student finance england

Application for Student Finance (Continuing Students) 2009/10

You can also apply online at

www.direct.gov.uk/studentfinance

Forename(s):	
r oronamo(o).	
Curnama	
Surname:	

You should complete this form if you are continuing study on one of the following courses:

- · A full-time or sandwich course of Higher Education.
- A full-time Initial Teacher Training (ITT) course.
- · A part-time ITT course.
- A flexible ITT course that lasts at least 6 weeks.
- A diploma or degree course in a health related discipline and you will, or are likely to receive an **income assessed** bursary from the National Health Service (NHS) or Department of Health (DoH).

This form should be completed in conjunction with the notes. The notes will give you extra information to help you complete the form correctly so that there are no delays with processing your application due to incorrect answers, missing information or lack of evidence.

Deadlines

If you are applying for student finance which **does not** require any financial information to be provided, you must return your form to us by **24 April 2009** in order to ensure you receive your first payment at the start of term.

If you are applying for student finance which **does** require financial information to be provided, you must return your form to us by **22 May 2009** in order to ensure you receive your first payment at the start of term.

If you miss these deadlines, your application will be processed as soon as possible, but your first payment may not be available at the start of term.

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

section



finance available

By completing this form, you can apply for various types of student finance. Descriptions of these can be found in the notes that accompany this form or in the book 'A Guide to Student Finance for Higher Education Students 2009/10'.

Please refer to the notes each time you see this icon.

Whenever you see this icon you may have to provide evidence to support your application.

Type of finance	Sections to be completed
Tuition Fee Loan n	Sections 2 - 3 and Loan Request Form
Maintenance Loan n	Sections 2 - 4 and Loan Request Form
	You may receive more Maintenance Loan by also completing Sections 5, 6 and 8 - 10.
Parents' Learning Allowance Adult Dependant's Grant Travel Grant	Sections 2 - 10 Sections 2 - 10 Sections 2 - 6 and 8 - 10

If you have received	Disabled Students'	Allowances	(DSA) for a	previous	academic y	year
tick this box. Tick						

If you have **not** received DSA for a previous academic year and you now want to apply, or if you want to apply for Childcare Grant (CCG) you should complete the relevant sections of this form detailed below:

You will also need to complete a separate form which you:

- · can download from www.direct.gov.uk/studentfinance and return with this form;
- can have sent to you by ticking the appropriate box below; or
- can request by contacting our Customer Support Office on **0845 300 5090**.

Type of finance	Sections to be completed	I want to apply	Send me an application form
Disabled Students' Allowances	Sections 2 and 3	Tick	Tick
Childcare Grant n	Sections 2 - 10	Tick	Tick



If you started your course in academic year 2006/07 or after (not including gap year students who started in 2006/07) you may be eligible to receive Bursaries and Scholarships and either a Special Support Grant or a Maintenance Grant.

Type of finance	Sections to be completed
Bursaries and Scholarships n	Sections 2 - 6 and 8 - 10
Maintenance Grant OR n	Sections 2 - 6 and 8 - 10
Special Support Grant n	Detailed information about who can qualify for Special Support Grant can be found in the notes.
	If you think you qualify for Special Support Grant, please tick this box. Tick
	You will need to send appropriate evidence.

If you started your course in academic year 2005/06 or before (this would include gap year students who started in 2006/07) you may be eligible to receive the following two grants.

Type of finance	Sections to be completed
Grant for Tuition Fees n	Sections 2 - 6 and 8 - 10
Higher Education Grant n	Sections 2 - 6 and 8 - 10

Instructions

- Complete this form in black ink and use BLOCK CAPITALS.
- Answer all the questions. If you leave any question 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.
- Further information about the evidence required can be found in the notes and will be marked with this icon.
- Return this form to us at the address shown on the back of this form, the accompanying letter with this form or on the list available online at **www.direct.gov.uk/studentfinance**.
- If you have any questions or problems, please call our Customer Support Office on 0845 300 5090.



Please remember to pay the correct postage.



You must remember to sign the Student's Declaration on page 17 otherwise your application for student finance may be delayed.

Please also ensure that anyone named in Section 8 signs the declaration(s) on page 22.

personal details

	ART ID or Customer Reference Number (if you have one)		
	Personal details		
a	Title Mr	Mrs Miss M	s 🗌
	Forename(s)		
	Surname		
	Sex Male	Female	
	Date of birth	MONTH YEAR	
	Contact details		
b	Please give your curre correspondence address		If you know it, please also give your term-time
	Home Address		Term-time Address
	Postcode:		Postcode:
	Home phone number:		Date on which you will move to this address: DAY MONTH YEAR
	Mobile phone number:		
	Email address:		
-	Email address.		
	Marital status		
С	Please tick one box:		
	Single		
	Living with a partr	ner n	
	Married/civil partn	ership Ple	ase give the date of marriage/civil partnership
			DAY MONTH YEAR
	Separated e		
	Divorced/dissolve	d civil partnership	e
	Widowed/surviving		
L			

section

3

about your course and your college or university

а	Full tuition fee amount for the academic year 2009/10.
	If you are unsure about the tuition fee amount you will be charged, please contact your university or college for clarification.
	If any of your course or university and college details have changed in any way since you applied for student finance for the previous academic year, you must complete all of the questions in this section with the new details.
b	Will you be studying at exactly the same university or college and on exactly the same course that you were in the academic year 2008/09? Yes No
	University/college details
С	University/college name and address
	Postcode
	UCAS application number
	UCAS university/college code
	UCAS campus code (if applicable)
	Course details
d	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 (e.g. BSc Physics)
	Course start date MONTH YEAR MONTH YEAR MONTH YEAR
	Course end date
	Course length (years)



about your course and your college or university

	Foundation First year		Third year Fourth year
	Second		Other (give details)
		-	
	If the course is franchised to another univer- university/college	sity/col	llege, give the address of the other
			Postcode
9	Course type (please tick one box):		
	Full time undergraduate	Ana	swer both questions
	Initial Teacher Training (ITT) courses		nber of weeks you will be
	Flexible postgraduate ITT	stud	lying full-time in academic
	Part-time undergraduate ITT	7 1	r 2009/10. nber of weeks you will be
	Part-time ITT (excluding first degrees)	on fu	full-time teaching practice cademic year 2009/10.
	Full-time postgraduate ITT		
	Other course types		
	Full-time distance learning		you have a disability which prevents you attending your university/college in
	Full-time foundation degree		son? e Yes No
	Full-time involving a placement (sandwid	ch cour	rse)
•	Have you been awarded a state-funded pla course at a privately-funded institution?	ce on a	a dance and drama
3	Have you applied, or will you be applying, for 2009/10 from the National Health Service (I excluding the social work bursary?	•	
	If you applied for support, whether or not yo	ou rece	eived it, tick 'Yes'. No No
	If 'Yes', is this bursary or award income ass Income assessed Non-income as		



