

PN1 Form

Application for student finance
for new students

2020/21

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



You can apply in 5 easy steps

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

1

For all students

- Complete sections 2-6.
- You do not need to complete section 6 if you are **only** applying for a Tuition Fee Loan.
- If you are applying for a Maintenance Loan, Special Support Loan and/or a Tuition Fee Loan you need to tell us how much you want by completing the loan request section on pages 17 and 18.



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 5**.

2

For students who want student finance based on household income

- Complete sections 7 and 8.
- If you want to apply for a Special Support Loan complete section 9.
- If you're aged 60 or over on the first day of the first academic year of your course and are applying for student finance based on your household income, you'll be assessed for a Special Support Loan instead of a Maintenance Loan. You do not need to complete section 9.

3

For students who have dependants

- Complete section 10.
- You should complete this section if you have any children or adult dependants and want to apply for financial help in relation to them.



If you are a single independent student go directly to **Step 5**.

4

For students who want student finance based on household income

- Complete section 11.
- Depending on your answers in section 11 you may need to ask your **parent(s) or partner** to provide details about their income in section 12 so we can work out what your full entitlement to student finance will be.

5

For all students

- Make sure that you have signed the **terms and conditions on pages 26 and 27**. Your application may be delayed if the terms and conditions are not signed.
- If you asked someone to complete section 12, **make sure that they have signed their declaration(s) on page 36**.



Where you see this you should check the notes for specific **information** to help you complete a question or section.



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 17 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.

Section 1

Available student finance

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


- Tuition Fee Loan
- Maintenance Loan
- Special Support Loan

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

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

Extra help

You can also apply for additional student finance:

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

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 (DSA slim).

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

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

Send me a DSA slim form

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 by **22 May 2020**. We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

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

Where do I send my form?

Return this form to us at: **Student Finance England**

PO Box 210

Darlington

DL1 9HJ



Please remember to pay the correct postage.

Section 2

Personal details

Personal details

a Title

Mr Mrs Miss Ms

Forename(s)

Surname

Any other names you may be known by

Sex

Male Female

Date of birth

 / /

Please complete the following questions with the details exactly as stated on your birth certificate or passport.

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

Nationality 

National Insurance number 

 -

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.

Identity evidence details

b1 Do you hold a UK passport?

Yes No

if no go to b3

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

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

If your passport is not valid or has expired go to b3

Passport number

Forename(s)

Surname

Date of issue

 / /

Date of expiry 

 / /

go to c

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

or

Send your original **UK birth or adoption certificate**. 

Section 2

Personal details – continued

Previous loans

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

Yes No

▶ if no go to d1

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

Yes No

Armed Forces

- d1** Are you a member of the Armed Forces serving outside England? **n e**

Yes No

- d2** Are you a family member of someone in the Armed Forces serving outside England? (for example: spouse or child) **n e**

Yes No

Contact details

- e** 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"/>
Mobile phone number <input type="text"/>	
Email address <input type="text"/>	
Check you've given us the correct details to make sure we can contact you.	

Relationship status

- f** What is your current relationship status?

Single

Living with a partner

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

Separated **e**

Divorced/dissolved civil partnership **e**

Widowed/surviving civil partner **e**

Section 3 Residence

Nationality

a1 Are you a UK national? **ne**

Yes No

if yes go to c1

a2 Are you an EU national? **e**

Yes No

if no go to a3

(Including those granted settled status under the EU Settlement Scheme)

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

Yes No

if yes go to c4

a3 Are you the child of a Swiss national? **e**

Yes No

if no go to b1

a4 Will your Swiss national parent be living in the UK on the first day of the first academic year of your course? **ne**

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? **ne**

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?

Yes No

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

go to c2

b2 Are you the child of a Turkish worker who is working in the UK? **ne**

Yes No

if yes go to c2

Section 3

Residence – continued

b3 Do you have 'settled status' in the UK? **ne**

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

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 '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 b5

/ /

go to c2

b5 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 b6

/ /

go to c2

b6 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 b7

/ /

go to c2

b7 Have you been granted 'indefinite leave to remain' in the UK as the victim of domestic violence or abuse? **ne**

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

Home Office reference number

Yes No

if no go to b8

go to section 4

b8 Have you been granted 'leave to remain' in the UK under section 67 of the Immigration Act 2016, or are you the dependant 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 b9

/ /

go to c2

Section 3

Residence – continued

- b9** Have you been granted ‘Calais leave’ in the UK, or are you the dependant child of someone who has? 

