

Notes to help you complete your Application for Student Finance 2007/08


EU7N notes

General Information

You should **not** be completing form EU7N if any of the following apply to you:

- You normally live in England, Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man. If this is the case, you should contact whichever of the following organisations is relevant:
 - Your Local Education Authority (LEA) in England or Wales
 - The Student Awards Agency for Scotland (SAAS)
 - Your local Northern Ireland Education and Library Board (ELB)
 - The Education Department of Guernsey or Jersey or the Isle of Man
- You are, or will be attending a part-time higher education course other than for initial teacher training. In some circumstances, you may qualify for help if you are taking a part-time course. For more information you should contact the EU Customer Services Team on 0141 243 3570.

You must use these notes whenever you have seen this icon within the main EU7N form. 

Any evidence that you are required to provide is also outlined in these notes and is marked with this icon. 

Wherever you see this evidence icon on form EU7N you should check these notes for information on the evidence required.

Academic Year

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

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

For example, if you start your year of study on 4 October 2007, your academic year runs from 1 September 2007 until 31 August 2008.

Section 1 finance available

Tuition Fee Loan

REPAYABLE

NON-INCOME ASSESSED

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

Students studying at English, Welsh and Northern Ireland universities or colleges that are charging variable or flexible tuition fees up to a maximum of £3,070 will be able to take out a non-income assessed Tuition Fee Loan to cover some or all of these fees (depending on how much they are charged and how much they wish to borrow).

If you are a student studying at an English, Welsh or Northern Ireland university or college that is not charging variable or flexible tuition fees then the tuition fee chargeable could be any amount up to a maximum of £1,225 and you can apply for a Tuition Fee Loan to cover this cost.

If you are studying at a private university or college then you may be charged more than £3,070 for tuition fees but you can still only apply for a Tuition Fee Loan up to the maximum of £3,070 if your course is one that qualifies for tuition fee support.

The Tuition Fee Loan borrowed will be paid directly to the relevant university or college once your attendance is confirmed.

Welsh Tuition Fee Grant (new for 2007/08)

NON-REPAYABLE

NON-INCOME ASSESSED

This grant will help fund the difference between the £1,225 and the £3,070 that your university or college in Wales may charge you if they charge flexible fees. You will be liable to pay the first £1,225 of any course fee charged by your university or college but you can fund this by means of a repayable Tuition Fee Loan. Please see the note on Tuition Fee Loan for further information.

The Tuition Fee Grant will be paid directly to your university or college.

If you normally live in Wales and study at university or college in Wales that is not charging flexible fees you will not be eligible to receive the Tuition Fee Grant. You will be liable to pay the full course fee charged up to £1,225. You may choose to fund the amount charged by applying for the repayable Tuition Fee Loan. Please see the note on Tuition Fee Loan for further information.



If you are still having difficulty choosing which types of financial support you wish to apply for, please refer to the following sources for further information:

- A guide to financial support for higher education students in 2007/2008
- Student Loans: A guide to terms and conditions


All of these booklets as well as all of the application forms are available online at www.direct.gov.uk/studentfinance-EU

All forms and booklets are also available in alternative formats such as Braille, large print or audio. If you require copies of any forms or booklets in one of these alternative formats please contact our EU Customer Services Team on 0141 243 3570.

Section 2 personal details

- a** Your ART ID is your customer identifier in the student finance system. It is an eleven-digit number. You will have received an ART ID if you have received a student loan or other student finance from a local authority or from SLC before. You may also have an ART ID if you have provided financial information for another student's application before. If you have never dealt with Student Finance Direct before, you will receive an ART ID shortly after you return the EU7N application form. If you do not have, or do not know, your ART ID, leave the box blank.
- If your name has changed from the name that appears on your birth certificate or passport then please send the relevant evidence confirming this and give details of any previous names you have had on a separate piece of paper and enclose it with this form EU7N.
- b** If you provide a correspondence address then all correspondence we issue will be sent to that address from the date you move (or moved) there. You can update your correspondence address or your home address at any time by contacting the EU Customer Services Team on 0141 243 3570.
- c** You are "living with a partner" if you are sharing a home with your partner but you are not married or in a civil partnership. It does not matter whether you are of the same sex or of opposite sex.
-  **e** If you are divorced or separated, or if you have been in a civil partnership which has been dissolved, you should send a copy of the decree absolute, dissolution order, or a letter from your solicitor confirming your status. Any original documents will be returned to you.
-  **e** If you will be under 25 at the start of the academic year, and you are married or in a civil partnership, please send your original marriage certificate or civil partnership documentation with the application. Your document will be returned to you.
- If you have entered into an overseas civil partnership or equivalent legal relationship with a same-sex partner, we will contact you to let you know whether this will be recognised for student finance purposes.