continued

about your course and your college or university

Where v	
	vill you live during the academic year 2009/10?
Term 1	Living with parent Elsewhere or own home
Term 2	Living with parent Elsewhere or own home
Term 3	Living with parent Elsewhere or own home
Where v	vill you spend most of your time studying in the academic year 2009/10?
Term 1	University or college Study abroad Placement in the UK or abroad
Term 2	University or college Study abroad Placement in the UK or abroad
Геrm 3	University or college Study abroad Placement in the UK or abroad
	if you have ticked 'University or college' and/o 'Study abroad' for all 3 terms go to Section 4
Mhoro	will your placement be?
Abroad	If your placement is abroad, have you
UK	been accepted onto the ERASMUS
on't kn	exchange scheme? Yes No
	ent name and address, if known
e the ni	Postcode
•	
paid	Postcode
paid unpaid	Postcode acement:
paid unpaid If you tio	Postcode acement: Cked 'unpaid', please tick which type:
paid unpaid If you tic	Postcode acement: cked 'unpaid', please tick which type: spital, Public Health Service Laboratory or with a Primary Care Trust;
paid unpaid If you tio a ho	Postcode acement: Cked 'unpaid', please tick which type:
paid unpaid If you tid a ho a He Auth a Lo and	Postcode acement: cked 'unpaid', please tick which type: spital, Public Health Service Laboratory or with a Primary Care Trust; ealth Authority, Strategic Health Authority, Local Health Board, Special Health
paid unpaid If you tid a ho a He Auth a Lo and y activ	Postcode acement: cked 'unpaid', please tick which type: spital, Public Health Service Laboratory or with a Primary Care Trust; ealth Authority, Strategic Health Authority, Local Health Board, Special Health ority, Health Board, Special Health Board or a Health and Social Services Board; cal Authority carrying out its duties relating to health, welfare or caring for children young people, a voluntary organisation providing facilities or carrying out similar
paid unpaid If you tid a ho a He Auth a Lo and y activ the p	Postcode acement: cked 'unpaid', please tick which type: spital, Public Health Service Laboratory or with a Primary Care Trust; salth Authority, Strategic Health Authority, Local Health Board, Special Health ority, Health Board, Special Health Board or a Health and Social Services Board; cal Authority carrying out its duties relating to health, welfare or caring for children young people, a voluntary organisation providing facilities or carrying out similar ities;

student's bank or building society account details

UK bank/building society account details	
This account must be in your own name as Please note that missing or incorrect bank or Maintenance Loan, Bursary (if applicable) or a	building society details will result in your
Sort code	
Account number	
Building society roll number (if applicable)	

If you wish to apply for a Maintenance Loan, Tuition Fee Loan or both, please complete the Loan Request Form on pages 11 and 12.

If you do not want a Maintenance Loan or a Tuition Fee Loan, tear out and keep safe the Loan Request Form. You can send this to us at a later date if you change your mind.

Note: All applicants must sign the Student's Declaration on page 17.

section

dependent and independent students

	is important as it establishes whose income we need to take into account from your household before we calculate your entitlement.
31	Will you be 25 or over on the first day of the academic year?
	if 'Yes', you are an independent student, go to Section
32	Have you been married or in a civil partnership at any time before the first day of the academic year?
	if 'Yes', you are an independent student, go to Section
33	Will you have the care of a person under the age of 18 on the first day of the academic year? No No
	if 'Yes', you may be considered an independent student go to Section
	If you have previously been considered independent because you have supported yourself financially for a total of 3 years or more prior to the start of the first academic year of your
	course, you will continue to be considered independent. if this applies to you go to Section
o	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 from (have no contact with) your parents and this will not change.
	At any point from the age of 16 to the start of your course, you have not been under the legal care of your parents; and, for three months or more, you have been in the custody or legal care of, or have been given accommodation by, a local authority.
	Both your parents have died.
	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 6

Loan Request Form - 2009/10 n

Remember you must complete the following form if you want to apply for a Maintenance Loan, a Tuition Fee Loan or both.

Only if you DO NOT want either loan at this time, tear out this page and keep it safe.

You can send this at a later date if you change your mind.

Customer Reference Number o	,	
Forename(s)	Surname	
National Insurance Number	n	
Maintenance Loan n		
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.	£
Tuition Fee Loan n		
	mum of £3,225 depending on your circumstances. Yor college is charging before you apply for a Tuition F	
Amount of Tuition Fee Loan you would like to apply for:	Maximum available to you:	Tick
Contact details Please give the names and a	If you wish to apply for less than the maximum available to you, please state the amount. Iddresses of two contacts. The contacts you give	£ should live a
Please give the names and a different addresses and will not inform us. You must infor	available to you, please state the amount. ddresses of two contacts. The contacts you give only be contacted if, for example, you move add m your contacts that you are providing us with the	should live a
Please give the names and a different addresses and will not inform us. You must infor Contact 1	available to you, please state the amount. ddresses of two contacts. The contacts you give only be contacted if, for example, you move add m your contacts that you are providing us with the	should live a
Please give the names and a different addresses and will not inform us. You must infor	available to you, please state the amount. ddresses of two contacts. The contacts you give only be contacted if, for example, you move add m your contacts that you are providing us with the Contact 2 Forename(s):	should live a
Please give the names and a different addresses and will not inform us. You must infor Contact 1	available to you, please state the amount. ddresses of two contacts. The contacts you give only be contacted if, for example, you move add m your contacts that you are providing us with the	should live a
Please give the names and a different addresses and will not inform us. You must infor Contact 1 Forename(s):	available to you, please state the amount. ddresses of two contacts. The contacts you give only be contacted if, for example, you move add m your contacts that you are providing us with the Contact 2 Forename(s):	should live a
Please give the names and a different addresses and will not inform us. You must infor Contact 1 Forename(s): Surname:	available to you, please state the amount. Inddresses of two contacts. The contacts you give only be contacted if, for example, you move add orm your contacts that you are providing us with the Contact 2 Forename(s): Surname:	should live a
Please give the names and a different addresses and will not inform us. You must infor Contact 1 Forename(s): Surname: Relationship to you:	available to you, please state the amount. Inddresses of two contacts. The contacts you give only be contacted if, for example, you move add orm your contacts that you are providing us with the Contact 2 Forename(s): Surname: Relationship to you:	should live a
Please give the names and a different addresses and will not inform us. You must infor Contact 1 Forename(s): Surname: Relationship to you: Address:	available to you, please state the amount. Indexesses of two contacts. The contacts you give only be contacted if, for example, you move add the your contacts that you are providing us with the Contact 2 Forename(s): Surname: Relationship to you: Address:	should live a



