

Notes to help you complete your form EUPTG1 2011/12

EUPTG1 notes

General information

A guide to completing your Application for a Tuition Fee Grant for part-time study.

If you require further information you should contact the EU Customer Services Team on 0141 243 3570.

You should not complete this form 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:
 - Student Finance England (SFE)
 - Student Finance Wales (SFW)
 - The Student Awards Agency for Scotland (SAAS)
 - Student Finance Northern Ireland (SFni)
 - The Education Department of Guernsey, Jersey or the Isle of Man
- You are studying at the Open University. Contact the Open University on 01908 653411 to obtain copies of its application forms for financial support.
- You will get a bursary from the National Health Service (NHS) or the Department of Health (DoH), if you are studying in England or Wales or the Department of Health, Social Services and Public Safety (DHSS&PS) if you are studying in Northern Ireland which is not assessed on income. This normally applies to nursing and midwifery diploma courses. There is more information about the NHS Bursary Scheme in the Department of Health's guide, 'Financial Help for Health Care Students', or from the website at www.nhs.uk/careers.
- You will be attending a flexible postgraduate ITT course that lasts less than one year. If your course normally lasts for at least one year, but you do not attend for a full year or more because you were awarded Qualified Teacher Status (QTS) before then, you may be eligible for some support. Please contact your university or college for more information.

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 2011, your academic year runs from 1 September 2011 until 31 August 2012.

section 1 personal details

- a** Your Customer Reference Number (previously known as ART ID) is your personal reference number and should be 11 digits long. You will have one of these if you have previously had a student loan or any other student finance from Student Finance Direct, Student Finance Wales or Student Finance Northern Ireland. You may also have one if you have given financial information for another student's application. If you have never applied for student finance before, you will receive a Customer Reference Number shortly after you return the EUPTG1 application form. If you do not have, or do not know, your Customer Reference Number, 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 the EUPTG1 form.

- e** You must send a **certified copy** of your passport, birth certificate or adoption certificate with your application form if you have not already done so with a previous application for student finance.

- b1** The definition of your partner, and therefore whether their income details will be needed for the purposes of income assessment, depends on when you entered higher education.
If you do not have a partner as defined below, we will only assess your income.

For students who entered higher education **on or after 1 September 2000 but before 1 September 2005**, your partner is:

- your husband or wife;
- your civil partner; or
- your opposite sex partner if you are 25 or over and you live together as though you were married.

For students who entered higher education **on or after 1 September 2005**, your partner is:

- your husband or wife;
- your civil partner;
- your opposite sex partner if you live with your partner as though you were married; or
- your same sex partner if you live with your partner as though you were in a civil partnership.

- e** If you are divorced or separated, or if you have been in a civil partnership which has been dissolved, you should send a **certified 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 documents with the EUPTG1 application form.

If you have entered into an overseas civil partnership or an 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.

- c** 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.

section 2 previous loans or financial support

- a** We need to know of any other assistance you are receiving to help you undertake your course. Examples of this are day release arrangements, help with travel and other course costs, and help with childcare. Please give this information on the 'Additional notes' pages at the back of the EUPTG1 form.
- c** You will not normally be able to get any grants until you are up to date with your repayments on any previous loans you have had from the Student Loans Company. You should call the Student Loans Company on 0845 073 8891 for advice.
- d** You will not normally be able to get any grants until you have signed all of the relevant documents. You should call the Student Loans Company on 0845 026 2019 for advice.
- e** If you already hold a first degree from a UK institution, or an ROI institution for which you were funded under the Northern Ireland Student Support Regulations, you will not be eligible for any part-time grants. However you should answer 'No' to this question if:
- you previously started a course which led to a first degree (for example, BA, BSc or Bed) but did not finish;
 - you hold a qualification that is not a first degree (for example, BA, HNC or Dip HE); or
 - the qualification was gained from outside the UK (which includes the Isle of Man and the Channel islands).
- If you are studying in Wales you should also answer 'No' if:
- you are completing the honours element of your degree at the same institution upon completion of your degree.
- f1** This includes any undergraduate or postgraduate you have attended whether in the UK or overseas.
- f2** Please provide the name of the institution where you studied, the name of the course and qualification gained.

