student finance england >

# Application for grants for part-time study 2009/10



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This form is also available on our website **www.direct.gov.uk/studentfinance** 

# Applying for Part-Time Student Finance

#### Who should complete this form?

New and returning part-time students Full-time distance learners\*

#### What sections do I need to complete?

All students need to complete Sections 1, 2, 4, 5, 7 & 8 and the declaration

# Does my University/College need to complete anything?

Yes, they need to complete Section 6

# I am applying for the first time, do I need to complete anything else?

Yes, you also need to complete Section 3

# Where do I return my application?

Depending on if you are a first time applicant or a returning applicant you should return it to the address as indicated below

#### First time applicant

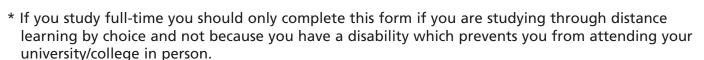
Student Finance England PO Box 210 Darlington DL1 9HJ

#### **Returning applicant**

Your Local Authority (LA). Their address can be found at www.studentfinancedirect.co.uk/lafinder



Please supply supporting evidence whenever you see this icon in this form Please refer to the guidance notes whenever you see this icon in this form



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	r Reference Number <b>n</b> ave one):			
Personal	details <b>n</b>			
a1 Titl	e	Mr	Mrs	Miss Ms
For	ename(s)			
Sur	name			
Sex	:	Male	Female	
Dat	te of birth	1	1	
	se complete these questions with the details as tly stated on your birth certificate or passport.			
	ce of birth (the name of the town village)			
Nat	tionality			
evidence	e applicants identity e details you hold a UK passport?	Yes	No	If returning applicant <b>go to b1</b>
	u must provide us with evidence of yo lowing ways:	ur identity. `	You can do	o so in <b>one</b> of the
(1)	Provide the following details from your identity):	our <b>UK Passp</b>	ort (this is	the easiest way for you to
	Passport Number			
	Forename(s)			
	Surname			
	Date of issue	/	/	
	Date of expiry	/	/	
(2)	Send your Non-UK Passport.			
(3)	Send your original <b>Birth or Adoption C</b> Certificate form.	C <b>ertificate</b> ar	nd a comp	leted Birth/Adoption

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# Marital status

Please tick one box.

Sing	jle							
Livir	ng w	ith a	part	ner	n			
		/civil ve the					′civil	partnership
	. g.	/	/	1				para
Sep	arate	<sub>ed</sub> e						
Divo	orce	d/diss	olved	l civi	I ра	rtne	rshi	<sub>p</sub> e
Wid	owe	d/sur	vivin	g civ	il pa	artne	er 🤇	2
Yes		No						

**b2** Will you be 25 or over on the first day of the academic year?

# **Contact details**

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

Home address	Term-time address
Postcode:	Postcode:
Hama whan a mumban	Date on which you will move to this
Home phone number:	address:
	1 1
Mobile phone number:	
Email address:	

# Financial support

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a Will you be getting funding from any other source to meet the costs of your course in 2009/10?

If 'Yes', please give details of this funding.

- b Have you received a grant for part-time study for this programme of study for any academic year up to and including 2008/09?
- C Do you hold a first degree from an educational institution in the United Kingdom?
- d Is your first degree an Honours Degree from an educational institution in the United Kingdom?

If 'Yes' you will **not** qualify for part-time funding. **Please do not continue with this application.** 

If 'No', is the course you are now applying for:

- in the same subject as your previous qualification; and
- at the same institution as your previous qualification; and
- being studied without taking a break between your current course and your previous qualification; and
- leading to the award of an Honours Degree?

If 'No' you will **not** qualify for part-time funding. **Please do not continue with this application.** 

- e Did you start your current course on or after 1st September 2009?
- f Since leaving school, have you completed a previous undergraduate course of Higher Education in any country in which you achieved a qualification?
- g Was the level of the qualification(s) achieved equivalent to or higher than the level of course you are now applying for?

If 'Yes' you will **not** qualify for part-time funding. **Please do not continue** with this application.