You MUST now read and sign the following declaration.

Declaration by the student requesting a loan

I declare that:

- a The particulars I have given above are correct.
- **b** I have read and understood the booklet "Student Loans: A guide to terms and conditions".
- c I acknowledge and agree that any loan(s) made to me by the Secretary of State, "the lender" (which includes any persons exercising functions on behalf of the Secretary of State pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation, "the Act") will be on the terms set out in the Loan Request Form including these declarations and in regulations which are made under section 22 of the Act as amended from time to time.
- **d** I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/are contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.
- f I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- g I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- h I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my home address as stated in this form PR1 (or, if my address is outside the United Kingdom, English law).

- i I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in this form PR1 is situated (or the English, Scottish and Northern Ireland courts where my address is outside the United Kingdom) shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
- j I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the regulations referred to in paragraph c.
- k In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the regulations referred to in paragraph c and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.
- I I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the regulations referred to in paragraph c.
- m If I breach any of the terms under which any loan(s) will be made, I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the regulations made under that Act, as amended from time to time or successor legislation and/or regulations.
- n I understand that the Student Loans Company will check my National Insurance Number and personal details with the Department for Work and Pensions (DWP). If I do not know my National Insurance Number, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.
- o If I have broken the terms of this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Your signature:	×	Date: MONTH YEAR

student financial questions

If you leave any questions 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.

	does not apply to you,	please enter 'No	one or 'N/A as th	ne answer.		
а	Unearned income Taxable unearned inco Bank or building socio Property, lettings or re Dividends or investme Trusts or sponsorship Any other payment re	ety gross interesent. ents. ess. eceived for atten	st. ding the course.	oro.		
	deductions, that you ex	xpect to receive	in academic yea	r 2009/10. n	£	
-		_				
b	Payments from an en Will your employer be for the academic year If 'Yes', how much will attending your course	releasing you to 2009/10? your employer p	pay you for time s	Yes	No if 'No' go	to d
С	During the academic y pay any money into a place. If 'Yes', how much duri	pension fund on		oloyer Yes £	No No	
d	Dependent children Give details of any chil the academic year 200 When stating the child' social security contribu	9/10. s income, includ			•	
	Child's full name	Date of birth	Relationship to you	Whom will they live with?	Child's income	

section



Parents' Learning Allowance, Adult Dependant's Grant and Childcare Grant

Only complete this section if your properties of the properties of the contract of the contrac		nts' Learning Allowance, Adu
Are you a lone parent?		Yes No if 'Yes' g
Are you under 25, living with a pa Childcare Grant or Parents' Learr		Yes No if 'No' g
Give the total estimated income a academic year 2009/10 for:	after income tax and Nation	nal Insurance deductions in the
You: £	Your partner	£ £
How much of this will be Child Ta	ax Credit for the academic	year 2009/10?
You: £	Your partner:	£
If you are a lone parent and are <u>r</u> Give an estimate of your husband academic year 2009/10.	d's, wife's, partner's or othe	er adult dependant's income fo
Give an estimate of your husband academic year 2009/10.	d's, wife's, partner's or othe Husband, wife or partner	er adult dependant's income fo Other adult dependant
Give an estimate of your husband academic year 2009/10. Income from earnings	d's, wife's, partner's or othe	er adult dependant's income fo Other adult dependant
Give an estimate of your husband academic year 2009/10. Income from earnings after deductions	d's, wife's, partner's or othe Husband, wife or partner	Other adult dependant E Other adult dependant
Give an estimate of your husband academic year 2009/10. Income from earnings after deductions Adoption Agency payments	d's, wife's, partner's or othe Husband, wife or partner £ Husband, wife or partn	Other adult dependant E Other adult dependant E Other adult dependant Other adult dependant
Give an estimate of your husband academic year 2009/10. Income from earnings after deductions Adoption Agency payments Any disability pension or benefit	d's, wife's, partner's or other Husband, wife or partner £ Husband, wife or partn £ Husband, wife or partn	Other adult dependant E Other adult dependant Control of the con
Give an estimate of your husband academic year 2009/10. Income from earnings after deductions Adoption Agency payments Any disability pension or benefit Child Benefit	d's, wife's, partner's or other Husband, wife or partner £ Husband, wife or partn £ Husband, wife or partn £ Husband, wife or partn	Other adult dependant E Other adult dependant E Other adult dependant C Other adult dependant E Other adult dependant E Other adult dependant E Other adult dependant
Give an estimate of your husband academic year 2009/10. Income from earnings after deductions Adoption Agency payments Any disability pension or benefit Child Benefit Guardian's Allowance Fostering or Boarding Out	d's, wife's, partner's or other Husband, wife or partner £ Husband, wife or partn	Other adult dependant E Other adult dependant E Other adult dependant Other adult dependant Other adult dependant E Other adult dependant E Other adult dependant E Other adult dependant Other adult dependant
Give an estimate of your husband academic year 2009/10. Income from earnings after deductions Adoption Agency payments Any disability pension or benefit Child Benefit Guardian's Allowance	Husband, wife or partner £ Husband, wife or partn	Other adult dependant er £ Other adult dependant
Give an estimate of your husband academic year 2009/10. Income from earnings after deductions Adoption Agency payments Any disability pension or benefit Child Benefit Guardian's Allowance Fostering or Boarding Out payments	Husband, wife or partner £ Husband, wife or partn £ Husband, wife or partn	Other adult dependant er £ Other adult dependant



