

**Application for a  
Tuition Fee Grant for  
part-time study -  
Academic Year  
2011/12**

Form  
**EUPTG1**

This form is also available on our website at  
[www.direct.gov.uk/studentfinance-EU](http://www.direct.gov.uk/studentfinance-EU)

Your surname/family name

Your first name(s)



**The answers you give on this form will help us decide whether you are eligible to receive a Tuition Fee Grant and if so how much you are entitled to.**

This form should be completed in conjunction with the EUPTG1 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.



Once you have filled this form in please consult the checklist on page 16 to make sure your form is complete. Any incomplete forms will be returned to you and may delay your payments.

# Instructions

- Please answer all the questions applicable to you. If a question does not apply to you, write 'N/A' (not applicable) or 'None'. If you do not, we may return this form to you as it will appear incomplete. This may delay your application for student finance.
- If you are a new student or you are a student who started their course before academic year 2011/12 and this is your first application for student finance, your university or college must complete section 5 to certify that you have been undertaking your course for a minimum of two weeks.
- If you are a continuing student your university or college must complete section 5 once you have enrolled for academic year 2011/12.
- Please refer to the EUPTG1 notes each time you see this icon. 
- Whenever you see this icon you must provide evidence to support your application. Further information about the evidence required can be found in the EUPTG1 notes and will also be marked with this icon. 
- When supplying us with documentary evidence you can send in original documents or a certified copy.

**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, address and contact telephone number.

- Return this form to:  
EU Customer Services Team  
Student Loans Company  
PO Box 89  
Darlington  
County Durham  
England  
United Kingdom  
DL1 9AZ



**Please remember to pay the correct postage.**

## personal details

a

Customer Reference

Number (if you have one) **n**
         

Title

Mr ☐Mrs ☐Miss ☐Ms ☐

Forename(s)

Surname(s)

Sex

Male ☐Female ☐

Date of birth

DAY

MONTH

YEAR

Please complete these questions with the details as exactly stated on your birth certificate or passport.

Place of birth (the name of the town or village) **e**


Country of birth

Nationality

b1

Are you: single ☐ living with partner ☐ **n** married or in a civil partnership ☐separated ☐ **e**

divorced or were you in a civil partnership

widowed or a

which has now been dissolved ☐ **e**surviving civil partner ☐If you are married or in a civil partnership, please give the date of your marriage or civil partnership. **e**

DAY

MONTH

YEAR

b2

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

Yes ☐No ☐

c

Home address

Town/city

Country

Postcode

Correspondence address (if different from your home address, for example, your term-time address in the UK) **n**


Town/city

Country

Postcode

Date on which you moved, or will move, to your correspondence address

DAY

MONTH

YEAR

Home phone number

(including country and area code)

Mobile phone number

Contact phone number

(if different from home or mobile number)

Email address

## previous loans or financial support

<b>a</b>	<p>Will you be getting funding from any other source to meet the costs of your course in 2011/12? <b>n</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>If 'Yes', please give details of this funding.</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<b>b</b>	<p>Have you received a grant for part-time study for this programme of study for any academic year up to and including 2010/11?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p style="text-align: right; background-color: #003366; color: white; padding: 5px;">if Yes go to section 4</p>
<b>c</b>	<p>Have you ever had any other loans from the Student Loans Company (SLC)?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>If 'Yes', are you behind with the repayments? <b>n</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>d</b>	<p>Did you receive any loans from SLC when you were under 18?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>If 'Yes', have you signed credit agreements for all of them? <b>n</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p style="text-align: right; background-color: #008080; color: white; padding: 5px;">if you will be studying in England go to h</p>
<b>e</b>	<p>Do you hold a first degree from an educational institution in the UK or ROI? <b>n</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>If 'Yes', you will not qualify for part-time funding.  <b>Please do not continue with this application.</b></p> <p style="text-align: right; background-color: #ff6666; color: white; padding: 5px;">if you will be studying in Wales go to section 3</p>
<b>f1</b>	<p>Have you completed an undergraduate or postgraduate course of higher education in any country since leaving school in which you achieved a qualification? <b>n</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p style="text-align: right; background-color: #ff6666; color: white; padding: 5px;">if No go to section 3</p>
<b>f2</b>	<p>If 'Yes', please give the following details: <b>n</b></p>
	<p>Institution name <div style="border: 1px solid black; width: 100%; height: 20px;"></div></p>
	<p>Course name <div style="border: 1px solid black; width: 100%; height: 20px;"></div></p>
	<p>Level of qualification gained <div style="border: 1px solid black; width: 100%; height: 20px;"></div></p>