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

If 'Yes', are you behind with the repayments?  $oldsymbol{n}$ 

i Did you receive a loan from the SLC when you were under 18?

If 'Yes', have you signed credit agreements for all of them?

	Yes	No		secti
				on
	Yes	No	If 'Yes' go to Section 4	2 pre
	Yes	No	If 'No' <b>go to e</b>	Suoive
	Yes	No		s loans or
	Yes	No	If 'Yes' go to Section 3	section 2 previous loans or financial support
	Yes	No	If 'No' go to Section 3	port
	Yes	No	If 'No' go to Section 3	
	Yes	No	If 'No' <b>go to</b> Section 3	
	Yes Yes	No No	If 'No' go to Section 3	
E	Yes Yes	No No		

	se do not complete this section if you have a y, or if you have applied for Disabled Studen			
Nati	onality			go to section 4
a1	Are you a UK national? <b>n</b> e	Yes	No	If 'Yes' go to b1
a2	Are you an EU national?	Yes	No	
а3	Are you the child of a Swiss national?	Yes	No	If 'Yes' go to b2
Resi	dence status			
a4	Are you or your:  • husband, wife, civil partner; or  • parent(s), a step-parent; or  • child, son or daughter-in-law, child's c  • parent's or step-parent's husband, wife a European Economic Area (EEA) nationalis working, has worked or is looking for the state of	e or civil p al or Swiss	artner national wh	Yes No If 'No' go to a5
	If you are currently working, are you goi working during your studies?  If 'Yes', please give details.	ng to cont	tinue	Yes No
				go to b2
a5	Do you have 'settled status' in the UK? ne	Yes	No	If 'No' <b>go to a6</b>
	If 'Yes', give the date you received this status.	1	1	go to b2
a6	<ul> <li>Have you or your:</li> <li>husband, wife, civil partner; or</li> <li>parent(s), step-parent; or</li> <li>parent's or step-parent's husband, wife or civil partner</li> <li>been granted 'refugee status' by the</li> </ul>			
	UK Government? n e	Yes	No	If 'No' go to a7
	If 'Yes', and if applicable, please give	1	/	go to b2

**a7** Have you or your:

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- husband, wife, civil partner; or
- parent(s), step-parent; or
- parent's or step-parent's husband, wife or civil partner

been given 'leave to enter or remain' in the UK as a result of a failed asylum application?

If 'Yes', and if applicable, please give the date this status is due to expire.

Yes	No	If 'No' go to b2
1	1	go to b2

#### **Residence history**

- b1 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?
- **b2** Give details of your residence for the three years before the start of the first academic year of your course.

If you require further space to provide your answer, please give the details requested above on a separate piece of paper and enclose it with this form.

Yes	No	If 'No' go to b3

Full add	ress					
		1	1			
From:		,	/			
То:		/	/			
Why we	re you	there?				

Full add	ress						
From:			/		/		
To:			/		/		
Why we	re yo	ou th	nere?	?			

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**b3** At any time since 1 September 2006 has:

- either of your parents, stepparents, guardians; or
- your husband, wife, civil partner; or
- your parent's or step-parent's husband, wife or civil partner

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

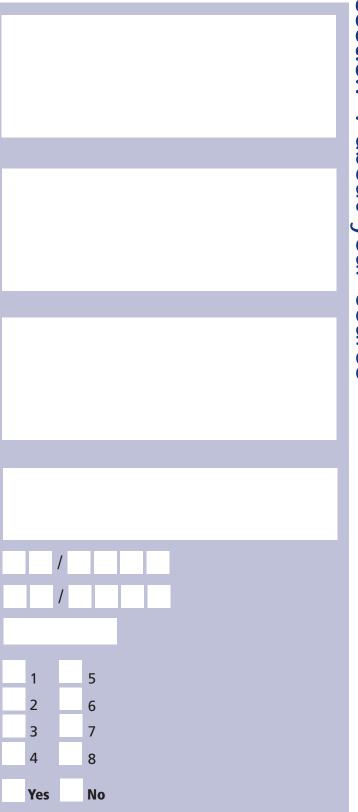
If 'Yes', please give details.