Parents' Learning Allowance, Adult Dependant's Grant and Childcare Grant

		Husband, w	ife or partner	Other adult dependant		
	All other income	£ Husband	wife or partner	£ Other adult dependant		
	If other, what is it?					
	If applying for Adult Dependant's	Grant, pleas	e indicate who th	e adult dependant is.		
	Your Your husband wife	Your par you are 2	tner (if 25 or over)	Other adult dependant		
Э	Give details of financial commitments husband, wife or partner will con	-				
	Type: £		Type:	£		
	Type: £		Type:	£		
F	Answer this question if you ar	e applying fo	or Childcare Gra	int.		
	Do you, your husband, wife or pa the childcare element of Working If 'Yes', you cannot also get Child instead of the childcare element	artner receive Tax Credit? dcare Grant.	, or expect to rec	Yes No se to receive Childcare Grant		
	Do you, your husband, wife or pathe childcare element of Working If 'Yes', you cannot also get Child	artner receive Tax Credit? dcare Grant.	, or expect to rec	Yes No se to receive Childcare Grant		
	Do you, your husband, wife or pathe childcare element of Working If 'Yes', you cannot also get Child	artner receive Tax Credit? dcare Grant. of Working T	e, or expect to rec But you can choo ax Credit if you v	Yes No see to receive Childcare Grant vish.		
	Do you, your husband, wife or pathe childcare element of Working If 'Yes', you cannot also get Child instead of the childcare element	artner received Tax Credit? dcare Grant. of Working T	But you can choosax Credit if you voo	yes No see to receive Childcare Grant wish.		
	Do you, your husband, wife or pathe childcare element of Working If 'Yes', you cannot also get Child instead of the childcare element If you are a dependent If you are an independ	artner received artner received artner received artner received artner received artner artner received artner grant. The student artner	But you can choos ax Credit if you version to Section 8,	yes No see to receive Childcare Grant wish. n		

section



about your family

before completing this section. n					
With which parent do you normally liv		if you have ticked 'bot or 'N/A' then go to d			
What is the marital or civil partnership status of this parent?					
Single S	eparated				
Living with a partner D	vorced/dissolved civil partnership				
Married/civil partnership W	idowed/surviving civil partner				
Have your parents divorced, separate which has been dissolved, since 1 Se	·	Yes No			
If you are an independent student a partner. If you are a dependent stude • mother, father; or • stepmother, stepfather; or • mother's partner, or father's partner you identified in questions a and b.		e give details of your			
Person 1	Person 2				
Relationship to you:	Relationship to you:				
Title:	Title:				
Forename(s):	Forename(s):				
Surname:	Surname:				
Date of birth:	Date of birth:				
Place of birth: The name of the town or village, exact as it appears on their birth certificate	Place of birth: The name of the to passport.	town or village, exactly heir birth certificate or passport.			
Home address:	Home address:				
Postcode:	Postcode:				
Llama tal mumbani	Home tel. number:				
Home tel. number:					

,	Student's Declaration n
(Your application for financial support may be delayed unless you sign and date this declaration. Before signing and returning your completed form, you should read the Data Protection Statement in the notes that accompany this form.
•	• 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 my LEA (or SLC where appropriate) false information, or have not given them complete information, I might be refused financial support, or I may be prosecuted and my financial support withdrawn.
•	 I agree to give my LEA (or SLC 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 my LEA (or SLC where appropriate) about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about, and that I may have to

• I agree that in the event of receiving an overpayment of financial support, I am obligated to repay any of this overpayment in full.

repay all or part of the financial support I have already received in the year.

Your full name				
(in BLOCK CAPITALS):				
Your signature:	×	Date: DAY	MONTH	YEAR

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 non-repayable bursary or scholarship to which you may be entitled, we will need to share some of your personal, financial and course details as well as information about your eligibility for student finance with them. Most universities and colleges will not pay bursaries and scholarships if you do not give consent.

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



The relevant person(s) you named in Section 8 must complete Sections 9 and 10, as well as the declaration(s) on page 22. Please pass this form to them now.

If you are an independent student who is single, please now turn to page 24 to finalise your application.

section



financial details for the tax year 2007-08 for person(s) named in Section 8

	If you provided for student fina the Student Fina academic year 2009/10.	d financial details ance, you do not nance Regulation 2008/09 for the	in academic y need to compl ns which allows household inc	ea ete s u	ar 2008/09 to e Section 9. is to reuse s ne assessme	support this student's application This is because of a change to consor financial data supplied for nt calculation in academic year go to Section 10 8/09, please complete this
a	section. Alternation can download available from ticking this box	atively, If you wo and send us the www.direct.gov	uld like to prov form 'Assessn .uk/studentfin	ide 1e	e your finance nt of Finance nce or you ca	ial information separately, you all Circumstances' form (PFF2) an have this form sent to you by
	step-parent	ne student's pare (s) or parent's pare nswer this ques	artner,		_	the student's partner, answer this question.
	deductions)	tal gross taxable from all sources r to 5 April 2008.	•		deduction	total gross taxable income (before s) from all sources received from 7 to 5 April 2008.
	Person 1	£			Total gros	ss taxable income
	Person 2	£			£	
	Total gross	taxable income				
		£				
b	Was the total gross taxable medific 210,000 of less —					No if 'Yes' go to Section 10
			Person 1			Person 2
c1	Your full name: Your ART ID or Customer Reference Number if you have one:		Person 1			Person 2



financial details for the tax year 2007-08 for person(s) named in Section 8

You do not need to submit with this form any evidence in support of the financial information you provide in this section. However, it is important that you keep all evidence relating to the financial year 2007-08, as a number of applications will be checked at a later date and you may be asked to provide us with this evidence.

