

# Tuition Fee Loan application notes

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

## About these notes

These notes should be read along with your Tuition Fee Loan application form.

The notes are split into three parts:

- Part 1 - General information
- Part 2 - Notes on how to complete your application form
- Part 3 - Next steps on your student finance journey

## Part 1 - General information

### Completing your form

#### Timescale for returning your form

This form should be returned within 9 months of the start of your academic year, otherwise you may lose your entitlement to student finance.

#### Send your completed form to:

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

**Make sure you pay the correct postage.**

### Find out more

#### Further questions?

- speak to your university or college
- visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
- call us on **0141 243 3570**

### General information

#### Braille/other formats

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

**[brailleandlargefonts@slc.co.uk](mailto:brailleandlargefonts@slc.co.uk)** or you can call us on **0141 243 3686**.

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

# Part 2 - Notes on how to complete your application form

Complete all the questions you are asked. If any information is missing or unclear we may not be able to process your application and you won't receive any funding.

## Submitting Evidence

When providing evidence you can send either the original evidence item or a certified copy of the evidence. 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 or police officer. The person certifying the copy must not be a relative and must provide their name, job title, address and contact number.

You can download a Certifier Checklist form at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) which you should complete and return with any certified evidence.

## 1 Your personal details

### 1.1 Customer Reference Number



Your Customer Reference Number is your personal reference number and is 11 digits long.

### 1.2 Personal details



Evidence we need you to give:

- Change of name deed, if appropriate.
- Marriage/divorce certificate, if appropriate.
- Civil partnership/dissolution order, if appropriate.

### 1.3 National Insurance number



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

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

## 2 About your university or college and course

### 2.1 Tuition Fee amount charged



If you're not sure how much you're being charged for tuition fees, ask your university or college to confirm this.

## 3 Your loan request

### 3.1 Tuition Fee Loan



We'll pay your Tuition Fee Loan directly to your university or college in three instalments within the academic year. The first payment of the Tuition Fee Loan is made after we receive confirmation from your university or college that you're in attendance on your course.

#### Tuition Fee Loan liability



You'll be liable for your Tuition Fee Loan 2 weeks after the first day of term 1, and at the start of terms 2 and 3, not the date when the instalments are paid to your university or college.

Interest will be charged from the day we pay the Tuition Fee Loan to your university or college.

Liability	% of total Tuition Fee Loan that you'll be liable for
Term 1	25%
Term 2	50%
Term 3	100%

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



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

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

You can download a Tuition Fee Loan Request Form at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

## 4 Terms and Conditions

### Power of Attorney



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

### Privacy Notice



SLC and the Department for Education 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 at **[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)**

If you don't have internet access, please call us on **0300 100 0607** and we can send a copy to you.

## Part 3 - Next steps in your student finance journey

1

**You** complete and return your application form to us, along with any evidence, as soon as possible. **Make sure you read, sign and date the terms and conditions.**

**You're here**

2

**We** process your application. If any information is missing or incorrect we'll get in touch. When we have all the information we need, we'll send you a Student Finance Entitlement letter.

3

**You** show your Student Finance Entitlement letter to your university or college (if they ask to see it).

4

**We** pay your Tuition Fee Loan directly to your university or college after they tell us that you're attending your course.