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 **not** be a relative and must provide their name, job title and contact telephone number.

section 3 residence

- a2** If you answer 'Yes' to this question, you must provide evidence to confirm your family member **e** 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).
- 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 **e** 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. We will contact you if we require further information.

section 4 about your course

- a** 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 using form EUCO1 available from www.direct.gov.uk/studentfinance-euforms. If you do not, it will delay your application.
- c** To be eligible for support your course must be a designated course:
- If your place of study is in **England**, your course must be designated under Regulation 134 of the Education (Student Support) (No.2) Regulations 2008 (as amended).
 - If your place of study is in **Wales**, your course must be designated under Regulation 90 of the Assembly Learning Grants and Loans (Higher Education) (Wales) (No.2) Regulations 2008.
 - If your place of study is in **Northern Ireland**, your course must be designated under Regulation 124 of the Education (Student Support) Regulations (Northern Ireland) 2010. Your university or college will be able to tell you whether your course is a designated course.
- g** Please give this answer in whole years. You should work this out assuming that you will study continuously, even if you have different plans. Your university or college will be able to tell you how long, in total, your course will take to complete.
- You must be planning to complete your course in no more than twice the time it would take you to finish it on a full-time basis. If you are studying at a faster rate than this, you may be able to receive more Tuition Fee Grant, subject to your financial circumstances.
- i** A part-time postgraduate initial teacher training (ITT) course is a course taken after a first degree has been attained (Postgraduate Certificate in Education (PGCE) and equivalent courses).

section 5 your university or college

Intensity of study is calculated each year by considering how long it will take you to complete your course. Students should therefore make sure their university or college is in agreement with them about their intended intensity of study.

section 7 financial details

- a** If you are not married or in a civil partnership, but are living with a partner, we will take your partner's income into account if you have a partner as defined in section 1, b1 of these notes.
- e** If you or your husband, wife, civil partner or partner are receiving any one of the benefits listed, you must provide evidence to show who is receiving the benefit. **You do not need to provide any other financial details.** You can send the document you received from the agency or authority telling you about the benefit.
- b General information**
- You do not have to declare any income you receive from Working Tax Credit or Child Tax Credit or tell us about maintenance payments for children which you either receive or pay out.
- If the income on which you are to be assessed has gone down by £1,000 or more since the last full tax year please contact us. We may be able to work out your grant entitlement based on your income for the current tax year.
- If you do not have actual figures for your income in any category please give a realistic estimate of your income and mark 'E' against the entry. You may be asked to confirm the actual amount later. If your actual income is different from your estimated income we may reassess your entitlement and change the amount of support you get.
- b1 Gross income**
- Your gross income means your income from salary or wages including overtime, bonuses and commission before deductions in the last full financial year.
- Please also include any income you received from abroad in the last full financial year such as from employment overseas, and any other income you get from abroad which is not covered by UK tax as well as any of the benefits asked for.
- e** Please send evidence of your earnings, such as:
- your tax statement;
 - your payslips for month 12 or week 53 showing 'Total paid to date' for earnings in the last full tax year;
 - a letter from your employer confirming your earnings; or
 - written details of all benefits in kind you receive.

section 7 financial details

b2 You should give the details shown on your self-assessment form for your trading year which ended during the last full tax year. As confirmation of your income from self-employment you can send a letter from your accountant.

If you are a company director, send your tax statement or independent confirmation of your earnings and director's fees.

b4 Include here the gross amount of interest from dividends, shares and any other investments.

b6 Include here any other income you have received, for example:

- for personal pensions send a tax statement, or a letter from your pension provider showing your pension payments for the last full financial year. Do not include state retirement pensions;
- scholarships, studentships, exhibitions, bursaries, awards, grants and allowances not already given above;
- other payments you receive for attending your course during the academic year;
- any payments from an employer releasing you for your study during the academic year. (Please read the note on academic years on page 1);
- any salary or wages that you will receive from your employer while you are studying for your course. This includes work you finish before the course begins, or work you are paid for in advance which you will do after your course ends;
- fostering or boarding-out allowances where these are regular payments that foster carers receive to meet the cost of keeping a child; or
- for taxable benefits in kind please send your P11D.

c If you are a student who entered higher education **before 1 September 2005**, you need to provide details of any dependent children except if:

- they are your same sex partner's children; or
- they are your opposite sex partners children if you are under 25.

If you are a student who entered (or is entering) higher education **on or after 1 September 2005**, you need to provide details of any child that you have parental responsibility for, regardless of whether they are your or your partner's child.

Declarations

If either the student or the person named in section 6 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.

Changes of circumstance

You must notify the SLC about any change in your circumstances which may affect your entitlement to financial support. You can do this by completing form EUCO1 available from **www.direct.gov.uk/studentfinance-euforms**.

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.

The most common change of circumstance for sponsors would be if:

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

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 Business, Innovation and Skills (BIS), if your place of study is in England, the Welsh Ministers, 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, is a joint Data Controller for your information.

We may give your information to other organisations including BIS (if your place of study is in England), your local authority (LA) and the Welsh Ministers (if your place of study is in Wales) or your Education and Library Board (ELB) and DEL (if your place of study is in Northern Ireland), as well as your 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-euforms**.