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 b10

/ /


go to c2

- b10** 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? 

Yes No

- b11** 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? 

Yes No


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

Residence history

- c1** In the three years prior to the start of the first academic year of your course, **did you live outside the UK and Islands** at any time?

Yes No

if no go to c3

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

Full address

From / /

To / /

Why were you there?

Full address

From / /

To / /

Why were you there?

Section 3

Residence – continued

c3 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 UK and Islands or, in the case of an EU, EEA or Swiss national, outside the EEA or Switzerland?

If 'Yes' please give details.

<input type="checkbox"/> Yes <input type="checkbox"/> No	if no go to section 4
Full address	
From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Why were they there?	
Full address	
From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Why were they there?	
go to section 4	

Section 3

Residence – continued

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

Full address

From

 / /

To

 / /

Why were you there?

Full address

From

 / /

To

 / /

Why were you there?

Full address

From

 / /

To

 / /

Why were you there?

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

Section 4

About your course and university or college

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

University or college details

a University or college name and address


UCAS personal identification number

UCAS university/college code

UCAS campus code (if applicable)

Postcode									

Course details

b1 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 and year)

Course end date (month and year)

Course length (years)

Year of course


	Foundation year								
	First year								
	Second year				Third year			Fourth year	
Other (give details)									
	Yes			No					
	Yes			No					

go to b2

go to b2

Is this an accelerated degree course? 

Are you a direct entrant? 

b2 Full tuition fee amount for this academic year 

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

£	
Postcode	

Section 4

About your course and university or college – continued

Course type (tick one box)

c Full-time undergraduate

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

Full-time foundation degree

Full-time distance learning

Full-time involving a placement (sandwich course)

Pre-registration postgraduate healthcare course

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

Yes

No

Term details

d Where will you be living during term time? **n**

We need to know about your living situation for each term as this can affect how much student finance you can get.

Term 1

Living with parent(s)

Elsewhere or own home

Term 2

Living with parent(s)

Elsewhere or own home

Term 3

Living with parent(s)

Elsewhere or own home

e Where will you spend the most time during the academic year? **n**

Term 1

University or college

Study abroad

Work placement

Term 2

University or college

Study abroad

Work placement

Term 3

University or college

Study abroad

Work placement

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

Section 4

About your course and university or college – continued

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

Yes No

if yes or you'll be studying abroad **go to section 5**

Placement details

- g Where will your placement be?

Abroad UK Don't know **n**

Placement name and address if known

Postcode

Is the placement paid or unpaid?

Paid

Unpaid

If 'unpaid' please tick which type **e**

a hospital, Public Health Service Laboratory or with a Clinical Commissioning group in the UK;

a Special Health Authority, the National Health Service Commissioning Board, the National Institute for Health and Care Excellence, the Health and Social Care Information Centre, Local Health Board, Health Board, Special Health Board or Health and Social Services Board in the UK;

a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, a voluntary organisation providing facilities or carrying out similar activities or a Local Authority acting in the exercise of public health functions in the UK;

the prison or probation sector or after-care services in the UK;

unpaid research in a UK or overseas institution;

an unpaid placement in the Houses of Parliament; or


an unpaid placement that is not listed above. **n**

Section 5

Previous study and other information

Previous study

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

a1 Have you started an undergraduate or postgraduate course of higher education in any country since leaving school? Tick 'Yes' even if you did not complete the course. 


Yes No

if no go to b1

a2 Did you achieve a qualification?

Yes No

if no go to a4


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

- 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;
- Master's Degree;
- Postgraduate diploma/certificate;
- Other (including all qualifications achieved abroad)


Give details:

Section 5


Previous study and other information – continued

a4 Give details of previous courses studied below. Do not mention any course that you studied part-time where you did not achieve a qualification; or any course that was entirely self-funded at a private institution where you did not achieve a qualification. 