Section 3 residence

- a1** If you answer "yes" to this question, you must send your national identity card (if this is proof of your EU nationality). If you are not in possession of a national identity card then we will also accept a passport or, if you are a British or Irish national, your birth certificate. We can accept original documents or **a certified copy** of the original document.
- A certified copy** is a photocopy of an original document which must have been stamped and signed as being a true copy of the original by an official: a minister of religion, doctor, lawyer, civil servant, teacher/lecturer, police officer. The person certifying the copy must provide their name, job title, address and contact telephone number.
- a2** If you answer "yes" to this question, you must provide evidence to confirm your family member is an EU national and your relationship to them by sending their national identity card, passport or birth certificate (if this shows proof of their EU nationality and your relationship to them).
-  **e**

Section 3 residence

- b1** Please complete this question in full including addresses, dates and the reason(s) you were living there.
- b2** Please complete this question in full and provide documentary evidence to confirm when and where your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland. You will need to send in their tax documents, proof of residence and copy of work contracts.

e

We will contact you if we require further information.

Section 4 about your course, and your college or university

- a1** You should give details of your first choice. If you later accept a place on a different course or at a different university or college, you must notify us immediately. If you do not, it will delay your application.
- a9** You should give the tuition fee details of your first choice. If you later accept a place on a different course or at a different university or college, you must notify us of the new tuition fee amount charged.

d Full-time undergraduate course

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

Foundation degrees

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

Full-time postgraduate Initial Teacher Training (ITT) course

For these courses you must attend full-time, for either study or teaching practice, for an aggregate of at least six weeks in the year. If your periods of full-time study including teaching practice amount to less than six weeks, you will not be eligible for maintenance grants, but you may be able to receive reduced rate non-income assessed Tuition Fee Loan. You will still be considered to be attending your course even if arrangements have been made by your university or college for you to take the course without having to attend.

Distance learning

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

Section 4 about your course, and your college or university

Full-time course involving a placement (“sandwich” course)

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

Part-time ITT/Flexible postgraduate ITT course

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

- h** Please send the official letter indicating that you have been offered a state-funded place on a dance and drama course at a privately funded institution.



Section 5 previous loan or financial support and other information

- a** You will not normally be able to get any grants or another loan until you are up to date with your repayments on any previous loans you have had from Student Loans Company (SLC). If you have any mortgage style loan(s) (generally awarded to students who started courses before the 1998-1999 academic year) from SLC and you think that you may be behind on the repayments you should call 0870 241 4998 for advice.
- If you have any previous Income Contingent Repayment (ICR) loan(s), have remained in the UK and your earnings have reached the repayment threshold, repayments should have been collected through the PAYE system by your employer(s) or, if you are self employed, by HM Revenue & Customs. If you have been overseas for a period of 3 months or more and did not make arrangements to continue repayments you may have fallen behind with repayments. If you are unsure whether you are up to date with repayments, please call SLC on 0870 240 6298 for further clarification and advice.
- b** You will not normally be able to get any grants or another loan until you have signed all of the relevant documents. You should call SLC on 0800 40 50 10 for advice.
- c2** If you did not finish your course due to compelling personal reasons (which does not include reasons of academic performance alone), you must give full details in this section and send the necessary documentary evidence to support the reasons you give.
- e** If you have applied, or will be applying, for a bursary from the General Social Care Council (GSCC) you should answer “no” to this question because this is a separate bursary to those offered by the NHS, DoH or DHSS&PS.

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

If you are unsure about your eligibility for a bursary, contact the NHS Pensions Agency Student Grants Unit on (0845) 358 6655.

Loan request form

If you have previously worked in the UK you may have a National Insurance Number. If you have a National Insurance Number it will allow us to match you with your tax records when you repay your loan after you have finished studying. You will find your National Insurance Number on:

- a National Insurance Number card;
- a payslip;
- an income tax document such as a P45 or P60; or
- a form from your local Jobcentre Plus, Jobcentre or Social Security Office.

If you have a National Insurance Number but cannot find it, you should contact HM Revenue & Customs (HMRC) National Insurance Registrations helpline on 0845 915 7006. If your situation is more complicated, you should visit a Jobcentre Plus for help.

If you do not have a National Insurance Number you should leave the National Insurance Number box blank.

Declarations

If you have applied for a course of study in England and you receive a Tuition Fee Loan, there is a legally binding contract between you and the Secretary of State. The Loan Request Form including the declarations are an integral part of your contract with the Secretary of State. Additional terms of the contract are to be found in regulations made under section 22 of the Teaching and Higher Education Act 1998, as amended from time to time, or successor legislation.

If you have applied for a course of study in Wales and you receive a Tuition Fee Loan, there is a legally binding contract between you and the National Assembly for Wales. The Loan Request Form including the declarations are an integral part of your contract with the National Assembly for Wales. Additional terms of the contract are to be found in regulations made under section 22 of the Teaching and Higher Education Act 1998, as amended from time to time, or successor legislation.

If you have applied for a course of study in Northern Ireland and you receive a Tuition Fee Loan, the legally binding contract is between you and the Department for Employment and Learning. The Loan Request Form including the declarations are an integral part of your contract with the Department for Employment and Learning. Additional terms of the contract are to be found in regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, as amended from time to time, or successor legislation.