	Income		
	Please give financial details for the	ne period from 6 April 2007 to	5 April 2008.
	Employment		
C2	Give details of the gross taxable		
	income from salary or wages (before deductions).	£ Person 1	£ Person 2
	You can find these details on you	ır P60	
c 3	Taxable benefits in kind n	£ Person 1	£ Person 2
С4	Income from self-employment	C Darson 1	£ Person 2
	(estimate if you are not sure)	£ Person 1	£ Person 2
С5	Income as a company director n	£ Person 1	£ Person 2
	Pensions		
C6	Income from the state retirement pension	£ Person 1	£ Person 2
с7	Income from any other pensions n	£ Person 1	£ Person 2
	Property		
C 8	Income from property, lettings or rents	£ Person 1	£ Person 2
c 9	How much of this is through the rent a room scheme?	£ Person 1	£ Person 2
	Savings and investments		
:10	Bank and building society gross interest (before tax)	£ Person 1	£ Person 2
:11	Other investment income before	income tax	
	Туре	£ Person 1	£ Person 2
	Туре	£ Person 1	£ Person 2

section



financial details for the tax year 2007-08 for persons named in Section 8

	Only include money you recei	ve for the following be	enefits:			
	 Jobseeker's Allowance 	 Statutory Adoption Pay 				
	 Bereavement Benefit 	Statutory Sick PayWidowed Parent's Allowance				
	 Industrial Death Benefit 					
	 Carer's Allowance 	• Incapa	city Benefit. Only include amount			
	 Statutory Maternity Pay 	•	ed after 28 weeks of incapacity.			
	 Statutory Paternity Pay 		oution based Employment and			
			t Allowance			
:12	Income from benefits	£ Person 1	£ Person 2			
:13	Did you receive Income Suppor	t,				
	Working Tax Credit or Child Tax Credit?	Yes No	Yes No			
:14	Other					
	Any other type of income					
	Туре	£ Person 1	£ Person 2			
	Туре	£ Person 1	£ Person 2			
	Deductions					
d1	Amount of any private pension contributions you have paid n	£ Person 1	£ Person 2			
	•					
d2	Amount of any Additional					
	Voluntary Contributions	£ Person 1	£ Person 2			
	(AVCs) you have paid					
d3	Amount of any professional					
as	or employment-related					
	expenditure on which					
	you claim tax relief n	£ Person 1	£ Person 2			
	you claim tax relief					

dependants of person(s) named in Section 8



This section sho	uld be completed by t	he person(s) n	named in Secti	on 8.
Identify any perso	on who will be wholly or	mainly financia	Illy dependent	on you.
Include unearned	ts <u>not</u> in further or hig income for ALL depend and over. Do not count	dants. Only inclu	ude earned inc	ome details for
Full name		Date of birth		e for the year
	ts <u>in</u> further or higher our partner, please inclu			
-	I for student finance.	ado diriy orinidror	Triamod iii Ook	Are they receiving
Full name	Date of birth S		Course	financial support?
	OI DAY MONTH YEAR	university		authority or organisation?
	DAI MONTH TEAK			

Declaration for any person(s) named in Section 8 n

This application for financial support may be delayed unless you sign and date this declaration. Before signing, you should read the Data Protection Statement in the notes that accompany this form.

- 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 the LEA (or SLC 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 the LEA (or SLC 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.

Person 1	Person 2
Your full name (in BLOCK CAPITALS):	Your full name (in BLOCK CAPITALS):
Your signature:	Your signature:
DAY MONTH YEAR Date:	Date: Month YEAR

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

If the applicant started their course in academic year 2006/07 or after they may be eligible for a bursary or scholarship. In order for the applicant's university or college to determine and pay any non-repayable bursary or scholarship to which they may be entitled, we will need to share some of your personal and financial details with them. Most universities and colleges will not pay bursaries and scholarships if you do not give consent.

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

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

If the applicant started their course in academic year 2006/07 or after they may be eligible for a bursary or scholarship. In order for the applicant's university or college to determine and pay any non-repayable bursary or scholarship to which they may be entitled, we will need to share some of your personal and financial details with them. Most universities and colleges will not pay bursaries and scholarships if you do not give consent.

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



You must now pass this form back to the student.

Additional Notes If you are providing extra information below please clearly mark what section and question number the information is relating to.	

Additional Notes If you are providing extra information below please clearly mark what section and question number the information is relating to.
Checklist 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). 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.
You must return your completed form to the address shown below, on the covering letter sent with this form or on the list available online at www.direct.gov.uk/studentfinance.





Notes to help you complete your Application for Student Finance (Continuing Students)

2009/10

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

Student Finance England is a partnership between Local Education Authorities (LEAs) and Student Loans Company (SLC) for delivering financial support to students on behalf of the Department for Innovation, Universities and Skills (DIUS).

You should **not** be completing the PR1 form if any of the following apply to you:

- You normally live in Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man, but you have moved or will be moving to England to undertake this course. If this is the case, you should contact whichever of the following organisations is relevant:
 - · Your Local Authority (LA) in Wales
 - The Student Awards Agency for Scotland (SAAS)
 - Your local Northern Ireland Education and Library Board (ELB)
 - · The Education Department of Guernsey or Jersey
 - · The Education Department for the Isle of Man
- You are studying on a distance learning course for a reason which is not related to a disability. If this is the case, you should instead complete a PTG1 form to apply for student finance. The PTG1 form will be available from August 2009.
- You are a national of a European Union Member State and you have moved to England to attend a Higher Education course. If this is the case, you should contact the EU Customer Services Team at: PO Box 89, Darlington, County Durham, England, United Kingdom, DL1 9AZ. Phone: 0141 243 3570.
- 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 phone our Customer Support Office on 0845 300 5090.
- You will be starting a course in a health related discipline and will be receiving a bursary from the National Health Service (NHS) or Department of Health (DoH) which is not assessed on your household income, excluding the social work bursary.

You must use these notes whenever you see this icon within the main PR1 form. **n**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 the PR1 form, you should check these notes for information on the evidence required.

Section 1 finance available

section

Tuition Fee Loan REPAYABLE

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

If you are undertaking a course at a university or college in England, Wales or Northern Ireland that is charging variable or flexible tuition fees, up to a maximum of £3,225, you will be able to take out a Tuition Fee Loan to cover some or all of these fees (depending on how much you are charged and how much you wish to borrow).

If you are undertaking a course at a university or college in England, Wales or Northern Ireland that is not charging variable or flexible tuition fees then the tuition fee chargeable could be any amount up to a maximum of £1,285. You can apply for a Tuition Fee Loan to cover this cost.

If you are undertaking a course at a university or college in Scotland, you can apply for a Tuition Fee Loan to cover the amount of tuition fees that your university or college will charge you, up to a maximum of £3,225.