Yes		No				
Full add	dress					
From:		/		/		
То:		/		/		
Why we	ere yo	ou the	re?			
Full add	dress					
From:		/		1		
To:		/	2	/		
Why we	ere yo	ou the	re?			
Full add	lress					
				,		
From:		/		/		
To: Why we	ere vo	/ ou the	re?	/		
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#### University/college details

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- a University/college name and address. If the 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 (e.g Hatfield College, University of Durham).
- b If the course is a franchise course run at a different establishment from the university/college providing the course, give the full address of that university/college.
- c Give the name of the course and the course subject (eg Information Systems). If you are following a combined studies/modular course, list all the subjects.
- **d** Qualification you expect to gain (e.g. BSc Physics)
- e Course start date (month and year)
- f Course end date (month and year)
- g Course length (years) n
- h Current year of course in academic year 2009/10.
- i Are you undertaking a full-time distance-learning course?



# UK bank/building society account details **n**

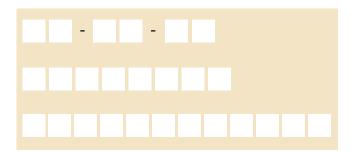
This account must be in your own name and be able to accept direct credits.

Please note that missing or incorrect bank or building society details will result in your grant payment or bursary payments (if applicable) being delayed.

Sort code

Account number

Building society roll number (if applicable)



# Student information **n**

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Student Circumstance	College/University Action Required
You are a new student or this is your first application for student finance	To confirm that you have been undertaking your course in academic year 2009/10 for a minimum of two weeks
You are a continuing student	To confirm that you have enrolled on your course for academic year 2009/10

If your university or college does not complete this section this will delay your application for student finance.

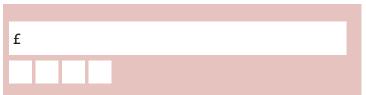
go to Section 7

# **University/College Section**

University or college staff should check the student's answers to Section 4 before completing, signing and stamping this section.

Course fee charged to the student for 2009/10

SLC or UCAS university/college code



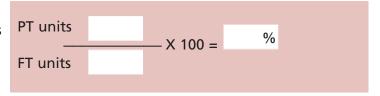
I confirm to the best of my knowledge and belief that:

- the student named in Section 1 is undertaking the course named in Section 4.
- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a part-time (PT) basis in academic year 2009/10.
- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent **full-time (FT) course** within one academic year.

lits/credit nts/modules/other
measure applicable)
lits/credit nts/modules/other

Intensity of study is calculated by taking the number of part-time units (identified above) that the student intends to study in academic year 2009/10 and dividing it by the number of units (identified above) that the student would complete in one academic year if the course were studied on a full-time basis. The result is then expressed as a percentage.

• the **intensity of study** for this course is



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- the student's course is designated as eligible for financial support under Regulation 134 of the Education (Student Support) (No2) Regulations (as amended).
- the equivalent full-time course would last.

Years		

• it is possible for the student to complete the course in no more than twice the length of time required to complete the equivalent full-time course.

Your full name (in BLOCK CAPITALS):	
Your position:	
Your phone number (including area code):	
Your email address:	
Your signature:	Date:
X	
	University or College stamp

# **section 7** about your husband, wife or partner

section
$\infty$
financial
details

Plea	se give details of your husband, wife, o	civil partner or partner.
а	Relationship to you	Husband Wife Civil Partner Partner
	Title Forename(s) Surname Date of birth Place of birth (the name of the town or village)  Home address	Mr Mrs Miss Ms
	Postcode: Home phone number (including area code):	
С	Please ask your husband, wife, civil partner or partner to provide their Customer Reference Number, if they have one.	
a	If you or your husband, wife, civil partner or partner are receiving one or more of the following state benefits, please tick the appropriate box.	Local Housing Allowance

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If you and your husband, wife, civil partner or partner are NOT receiving any benefits, please provide full financial details below.

When providing your financial details in this section you must answer every question, entering the amount of income received. If you have no income for a particular source, for example, income from pensions, then you must enter 'none' or 'N/A' as the income received. Where you enter an amount other than 'none' or 'N/A', you must provide evidence of that amount.