Tuition Fee Loan

This loan is ONLY for your course tuition fees and is paid directly to your university or college once they confirm your attendance on the course.

Amount available:

- If you are studying at a university or college in England, Wales or Northern Ireland the amount you can borrow is based on the tuition fees your university or college is asking you to pay, up to a maximum of £3,070.

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

Section 6 bursary consent statements

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

Giving consent to share your information with the university or college for bursary administration purposes means that we can provide them with your personal and financial details, as well as details of a student's course and their eligibility for student finance. This could mean that you would not have to provide information already given on the form to the university or college again.

Please contact the university or college if you require further information about their bursaries and scholarships.

Some universities and colleges may choose to offer their students discretionary bursaries or scholarships. The amount offered would be at their discretion.

Your university or college will publish details of their bursary and scholarship scheme.

Declaration

If the applicant is unable to sign the form, for whatever reason, someone who holds a valid Power of Attorney for that person may sign on their behalf. The Power of Attorney letter must be sent with this application before a signature from that Power of Attorney will be accepted.

You must notify the Student Loans Company about any change in your circumstances, which may affect your entitlement to financial support. The most common change of circumstance for students would be if:

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

Data Protection Act 1998

This statement sets out who will use the information provided on the EU7N form or otherwise in connection with the application for student finance and what they will use it for.

The information which you, your partner or relatives give on this form ("your personal information") will be used to process your student finance application.

The Secretary of State for Education and Skills, if your place of study is in England, the National Assembly for Wales if your place of study is in Wales or the Department for Employment and Learning (DEL), if your place of study is in Northern Ireland, has transferred certain functions relating to student finance to the Student Loans Company (SLC).

This Data Protection Statement applies generally to all students. The specific details are set out below.

The Student Loans Company (SLC) will use the information provided in connection with your application to determine whether you are eligible for student finance, to assess the amount of financial support you are entitled to and to make payments and maintain your account.

The SLC will retain this information to provide customer services to you and to respond to your questions and update information on your account.

The SLC will keep personal information given on this form about you so that it can audit its assessment of financial support.

The SLC is the data controller for this information. The DfES (if you study in England), the National Assembly for Wales (if you study in Wales) and DEL (if you study in Northern Ireland) are also joint data controllers for this information as they are responsible for it by law. If you would like to see your information in any case, please contact the SLC.

If you breach the terms of the loan contract, SLC may share information about you and your account with any person, including the Government or a Government agency of another country, who may assist them in establishing your whereabouts and/or in taking action to recover outstanding loan amounts.

Your university or college will receive information from the SLC so that SLC can pay to it any tuition fee grant or loan you are entitled to, and so that it can confirm the details of your course of study. Your university or college may have shared access to your application and account information in the future for these purposes.

Your university or college may also be provided with or given access to the information that you provide in connection with your application for student finance (either on this form or at a later stage) such as your personal, financial and course details or information about your eligibility for student finance, for bursary administration purposes, from the SLC, the Department for Employment and Learning, if your place of study is in Northern Ireland, the Secretary of State for Education and Skills, if your place of study is in England or the National Assembly for Wales, if your place of study is in Wales.

This information will only be shared where you and any person named on your application that is providing financial information, has consented to the information being shared for bursary administration purposes.

When this happens, the university or college will be the data controller of the information and will use it to assess eligibility and make payment of any bursary or scholarship to which you may be entitled. If you would like to see this information please contact your university or college.

The Department for Education and Skills (DfES) (if you take up a place of study in England), the National Assembly for Wales (if you take up a place of study in Wales) and the Department for Employment and Learning (DEL) (if you take up a place of study in Northern Ireland) will have access to your account information to provide customer services to you and may use the information you have provided on this form to monitor the performance of the student finance system and to develop future policy. Any published output from this statistical work will be anonymous and will not identify individuals.

The Department for Work and Pensions (DWP), HM Revenue & Customs (HMRC) and Jobcentre Plus. Information will be given to the DWP to check your National Insurance Number and personal details. Information will also be given to HMRC to check your National Insurance Number to help the SLC collect loan repayments. In future HMRC may have shared access to your loan account information to help SLC collect loan repayments. Jobcentre Plus may ask us to provide confirmation of your eligibility for a loan in order to help you obtain a National Insurance Number.

The Higher Education Funding Council for England (HEFCE), The Higher Education Funding Council for Wales (HEFCW) and the Higher Education Statistics Agency (HESA) which carries out certain functions on behalf of HEFCE and HEFCW may, in carrying out HEFCE and HEFCW's statutory functions relating to the funding of education, use the information provided on this form for statistical analysis. HESA, HEFCE and HEFCW will not identify individuals in any published results.

By law, the SLC and your university or college must protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. They may also share the information, for the same purposes, with other organisations which handle public funds.