If you started your course before academic year 2006/07 or you were a gap year student who started your course in academic year 2006/07, your university or college can charge tuition fees up to a maximum of £1,285. You can apply for a Tuition Fee Loan to cover this cost. However, if you choose to apply for a Grant for Tuition Fees then the amount of Tuition Fee Loan you can apply for will be dependent on how much Grant for Tuition Fees you are entitled to.

If you are undertaking a course at a private university or college then you may be charged more than £3,225 for tuition fees. You can still apply for a Tuition Fee Loan up to the maximum of £3,225 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.

Maintenance Loan REPAYABLE

You may not be eligible for a Maintenance Loan if you already hold a UK honours degree, unless you are taking a particular vocational degree.

If you are assessed as being eligible to receive the Maintenance Grant then the amount of Maintenance Loan available to you may be reduced.

Parents' Learning Allowance (PLA) NOT REPAYABLE

The amount you receive depends on your income and that of your dependants (including your husband, wife or partner). It is not counted by Jobcentre Plus or housing benefit departments when calculating your other benefits, so you do not have to choose between Parents' Learning Allowance and other benefits.

Adult Dependant's Grant (ADG) NOT REPAYABLE

This grant is dependent on your income and any income of your dependants. You can only apply for this grant if you are married, in a civil partnership, living with a partner of either sex or have another adult dependant. You can only apply for this grant for one adult dependant; if you have more than one adult dependant, you can still only receive one grant.

Travel Grant NOT REPAYABLE

If you have to study at a university or college outside the UK for the majority of any term in the academic year or if you have to attend a place in the UK away from your main college or university as part of your medical or dental training, you may be eligible for help with the cost of travel. You may also be able to get help to cover the cost of medical insurance, visa costs and vaccinations. The support you receive is dependent on your household income.

If you have extra travel costs because you are disabled or have a specific learning difficulty, apply for Disabled Students' Allowances instead.

You will be sent further forms to complete about your travel costs.

Section 1 finance available

Disabled Students' Allowances (DSA) NOT REPAYABLE

These can help pay for the extra course-related costs you may have as a result of your disability, mental health condition or specific learning difficulty. This includes special equipment, a non-medical helper or special travel arrangements.

- evidence of your condition such as a letter from your doctor or an appropriate specialist. If you have a specific learning difficulty (for example, dyslexia), you will need to provide evidence of this in the form of a diagnostic assessment carried out by a psychologist or suitably qualified specialist teacher, this will help us process your application more quickly. If you do not have this evidence yet, send this form to us now and send in the evidence of your disability, mental health condition or specific learning difficulty later. We will contact you to ask for the extra information we need.
- e If you are taking your course by distance learning or otherwise undertaking but not attending a course in person for a reason which relates to your disability, you can apply for all types of student finance (except Travel Grant) as if you were attending in person. The evidence you send must show that you are unable to attend university or college in person for a reason which relates to your disability.

Childcare Grant NOT REPAYABLE

You may get help with some of your childcare costs, depending on your income, and any income of your dependants, if you have dependent children aged under 15 at the beginning of the academic year - or under 17 if they have special educational needs - and you need childcare services for them. You may be able to get help with childcare costs during vacations as well as during term-time. Your childcare provider must be registered or approved for you to receive this grant. You cannot have this grant if you or your partner receives the childcare element of Working Tax Credit; you have to choose one or the other.

Bursaries and Scholarships NOT REPAYABLE

Universities and colleges in England, Wales and Northern Ireland must offer you a mandatory bursary if you are assessed as being eligible to receive either the full Maintenance Grant or full Special Support Grant and the university or college is charging the maximum variable or flexible fee rate.

Some universities and colleges may choose to offer discretionary bursaries or scholarships. The amount offered would be at their discretion and you may not need to be eligible for the full Maintenance Grant or the full Special Support Grant to qualify for their bursary or scholarship scheme.

Maintenance Grant NOT REPAYABLE

You will not be eligible to receive a Maintenance Grant if you are eligible to receive a Special Support Grant.

The amount of Maintenance Grant you receive will affect the amount of Maintenance Loan you are entitled to and is dependent on your household income.

If you will be studying on a postgraduate Initial Teacher Training (ITT) course and choose not to provide any financial information you will be eligible to receive £1,292 Maintenance Grant (£646 for part time ITT students). If you choose to provide financial information then you may be eligible to receive up to £2,906 Maintenance Grant (£1,453 for part time ITT students).

Section 1 finance available
Special Support Grant NOT REPAYABLE

If you are eligible to receive a Special Support Grant you will **not** be eligible to receive a Maintenance Grant.

You may be able to receive a Special Support Grant if you:

- Are a lone parent.
- Have a partner who is also a student and one or both of you is responsible for a child or young person aged under 20 who is in full-time education below Higher Education level.
- Have a disability, and qualify for the disability premium or severe disability premium.
- Are deaf and qualify for Disabled Students' Allowances.
- Have been treated as incapable of work for a continuous period of at least 28 weeks.
- Have a disability and qualify for income-related Employment and Support Allowance.
- Are from abroad and are entitled to an Income Support Urgent Cases Payment because you
 are temporarily without funds for a period of up to six weeks.
- Are 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.
- · Are aged 60 or over.
- Please state on a separate piece of paper which of the above categories you think you may fall into and enclose this, and relevant supporting evidence, with the PR1 form.

The Special Support Grant pays up to £2,906, depending on your household income, and is intended to help with additional course related costs such as books, equipment, travel or childcare. Entitlement is calculated in the same way as the Maintenance Grant but will not affect the amount of Maintenance Loan you may be entitled to receive. Jobcentre Plus or your local authority's Housing Benefit section will not take account of the Special Support Grant when assessing any claim you make for income related benefits.

If you are unsure about your eligibility for a Special Support Grant, call our Customer Support Office for help.

Grant for Tuition Fees NOT REPAYABLE

You may not be eligible for a Grant for Tuition Fees if you already hold a UK honours degree unless you are taking a particular vocational degree.

If you are assessed as having to pay a contribution towards your tuition fees then you can apply for a Tuition Fee Loan to cover this assessed contribution, up to a maximum of £1,285.

If you are studying on a full-time Initial Teacher Training (ITT) course this grant may be non-income assessed and will be used to help with the amount of tuition fees charged by your university or college, up to a maximum of £1,285.