Title of course and qualification	Full-time, Part-time or Full-time distance learning	Name of university or college	Town and country of university or college	Date started (MM YYYY)	Date left (MM YYYY)	Did you achieve a qualification
						<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


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

Other information

b1 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)

Yes No

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

Income assessed
 Non-income assessed

Section 6

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, Special Support Loan, bursary (if applicable) or any grant payments being delayed.

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

Sort code

 - -

Account number

Building society roll number (if applicable)

Loan request section

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

Maintenance Loan

This loan is paid in instalments directly to you and is to help cover your living costs throughout the academic year.

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

Special Support Loan

The Special Support Loan is awarded instead of the Maintenance Loan for students who are aged 60 and over on the first day of the first academic year of their course.

Amount of Special Support Loan you would like to apply for:

Maximum available to you

 Tick

If you want 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.

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

 Tick

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

Loan request section – continued

Contact details

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

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

Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Phone number

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

Forename(s)

Surname

Relationship to you

Address

Postcode

Phone number

Section 7

Dependent and independent students

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

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

Yes No

if yes you are an independent student, go to section 8

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

Yes No

if yes you are an independent student, go to section 8

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

Yes No

if yes, you may be considered an independent student, go to section 8

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

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

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

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

Both your parents are deceased.

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

Your parents are living outside the European Union and the assessment of their financial circumstances would place them in jeopardy.

Your parents are living outside the European Union and it would not be reasonably practicable or possible for them to send you money.

If you have ticked any of the boxes above, you will be contacted for evidence and, subject to this, you may be considered independent.

if you have ticked any of the boxes above, go to section 8

Section 7

Dependent and independent students – continued

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

Yes No

if no you are a dependent student go to section 8

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

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

Section 8

Student financial questions

The academic year is determined by when you begin your study. Please see page 23 of the guidance notes for academic year dates.

If you leave any question in this section 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

Estimate the total taxable unearned income, before deductions, that you expect to receive in academic year 2020/21. **n**

£

What is the source of this income?

Payments from an employer

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

Yes No

if no go to c

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

£

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

Yes No

If 'Yes', how much during this period?

£

Dependent children

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

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year 2018-19.

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

Section 9

Special Support

If one of the categories below applies, you may qualify for additional loan for your living costs.

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

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

- I'm a lone parent or lone foster parent with a child or young person under 20 who is in full-time education below higher education level or on an approved training course.
- I have a partner who is also a student, and one or both of us are responsible for a child, or young person under 20 who is in full-time education below higher education level or on an approved training course.
- I have a disability and qualify for the Disability Premium or Severe Disability Premium.
- I'm deaf and qualify for Disabled Students' Allowances.
- I have been treated as incapable of work for a continuous period of at least 28 weeks.
- I have a disability and qualify for income-related Employment and Support Allowance.
- I'm waiting to go back to a course having taken agreed time out from that course due to an illness or caring responsibility that has now ended.
- I'm entitled to Personal Independence Payment (PIP).
- I'm entitled to Disability Living Allowance (DLA).
- I'm entitled to Armed Forces Independence Payment (AFIP).

Section 10


Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant

Only complete this section if you want to apply for Parents' Learning Allowance, Childcare Grant or Adult Dependants' Grant. You can find out more about these at www.gov.uk/studentfinance

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

Yes No

if no go to c1

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

You

£

Your partner

£


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

You

£

Your partner

£

c1 Do you want to apply for Childcare Grant? 

Yes No


if no go to d1

c2 During the academic year, do you or your partner expect to receive:

- the childcare element of Working Tax Credit or Universal Credit; or
- Tax-Free Childcare from HM Revenue and Customs (HMRC); or
- Childcare Allowance from the National Health Service (NHS) as part of a student finance package.

Yes No



If 'Yes', you can't currently apply for Childcare Grant. You can only apply for Childcare Grant if you stop claiming support from any of these sources. 

c3 Give details of the children you need Childcare Grant for during this academic year

Child 1

Forename(s)

Surname

Date of birth (DDMMYYYY)

/ /

Child 2

Forename(s)

Surname

Date of birth (DDMMYYYY)

/ /

If you need more space for additional children, give the details above on the additional notes at the back of this form.

Section 10

Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant – continued

d1 Are you applying for Adult Dependants' Grant?