## previous loans or financial support

g	<p>Is your current course higher in level than any qualification you have achieved in any country since leaving school?</p> <p>If 'No', you will not qualify for part-time funding. <b>Please do not continue with this application.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>if Yes go to section 3</p>
h	<p>Do you have an Honours degree from a UK institution?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>if No go to j</p>
i	<p>Are you a qualified teacher?</p> <p>If 'Yes', you will not qualify for part-time funding. <b>Please do not continue with this application.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>if No go to k2</p>
j	<p>Did your current course start on or after 1 September 2009?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>if No go to section 3</p>
k1	<p>Do you have Qualified Teacher Status?</p> <p>If 'Yes', you will not qualify for part-time funding. <b>Please do not continue with this application.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
k2	<p>Is your current course a part-time course for Initial Teacher Training (ITT) or a flexible PGCE Course which:</p> <ul style="list-style-type: none"> <li>• starts on or after 1 September 2010; and</li> <li>• is no more than 4 years in length.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>if Yes go to section 3</p>
l	<p>Is your current course higher in level than any qualification you have achieved in any country since leaving school?</p> <p>If 'No', you will not qualify for part-time funding. <b>Please do not continue with this application.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>if Yes go to section 3</p>

You should only complete this section if you are a new student or you are a student who started their course before academic year 2011/12 and this is your first application for student finance.

**a1** Are you an EU national? **e n** Yes ☐ No ☐ If Yes go to b1

**a2** Are you a family member of an EU national? **e** Yes ☐ No ☐

If 'Yes' please give details below of your relationship with that family member.

**b1** Give details of your residence for the three years before the start of the first academic year of your course. For example, if your course begins 27/09/2011 we need your residence details for the period 01/09/2008 - 01/09/2011. You must provide the full address (including building name and/or number, street name, town, region, postcode and country, exact dates you lived there and why you were there. **n**

Full address including country

Why were you there?

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

If you require further space to provide your answer, please give the details requested above on the Additional notes section at the back of this form.

b2

At any time since 1 September 2008 has either of your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland? **e n**

Yes ☐ No ☐

If 'Yes' please give details below.

Full address including country

Why did they live there?

From

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

To

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



From

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

To

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



From

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

To

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## section

# 4

## about your course

- a** Give the name and address of the university or college you are attending or with which you are undertaking your course. If the course is at a university that is made up of a number of colleges, give us the name of the college first, followed by the name of the university (for example, Hatfield College, University of Durham). **n**

	Postcode

- b** If the course is a franchised course run at a different establishment from the university or college providing the course, give the full address of that university or college.

	Postcode

- c** Give the name of the course you will be undertaking in 2011/12. Give the course subject (for example, Information Systems). If you are following a combined studies or modular course, list all the subjects. **n**


- d** Which qualification will you gain at the end of your course (for example, BSc Physics)?

--

- e** Date on which you started the first year of your course.

MONTH	YEAR
<input type="text"/>	<input type="text"/>

- f** When will you finish the last year of your course?

MONTH	YEAR
<input type="text"/>	<input type="text"/>

- g** How many years does your course last for? **n**

<input type="text"/>
----------------------

- h** Which year of the course are you studying in the academic year 2011/12?

First ☐ Second ☐ Third ☐ Fourth ☐ Fifth ☐ Sixth ☐ Seventh ☐ Eighth ☐

If returning applicant go to section 5

- i** **First time applicants**

Is your course a part-time postgraduate Initial Teacher Training (ITT) course? **n**

Yes ☐ No ☐



## your university or college

### Student information

- If you are a new student or a student who started their course before academic year 2011/12 and this is your first application for student finance, your university or college should complete this section to certify that you have been undertaking your course for a minimum of two weeks.
- If you are a continuing student your university or college must complete this section to certify that you have enrolled for academic year 2011/12.
- **If your university or college does not complete this section this will delay your application for student finance.**

[Go to section 6](#)

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

If the student's university or college is in **England** or **Northern Ireland**, please complete the following information.

- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a **part-time (PT) basis** in academic year 2011/12.
- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent full-time (**FT**) **course** within one academic year.

**Number of PT units**      **Unit of measure**  
(delete as applicable)

credits/credit  
points/modules/other

**Number of FT units**      **Unit of measure**  
(delete as applicable)

credits/credit  
points/modules/other

**Intensity of study is calculated by taking the number of part-time units (identified above) that the student intends to study in academic year 2011/12 and dividing it by the number of units (identified above) that the student would complete in one academic year if the course were studied on a full-time basis. The result is then expressed as a percentage.**

- the intensity of study for this course is

$$\frac{\text{PT units } \boxed{\phantom{000}}}{\text{FT units } \boxed{\phantom{000}}} \times 100 = \boxed{\phantom{00}} \%$$

If the student's university or college is in **Wales**, please complete the following information.

- the student is expected to complete this part-time (PT) course in  years.
- the equivalent full-time (FT) course would last  years.

**Intensity of study is calculated by dividing the number of years for FT by the number of years for PT and multiplying this by 100. Therefore:**

- the intensity of study for this course is

$$\frac{\text{FT } \boxed{\phantom{00}}}{\text{PT } \boxed{\phantom{00}}} \times 100 = \boxed{\phantom{00}} \%$$

### Declaration for all universities and colleges

Course fee to be charged to the student for the 2011/12 academic year.

£

SLC or UCAS code for the university or college:

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

- the student named in section 1 is undertaking the course named in section 4.
- the student is studying the course at the intensity indicated in this section.
- if the student's place of study is in **England**, the student's course is designated as eligible for financial support under **Regulation 134** of the Education (Student Support) (No2) Regulations 2008 (as amended).
- if the student's place of study is in **Wales**, the student's course is designated as eligible for financial support under **Regulation 90** of the Assembly Learning Grants and Loans (Higher Education) (Wales) (No.2) Regulations 2008.
- if the student's place of study is in **Northern Ireland**, the student's course is designated as eligible for financial support under **Regulation 124** of the Education (Student Support) Regulations (Northern Ireland) 2009.

Your full name  
(in BLOCK CAPITALS)

Your position

Your phone number  
(including area code)

Your email address

Your signature

Date

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

University or College stamp

## about your husband, wife, civil partner or partner

Please give details of your husband, wife, civil partner or partner.

**a**

Relationship to you    Husband ☐    Wife ☐    Civil partner ☐    Partner ☐

Title    Mr ☐    Mrs ☐    Miss ☐    Ms ☐    Forename(s)

Surname(s)

Date of birth    DAY     MONTH     YEAR

Place of birth (the name of the town or village as it appears on their birth certificate or passport)

**b**

Home address

Town/city

Country

Postcode

Home telephone number (including country and area code)

**c**

Please ask your husband, wife, civil partner or partner to provide their Customer Reference Number, if they have one

- a** If you or your husband, wife, civil partner or partner are receiving one or more of the following state benefits, please tick the appropriate box **e n**

Housing benefit	<input type="checkbox"/>
Local Housing Allowance	<input type="checkbox"/>
Council Tax benefit	<input type="checkbox"/>
Rates Rebate (NI only)	<input type="checkbox"/>
Income Support	<input type="checkbox"/>
Income-based Jobseeker's Allowance	<input type="checkbox"/>
New Deal Allowance	<input type="checkbox"/>
Income related Employment and Support Allowance	<input type="checkbox"/>

If you have ticked any of the boxes above go to the Declarations on page 14

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

When providing your financial details in this section you must **answer every question** entering the amount of income received and the currency in which it was paid. If you have no income for a particular source, for example, income from pensions, then you must enter **'None'** or **'N/A'** as the income received. If you do not enter an amount or write **'None'** or **'N/A'** in each box, we may return this form to you as it will appear incomplete. This may delay the student's application for student finance. **n**