If you are studying at a private university or college, you are NOT eligible for a Grant for Tuition Fees, unless you are continuing your studies which started before September 2006, in which case you may be eligible for a Grant for Tuition Fees which is non-income assessed.

If you are entitled to any of this grant it will be paid directly to your university or college.

Higher Education (HE) Grant NOT REPAYABLE

There is up to £1,000 HE Grant available depending on your household income. It is not counted by Jobcentre Plus when calculating your other benefits. If you are continuing on a course at a private university or college which you started prior to academic year 2006/07 and this is your first application for student finance, you may be entitled to receive an HE Grant.

Section 1 finance available

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 2009/10
- Student Loans: A guide to terms and conditions
- Bridging the Gap: a guide to the Disabled Students' Allowances (DSAs) in higher education 2009/10
- Childcare Grant and other support for full-time students in higher education 2009/10 All of these booklets as well as all of the application forms are available online at www.direct.gov.uk/studentfinance.

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 Customer Support Office on **0845 300 5090** or by textphone on **0845 604 4434**.

Section 2 personal details

section

section

b Contact details

If you provide a term-time correspondence address then all correspondence we issue will be sent to that address from the date you move there.

c Marital status

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 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 your application. Your document will be returned to you.
- e If you are separated or divorced, 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.
- If you are widowed or a surviving civil partner, please send the original death certificate.

Section 3 about your course and your college and university

section 3

e Part-time ITT (excluding first degrees)

A part-time undergraduate ITT course is a first degree course. If you are applying for support for a part-time PGCE, part-time Certificate in Education (CertEd) or part-time Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent course, please tick the 'Part-time ITT' box.

Full-time distance learning

- e If you are studying on a full-time distance learning course for a reason relating to a disability you must send evidence that clearly shows you are unable to attend university or college in person for a reason which relates to your disability.
- f 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.
- g If you have applied, or will be applying, for a social work bursary from the National Health Service Business Services Authority (NHSBSA) you should answer 'no' to this question because this is a separate bursary to those offered by the NHS or the DoH.
 - If you are receiving or are likely to receive an **income assessed** bursary or award, the only element of student finance you are eligible to apply for is the non-income assessed part of the Maintenance Loan and this will be at a reduced rate.
 - 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.
- If your placement is an unpaid placement that is not listed then you will only be entitled to a reduced rate Maintenance Loan.

Section 4 student's bank or building society account details



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.

5 section

Section 5 dependent and independent students

- a3 Having the care of a person under the age of 18 means that you look after a child and the child lives with you, irrespective of your relationship with the child.
- Please send the child's/children's original birth certificate(s) and evidence that you have care of the child, for example, evidence that you are receiving Child Benefit or Child Tax Credit.

b Irreconcilable estrangement

You will normally only be considered irreconcilably estranged from your parents if you have had no contact with them for at least a year prior to the start of your academic year.

You will not be able to claim irreconcilable estrangement just because:

- you do not get on with your parents;
- you do not live with them;
- your parents do not want to give details of their income; or
- your parents choose not to provide you with financial support.

In the legal care of a local authority

If you have at any point been in the custody or care of a local authority but have been back in the legal care of your parents at any time since then, you will not be considered independent.

Loan request form

National Insurance Number

If you do not provide your National Insurance Number, payment of your loan(s) will be withheld and you will have to fund your own tuition fees and living costs until you have resolved this issue.

You will find your National Insurance Number on:

- Your National Insurance Number card.
- A payslip.
- An income tax document such as a P45 or P60.

If you have never been given a National Insurance Number, you should leave the National Insurance Number box blank. You will be contacted if you need to take any action to obtain a National Insurance Number.

Maintenance Loan

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

Tuition Fee Loan

8

This loan is paid directly to your university or college once they confirm your attendance on the course.

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

You can apply for a Maintenance Loan or 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 your academic year.

To apply for a Maintenance Loan or a Tuition Fee Loan, or to change the amount you originally requested, you can download a Maintenance Loan or Tuition Fee Loan Request form at **www.direct.gov.uk/studentfinance** or contact our Customer Support Office on **0845 300 5090** to have one sent to you.

Section

Section 6 student financial questions

a Unearned income

You may be asked to confirm any estimated income at a later date.

If your actual income is different from your estimated income we will reassess your entitlement to student finance. This may change the level of financial support you receive.

When working out your taxable unearned income you should **not** include:

- earnings from full or part-time work such as holiday work or work you do during term-time;
- any Maintenance Loan or grant payments you may receive;
- payments you receive from your parents under a covenant;
- maintenance payments you expect to receive for your children. These maintenance payments should be included as part of your children's income in question 6d;
- Teacher Training Bursaries;
- Care Leavers' Bursary;
- bounties paid by the armed services to reservists or disablement or invalidity pensions; or
- ISAs.

b Payments from an employer

You should **only** provide an amount here if you are being released from employment by your employer to attend your course. If this is the case, you should only include salary or wages for days you are actually attending your course and have been released from your employment to do so. Any earnings from salary or wages entered here may affect your student finance entitlement.

Do not provide any amount here if you are a student who is working while studying but have not been specifically released by your employer to attend your course.

d Dependent children

You must include any income the child receives from working, from interest earned on savings, from investments and any maintenance payments you expect to receive for your children as part of **their** income in this question.

The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student or the student's husband, wife or partner, or the student's parents or step-parents. You can find out more information about how household information is calculated in the booklet 'Higher Education Student Finance – How you are assessed and paid'.

Please do not include income from sources such as the Government Child Trust, State Child Benefit or minimal sums of money from other sources when entering a child dependant's income.

You must send your child's/children's original birth certificate(s) to confirm their date(s) of birth before they can be taken into account when assessing your entitlement. If you have provided these with a previous application for financial support then you do not need to provide them again.

Section 7 Parents' Learning Allowance, Adult Dependant's Grant and Childcare Grant



- d Fostering or boarding out allowances are regular payments that foster carers receive to meet the costs of keeping a child.
- e Financial commitments to include would be insurance policies such as household or
- medical insurance, life assurance premiums, mortgage repayments or maintenance payments for a dependant. You will have to provide documentary evidence of any obligations you declare.
- If you apply for Childcare Grant or you choose to receive Childcare Grant instead of the childcare element of Working Tax Credit you will be sent a further form to complete and an information booklet outlining the amount of Childcare Grant available. You can get information on all aspects of Working Tax Credit from HM Revenue & Customs (HMRC) helpline on 0845 300 3900.