Yes No

if no go to section 11

d2 Who is your adult dependant?

husband, wife, civil partner, or partner (if you are aged 25 or over)

go to section 11

other adult dependant

d3 Will your 'other adult dependant's' income be more than £3,796 in this academic year?

Yes No

 If 'Yes' you won't be able to receive Adult Dependants' Grant.

if yes go to section 11

d4 Give your adult dependant's income for tax year 2018-19. 

Income

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

£

All pensions (including private, occupational and state)

£

If you receive a lump sum pension, only declare the amount you received that you paid tax on.

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

£

Taxable state benefits

£

All other taxable income

£

Deductions

Private pension contributions and Additional Voluntary Contributions (AVCs)

£

Allowable expenses on which tax relief is claimed

£

Section 11

About your family **n**

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

If you are an **independent student with a partner**, please read and sign the **terms and conditions** on **pages 26 and 27** and then pass this form to your partner to complete **section 12**.

If you are a **single independent student**, go to the **terms and conditions** on **pages 26 and 27**.

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 **e**

What you need to do next

Read and sign the **terms and conditions** on **pages 26 and 27** and then pass this form to your parent(s).

What your parent(s) need to do next

The parent(s) you normally live with should complete **section 12**.
If the parent indicated in 'a' is married, in a civil partnership or living with a partner, their partner must also complete **section 12**.

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

I understand that I must read the specific terms about the student finance products available because they will affect me if I apply for them at any time in this academic year.

I understand that my application for student finance may be delayed unless I sign and date these terms.

Loan Contract

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at www.gov.uk/studentfinance
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 Secretary of State for Education (the “Lender”) 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”).
4. I understand 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.
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 regulations.
6. I understand that the Student Loans Company Limited (“SLC”) carries 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 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 any information they need in support of this application for student finance and to seek repayment.
9. I agree to tell SLC 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 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 and the 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 agree that the laws of England and Wales will apply and that the courts of that part of the UK will hear any legal action. 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 available at www.sfengland.slc.co.uk/privacy-notice which may be updated from time to time.

Disabled Students' Allowances ("DSAs")

This section applies if I apply for DSAs this academic year.

18. I understand that any equipment I receive through DSAs must be used for my course of study and that I am responsible for paying any repair costs.

19. I understand SLC reserves the right to pay the suppliers of any approved equipment and support directly. I will be notified if SLC will make payments directly to suppliers on my behalf.

Childcare Grant ("CCG")

This section applies if I apply for CCG this academic year.

20. I understand and agree that in order to receive any CCG, SLC may share my personal details and my children's details with a contracted third party who will be handling the administration of CCG on behalf of SLC.
21. I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
22. I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from:
- (i) the childcare element of Working Tax Credit;
 - (ii) the childcare element of Universal Credit;
 - (iii) Tax-Free Childcare; and/or
 - (iv) the NHS Bursary Childcare Allowance;
- and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC may share my personal data with HMRC to check whether I get childcare support.

Customer Reference Number

Your full name (in BLOCK CAPITALS)

Your signature (in ink)

Today's date (DDMMYYYY)

 / /

The relevant person(s) you indicated in section 11 must complete section 12 as well as the declaration(s) on page 36. **Please pass this form to them now.**

If you are a single independent student, please turn to page 39.

Section 12

Financial details for tax year 2018-19 for parents and partners

Who needs to complete this section?

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

What details do I need to provide in this section?

You need to tell us some personal details and what your financial income was for tax year 2018-19. You must tell us your 2018-19 income details as we cannot accept amounts from any other tax year. We need your income amounts so we can work out what the student(s) you are supporting is entitled to.

About this section

Section 12 is split into six parts:

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

Part B - Tell us your National Insurance number.

Parts C and D - Answer every question.

Part E - Answer every question and tell us about any income deductions for tax year 2018-19 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 18 of the notes for more information. [n](#)

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 2018-19? [n](#)

If your household income will be **at least** 15% less than it was in tax year 2018-19 you can apply for a Current Year Income (CYI) assessment.

This means we would use your expected income for tax year 2020-21 instead of your actual income from tax year 2018-19 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 2020-21 income at the end of that tax year.

Before completing this form, you should read the Privacy Notice on page 23 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.