	<del></del>		
	Type of income	Amount received before	e tax (Gross income)
b1	<b>Employment</b> Gross income from salary/wages	You	Husband, wife or partner
	before deductions received from 6 April 2008 to 5 April 2009	£	f
b2	Income from self-employment (estimate if you are not sure)	f	f
	Savings and Investments		
b3	Bank and building society gross interest (before tax)	£	f
b4	Other investment income before tax		
	Туре	f	£
	Туре	f	£
	Property		
b5	Income from property, lettings or rent	£	£
	How much of this is through the rent a room scheme?	f	f
b6	Other Any other type of income		
	Туре	f	£
	Туре	£	£
	Total Income	f	f

 ${f c}$  Give details of any children who will be totally or mainly financially dependent on you during the academic year 2009/10.  ${f n}$ 

Child's full name	Date of birth	Relationship to you	Whom will they live with?	Income from all sources after income tax and social security
	(DD MM YYYY)			

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This application for financial support may be delayed unless you, and the appropriate person named in Section 7, sign and date the relevant parts.

Before signing, you should read the Data Protection Statement in the notes that accompany this form.

# Student's Declarations

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given SLC (or my LA where appropriate) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to give SLC (or my LA where appropriate) any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell SLC (or my LA where appropriate) about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this overpayment in full.

Your full name (in BLOCK CAPITALS):	
Your signature:	Date:
X	1 1

Your decision about Bursary and Scholarship data sharing consent will not affect your entitlement to any other financial support available.

If you started your course in academic year 2006/07 or after, you may be eligible for a bursary or scholarship. In order for your 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.

If you **do not** wish your details to be shared for this purpose, please tick this box.

# Declaration for the person named in Section 7 n

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given SLC (or my LA where appropriate) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC (or my LA where appropriate) may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Your full name (in BLOCK CAPITALS):	
Your signature:	Date:
X	

Your decision about Bursary and Scholarship data sharing consent will not affect the student's entitlement to any other financial support available.

In order for the applicant's university or college to determine and pay any bursary or scholarship to which they may be entitled, we will share some of your personal and financial details with them.

If you **do not** wish your details to be shared for this purpose, please tick this box.



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You must now pass this form back to the student.

# Voluntary questions

Do not complete the voluntary questions if you applied for student finance for this particular programme of study in any academic year up to and including 2008/09.

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 Innovation, Universities and Skills develop their policies in the future. Your local authority 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.

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

abov qual and	ny of your parents (as defined ye) have any higher education ifications, for example degrees diplomas or certificates of higher cation?		Yes	No		Don't know	
b How origi <b>Whit</b>			Duitiah				
wnit	e	British  Irish  Any other white background					
Blaci	c or Black British		Africa Caribl Any o		c back	kground	
Mixe	d		White	e and blace e and blace e and Asia other mixe	k Afr	ican	
Chin	ese or other ethnic group		Chine Any o				
Asiaı	n or Asian British	Indian Pakistani Bangladeshi Any other Asian Background					

# Checklist

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Before returning this form, please make sure you have done the following:
Fully answered all questions that apply to you.
Enclosed all the documents we have asked for as evidence where you have seen this icon next to a question.
Signed and dated the relevant declaration(s).
Asked your university or college to stamp and sign the declaration in Section 6 and return it to you. We will not be able to deal with your application unless this section has been completed.
You can apply for a part-time grant at any time in the academic year provided you are within the

time limit. The time limit for applying is usually six months from the start of the academic year.

Within 6 weeks of returning your completed application form with all the relevant evidence, you

Within 6 weeks of returning your completed application form with all the relevant evidence, you will be sent a letter showing the amount of financial support you will receive.



# Please remember to pay the correct postage.

Where should I return my completed form?

#### **Returning applicant**

Your Local Authority (LA) address can be found at www.studentfinancedirect.co.uk/lafinder

#### First time applicant

Student Finance England PO Box 210 Darlington DL1 9HJ  $\Gamma$