Where you enter an amount other than **'None'** or **'N/A'**, you must provide evidence of that amount. **e**

	Type of income	Amount received before tax (Gross income)			
		You		Your husband, wife, civil partner or partner	
		currency	amount	currency	amount
<b>b1</b>	Give details of the gross income from salary or wages (before deductions) received in the last full tax year <b>n</b>	<input type="text" value="You"/>	<input type="text" value="You"/>	<input type="text" value="Husband, wife, civil partner or partner"/>	<input type="text" value="Husband, wife, civil partner or partner"/>
<b>b2</b>	Income from self-employment (estimate if you are not sure) <b>n</b>	<input type="text" value="You"/>	<input type="text" value="You"/>	<input type="text" value="Husband, wife, civil partner or partner"/>	<input type="text" value="Husband, wife, civil partner or partner"/>
<b>b3</b>	Bank and building society gross interest (before tax)	<input type="text" value="You"/>	<input type="text" value="You"/>	<input type="text" value="Husband, wife, civil partner or partner"/>	<input type="text" value="Husband, wife, civil partner or partner"/>

# financial details

Type of income		Amount received before tax (Gross income)			
<b>b4</b>	Other investment income before income tax <b>n</b>				
		currency	amount	currency	amount
	Type	You	You	Husband, wife, civil partner or partner	Husband, wife, civil partner or partner
	Type	You	You	Husband, wife, civil partner or partner	Husband, wife, civil partner or partner
<b>b5</b>	Income from any property, lettings or rent	You	You	Husband, wife, civil partner or partner	Husband, wife, civil partner or partner
<b>b6</b>	Any other type of income <b>n</b>				
		currency	amount	currency	amount
	Type	You	You	Husband, wife, civil partner or partner	Husband, wife, civil partner or partner
	Type	You	You	Husband, wife, civil partner or partner	Husband, wife, civil partner or partner
	Type	You	You	Husband, wife, civil partner or partner	Husband, wife, civil partner or partner
	<b>Total</b>	You	You	Husband, wife, civil partner or partner	Husband, wife, civil partner or partner

**c** Give details of any children who will be totally or mainly financially dependent on you during the academic year 2011/12 **n**

Child's full name	Date of birth DAY MONTH YEAR	Relationship to you	Whom will they live with?	Income from all sources after income tax and social security contributions

## Declarations

This application for financial support may be delayed unless you, and the appropriate person named in section 6, sign and date the relevant parts.

Before signing and returning your completed form, you should read the Data Protection Statement on the EUPTG1 notes that accompany this EUPTG1 application form.

### Student declaration

- 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 Student Loans Company 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 the Student Loans Company 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 the Student Loans Company about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay any of this overpayment in full.

Your full name   
(in BLOCK CAPITALS)

Your signature  Today's date 

DAY		MONTH		YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>

### Declaration for the person named in section 6

- 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 Student Loans Company 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 Student Loans Company may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Your full name   
(in BLOCK CAPITALS)

Your signature  Today's date 

DAY		MONTH		YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>

## Additional notes

If you are providing extra information below please clearly mark what section and question the information is about.

# Checklist

Before you return this form please make sure that:



You have answered all the questions that apply to you

☐ Tick



You have included all the evidence we need with this form. Any original evidence will be returned to you.

☐ Tick



You have **signed** and **dated** the Declaration on page 14.

☐ Tick



Your partner/spouse/civil partner has **signed** and **dated** their Declaration on page 14.

☐ Tick



Your university or college has **stamped** and **signed** the declaration in section 5. We will not be able to deal with your application unless this section has been completed.

☐ Tick



**Incorrect or incomplete forms will be returned to you which may delay payments being made to you.**

You can apply for a part-time grant at any time in the academic year provided you are within the time limit. The time limit for applying is usually six months from the start of the academic year.

Within 8 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:**

EU Customer Services Team  
Student Loans Company  
PO Box 89  
Darlington  
County Durham  
England  
United Kingdom  
DL1 9AZ