or contacting us.

Full home address

Full term-time address

Postcode

Date you'll move to your term-time address

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"/>

Home phone number

Mobile phone number

Email address

**2.1 Will you be getting funding from any other source to meet the costs of your tuition fee 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.

No

Yes - give details

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

No - go to 2.3

Yes - are you behind with the repayments?

No

Yes - you can't apply for student finance until you resolve this.

If you have any Mortgage Style (MS) Loans please call your debt owner. If you do not know who your debt owner is please call **0141 243 3697** for advice.

If you have an Income Contingent Repayment (ICR) loan call **0141 243 3970**.

## 2 Previous support and qualification history - continued

2.3 Have you started any undergraduate or postgraduate course of higher education in any country since leaving school? ⓘ

- No - go to 3.1  
 Yes

2.4 Do you have Qualified Teacher Status?

- No - go to 2.5 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 2.5**
  - recognised as a qualified teacher and have been issued with a Qualified Teacher Status (QTS) certificate  
**You will not qualify for a part-time Tuition Fee Loan.  
Don't continue with this application.**

## 2 Previous support and qualification history - continued

### 2.5 Complete this table with your previous course details.

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

Course	Course title and qualification (for example, BA English Honours)	Name and address of university or college (including town and country)	FT/PT/DL	Start Date	End Date
1				MM YYYY	MM YYYY
2					
3					
4					

#### 2.5.1 Did you achieve a qualification for the course(s) you've listed in 2.5?

If you entered a course in field 1 of 2.5, use field 1 to give us information about the same course in the tables in 2.5.1 and 2.5.2.

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

#### 2.5.2 Did you receive funding from SLC for the course(s) you've listed in 2.5?

Course	Funding received	If No, did you apply for funding? 
1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 3 Residence

3.1 Are you an EU national?

- No
- Yes - send evidence  - go to 3.3

3.2 Are you the family member of an EU national?

- No
- Yes - give details of your relationship to the family member for example, mother - send evidence 



**If you have answered 'No' to both of the above questions you can't apply for student finance on this form.**

**Don't continue with this application. Visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) for more information on student finance.**

3.3 Give details of your residence for the three years prior to the start of the first academic year of your course. 

You must provide the full address (including building name and/or number, street name, town, region, postcode and country), exact dates you lived there and why you were there.

Make sure you give full details for the three years prior to the start of the first academic year of your course. If you leave any gaps your application may be delayed until we get the information we need.

For example, if your course begins 26/09/2020 we need your residence details for the period 01/09/2017 - 01/09/2020.

Full address

From

Day                      Month                      Year  
 -  -

To

Day                      Month                      Year  
 -  -

Why were you there?

### 3 Residence - continued

Full address

From

Day                      Month                      Year  
□ □ - □ □ - □ □ □ □

To

Day                      Month                      Year  
□ □ - □ □ - □ □ □ □

Why were you there?

3.4 At any time since 1 September 2017 has:

- either of your parents, step-parents, guardians; or
- your husband, wife, civil partner

**lived or worked outside the EEA or Switzerland?**

Make sure you give full details. If you leave any gaps your application may be delayed until we get the information we need.

No

Yes - give details

Full address

From

Day                      Month                      Year  
□ □ - □ □ - □ □ □ □

To

Day                      Month                      Year  
□ □ - □ □ - □ □ □ □

Why were they there?

### 3 Residence - continued

Full address

From

Day                      Month                      Year  
 -  -

To

Day                      Month                      Year  
 -  -

Why were they there?

If you need further space use the additional notes page at the back of this form.

## 4

## About your university or college and course

## 4.1 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

Address

Postcode

## 4.1.1 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.

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

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

Month      Year  
  -

## 4.4 When will you finish the last year of your course?

Month      Year  
  -

## 4.5 Are you entering your first year of study?

No  
 Yes - go to 4.8

## 4.6 Which 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.

## 4.7 What date did you start your studies?

Month      Year  
  -

## 4.8 Full tuition fee amount your university or college is charging you this academic year? ⓘ

£

## 5 Your loan request

### 5.1 Tell us the amount of Tuition Fee Loan you want to borrow

Tuition Fee Loans help to cover the costs of tuition fees charged by a university or college. Any Tuition Fee Loan you borrow will be paid directly to your university or college.

Maximum available to you

Less than maximum available to you

£  (enter amount)

### 5.2 Contact details

Give the names and addresses of two contacts. The people you name should live at different addresses and will only be contacted if, for example, you move address and don't inform us. You must inform these people that you've named them as contacts.

#### Contact 1

Forename(s)

Surname

Relationship to you

Full Address

Postcode

Home phone number

#### Contact 2

Forename(s)

Surname

Relationship to you

Full Address

Postcode

Home phone number

## 6 Terms and Conditions

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](http://www.gov.uk/studentfinance)
  - b. if I am studying in Wales: [www.studentfinancewales.co.uk/terms-and-conditions](http://www.studentfinancewales.co.uk/terms-and-conditions)
  - c. if I am studying in Northern Ireland: [www.studentfinancenri.co.uk/terms-and-conditions](http://www.studentfinancenri.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](http://www.sfengland.slc.co.uk/privacy-notice)
  - b. if I am studying in Wales: [www.studentfinancewales.co.uk/privacy-notice](http://www.studentfinancewales.co.uk/privacy-notice)
  - c. if I am studying in Northern Ireland: [www.studentfinanceni.co.uk/privacy-notice](http://www.studentfinanceni.co.uk/privacy-notice)

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>



# Checklist

## Before you send back your form, remember to:



### **Include either your original or a certified copy of your passport or ID card.**

If you don't, we can't give you a loan. If you're sending a certified copy make sure you also return the completed certifier checklist on the next page.

**Tick**



### **Tell us how much loan you want on page 10**

You need to tell us how much you want to borrow. If you don't we can't give you a loan.

If you're not sure how much your university or college is charging you, check with them before you send back your form.

**Tick**



### **Sign the terms and conditions on page 12**

Once you've printed the form, sign the terms and conditions. Without your signature, we can't give you a loan.

**Tick**

Return your completed form to:

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

**Make sure to pay the correct postage or your form won't get to us.**

# Certifier checklist

Complete this form and return with your certified evidence items.

## Personal details

Customer Reference Number (if you have one)

Forename(s)  Surname(s)

UK National Insurance number (if you have one)   -       -

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.

The person certifying evidence must **not** be a relative.

### Examples of a person of good standing include:

- a bank or building society official, civil servant, minister of religion, police officer, someone with a professional qualification i.e. teacher, accountant, engineer, solicitor, etc.

Make sure the person certifying your document(s) stamp and sign all pieces of evidence

## Certifier information

This section must be fully completed and stamped before being returned with any evidence.

Name (in BLOCK CAPITALS)

Job title/occupation

Email address

Telephone number

(including international dialling code)

Signature

Today's date

Day      Month      Year  
         

Address of certifier

Official stamp

## Additional notes

If you're providing extra information clearly mark what section and question the information is about.