Section 12

Financial details for tax year 2018-19 for parents and partners – continued

Part A – Your personal details

Person 1

Your Customer Reference Number
(If you have one)

Relationship to the student

Title

Forename(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

Forename(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 12

Financial details for tax year 2018-19 for parents and partners – continued

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](#)

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](#)

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 12

Financial details for tax year 2018-19 for parents and partners – continued


Part C - Your financial information for tax year 2018-19

Instructions

- Please give gross financial details for tax year from **6 April 2018 to 5 April 2019**.
- 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 2018-19 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? 

Person 1

Yes No
▼

Person 2

Yes No
▼

a Total income from salary/wages

£

£

b Total income from taxable state benefits

£

£

c Total income from occupational pension(s)

If you receive a lump sum pension, only declare the amount you received that you paid tax on.

£

£

d Total income from private pension(s)

If you receive a lump sum pension, only declare the amount you received that you paid tax on.

£

£

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

Person 1

Yes No
▼

Person 2

Yes No
▼

a Total lump sum amount received

£

£


b Total non-lump sum amount received

£

£

Section 12

Financial details for tax year 2018-19 for parents and partners – continued

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 2018-19 that you **haven't** yet told us about?

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

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






Section 12

Financial details for tax year 2018-19 for parents and partners – continued

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 2018 to 5 April 2019**.

	Person 1	
Q1 Did you receive any income from self-employment? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <input type="checkbox"/>
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"/> <input type="checkbox"/>
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"/> <input type="checkbox"/>
Total income received	£ <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"/> <input type="checkbox"/>
Total income received	£ <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	£ <input type="text"/>	£ <input type="text"/>

Section 12

Financial details for tax year 2018-19 for parents and partners – continued

Q6 Did you receive any foreign income? 

Person 1

Yes No

Person 2

Yes No

Total income received

£

£

Q7 Did you receive any income from an overseas pension? 


Yes No

Yes No

Total income received

£

£

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 2018 to 5 April 2019**.

Q1 Did you pay any private pension contributions?

Person 1

Yes No

Person 2

Yes No

Total amount you paid

£

£

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

Person 1

Yes No


Person 2

Yes No

Total amount you paid

£

£

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

Person 1

Yes No

Person 2

Yes No

Total amount on which you claimed tax relief

£

£

Section 12

Financial details for tax year 2018-19 for parents and partners – continued

Part F – Your dependants

Identify any children who will be wholly or mainly financially dependent on you.

Q1 Child dependants not in further or higher education in academic year 2020/21

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

If you require more space please use the additional notes section on page 37.

Full name

Date of birth (DDMMYYYY)

 / /

Income for the year

Full name

Date of birth (DDMMYYYY)

 / /

Income for the year

Q2 Child dependants in further or higher education in academic year 2020/21

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

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

If you require more space please use the additional notes section on pages 37.

Full name

Date of birth (DDMMYYYY)

 / /

School, college or university

Course

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

Full name

Date of birth (DDMMYYYY)

 / /

School, college or university

Course

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

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 (DDMMYYYY)

 / /

Person 2

Your full name (in BLOCK CAPITALS)

Your signature

Today's date (DDMMYYYY)

 / /

Deadline

To make sure the student receives their first payment at the start of term, this form **must** be returned with all of the evidence we need by **22 May 2020**.

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



Now pass this form back to the student.

Additional notes

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

Additional notes

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

Voluntary questions

The following questions are voluntary - you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support. If you answer both questions a and b, the information will be used to help the Department for Education develop their policies in the future. Student Finance England will also use your answer to question b to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

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

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

Yes No Don't know

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

White

British
 Irish
 Any other white background

Black or Black British

African
 Caribbean
 Any other black background

Mixed

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

Chinese or other ethnic group

Chinese
 Any other

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Checklist

Before you return this form please make sure that:



You have answered all the questions that apply to you



The terms and conditions are **signed** and **dated**

e 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 2**. If you send your passport it may take several weeks before we can return it to you.

What happens next

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

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

Student Finance England

PO Box 210

Darlington

DL1 9HJ

Deadline

To make sure you receive your first payment at the start of term, you **must** return this form and all of the evidence we need by **22 May 2020**. We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

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