Section 8 about your family

Which family members count for the purposes of income assessment?

Dependent students

If you are a dependent student, the following family members count:

- Your natural or adoptive parents, if both of them live with you.
- Your parent and their partner, if they have one.

If you entered Higher Education **on or after 1 September 2005**, your parent's partner is defined as:

- · Your stepmother or stepfather.
- Your parent's opposite **or** same sex partner if they live together as though they were married or in a civil partnership.

If you entered Higher Education on or after 1 September 2004 but before 1 September 2005 your parent's partner is defined as:

- · Your stepmother or stepfather; or
- Your parent's opposite sex partner if they live together as though they were married.

Independent students

If you are an independent student, only your partner, if you have one, counts.

If you entered higher education on or after 1 September 2005, your partner is defined as:

- Your husband, wife or civil partner.
- Your opposite or same sex partner, if you are 25 or over and you live with your partner as though you were married or in a civil partnership.

If you do not have a partner as defined above we will only assess your income.

If your parents 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 their solicitor confirming their status.

Student's Declaration

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

Changes of circumstance

You must notify your LEA (or SLC where appropriate) about any change in your circumstances which may affect your entitlement to financial support.

The most common changes 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.

Information about data sharing for bursary and scholarship purposes

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 will ask the Secretary of State, your local authority or 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).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which you may be entitled will be delayed.

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

Section 9 financial details for the tax year 2007-08 for person(s) named in Section 8



What if my income is less in financial year 2009-10 than it was in financial year 2007-08?

If you think the total income for your household (before tax) for the financial year 2009-10 will be at least 15% less than it was in financial year 2007-08, still complete this section.

From April 2009, it may be possible for the financial assessment to be calculated using the expected total income for your household in the financial year 2009-10 - a 'current year income assessment'.

If you are completing this form before April 2009, please give brief details of the expected reduction in income on a separate piece of paper and enclose it with this application. We will then contact you for further information when we can fully assess your household's financial circumstances.

If you are completing this form after April 2009, you can download a 'Current Year Income Assessment' form from www.direct.gov.uk/studentfinance and return it with this application or contact our Customer Support Office on 0845 300 5090 to have one sent to you.

If you have already given information about your income for the financial year 2006-07, and your income was £15,000 or less in that year and also in the financial year 2007-08, you only need to answer this question in Section 9. You do not need to answer any of the other questions in this section or provide evidence of your income. However, you should keep all information about your income and supporting evidence (such as P60s) for the financial year 2007-08, as you may be asked to provide these at a later date.

Employment

c2 Gross taxable income

Gross taxable income means income you receive from salary or wages including overtime, bonuses and commission before deductions. Also include income from employment overseas and any other income you get from abroad which is not covered by UK tax, including any benefits received.

Do not include any of the following as part of your gross taxable income:

- Any personal relief.
- Payments under covenant.
- Non-taxable income.
- C3 Benefits in kind means benefits other than money that you get from your employment, and might include a company car, meals, accommodation, or private health insurance. Only include benefits on which you must pay tax.
- You should give the details shown on your self-assessment form for your trading year which ends during the period 6 April 2007 to 5 April 2008.
 - If you cannot give the actual amount, you should give an estimate and write '(E)' beside the amount on the form.
- c5 If you have already included your income as a company director in questions c2 or c4 then do not include it here again.

Pensions

c7 If you pay any portion of a pension to a former partner due to an order made under the Matrimonial Causes Act 1973 or the Civil Partnership Act 2004, do not include this amount as part of your pension income.

If you **receive** any portion of a former partner's pension due to an order made under the Matrimonial Causes Act 1973 or the Civil Partnership Act 2004, you **must** include this amount as part of your pension income.

Savings and investments

c10 Give the interest you receive before tax. You should not include interest you receive from ISAs.

Deductions

- d1 Do not include any regular payments you are making towards a retirement pension provided by your employer.
- d3 This includes anything you can claim tax relief on because it is a necessary cost of your employment, for example, subscriptions to professional organisations, cost of uniforms or travel expenses. If you are a minister of religion, include here deductions made from your income for tax purposes.

Section 10 dependants of person(s) named in Section 8



Academic year start and end dates

You should provide the child dependants' income for the academic year. The academic year is determined by when the student begins their study.

Student's study begins between:

- 1 August 2009 and 31 December 2009 inclusive
- 1 January 2010 and 31 March 2010 inclusive
- 1 April 2010 and 30 June 2010 inclusive
- 1 July 2010 and 31 July 2010 inclusive

Academic Year

- 1 September 2009 to 31 August 2010
- 1 January 2010 to 31 December 2010
- 1 April 2010 to 31 March 2011
- 1 July 2010 to 31 June 2011
- a The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student or the student's husband, wife or partner, or the student's parents or step-parents. You can find out more information about how household information is calculated in the booklet 'Higher Education Student Finance – How you are assessed and paid'.

Please do not include income from sources such as the Government Child Trust, State Child Benefit or minimal sums of money from other sources when entering a child dependant's income.

Declaration for any person(s) named in Section 8

If any person named in Section 8 cannot sign the form it must be signed on their behalf by their Power of Attorney. The Power of Attorney letter must be sent with the application before a signature from that Power of Attorney will be accepted.

Changes of circumstance

You must notify your LEA (or SLC where appropriate) about any change in your circumstances, which may affect the student's entitlement to financial support.

The most common change of circumstance would be if:

- · your household income changes; or
- your marital status changes.

Information about data sharing for bursary and scholarship purposes

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 will ask the Secretary of State, your local authority or 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).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which the student may be entitled will be delayed.

Data Protection Act 1998

The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998.

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. The Department for Innovation, Universities and Skills (DIUS) is a joint Data Controller for your information.

If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies to prevent fraud and money laundering.

We may share the information you have given us with organisations including the Local Education Authority (LEA), DIUS, other Government bodies and the university or college for these purposes. We may also get information about you from other organisations. If so, it will only be for the purposes described and as the law permits us to do.

For more detailed information about with whom we share your information and for what purpose, go to www.direct.gov.uk/studentfinance-dataprotection.



