Application for grants for part-time study 2010/11



Г

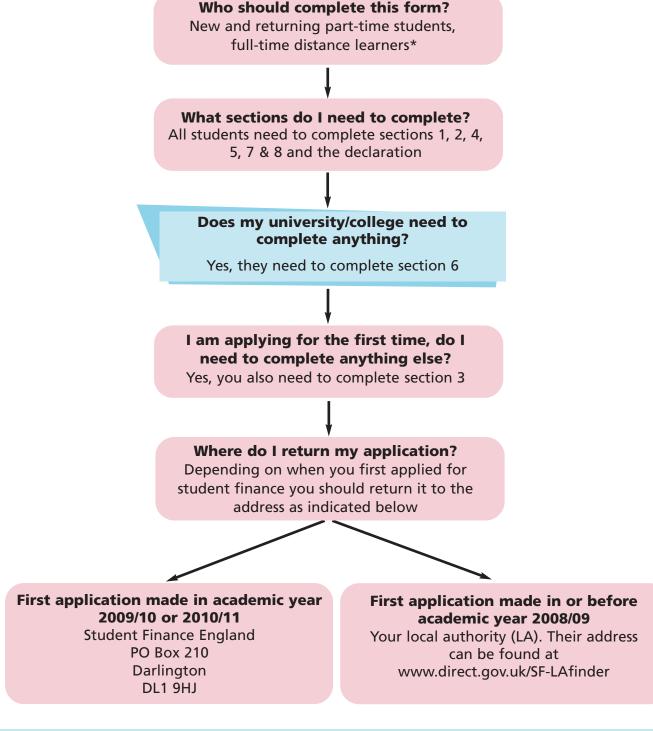
This form is also available from

www.direct.gov.uk/studentfinance





### Applying for Part-Time Student Finance



Please supply supporting evidence when you see this icon
Please refer to the guidance notes when you see this icon

2 SFE/PTG1F/1011  $oldsymbol{\bot}$ 

<sup>\*</sup> If you study full-time you should only complete this form if you are studying through distance learning by choice and not because you have a disability which prevents you from attending your university/college in person.

### section 1 personal details

 $\Gamma$ 

	omer Reference Number <b>n</b> ou have one)						
Pers	onal details <b>n</b>						
a1	Title	Mr	Mrs	5	Miss	Ms	
	Forename(s)						
	Surname						
	Sex	Male	Fer	male			
	Date of birth	1		/			
	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)						
	Nationality						
	time applicants identity ence details Do you hold a UK passport?	Yes	No		If retu	rning ap	plicant <b>go to b1</b>
	You must provide us with evidence of your following ways:	our identity	. You d	an do	o so in	<b>one</b> of	the
	(1) Provide the following details from y and not expired (this is the easiest w you do not need to send us your Pass	ay for you t	-				-
	Passport Number						
	Forename(s)						
	Surname						
	Date of issue	1		/			
	Date of expiry	1		/			
	(2) Send your Non-UK Passport.						
	(3) Send your original <b>Birth or Adoption Certificate</b> and a completed Birth/Adoption Certificate form.						

SFE/PTG1F/1011 3

### section 1 personal details

#### Marital status

**b1** Please tick one box.

Single								
Living with a partner <b>n</b>								
Married/civil partnership  Please give the date of marriage/civil partnership								
		/		/				
Separated <b>e</b>								
Divorced/dissolved civil partnership								
Widowed/surviving civil partner								
Yes		No						

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

#### **Contact details**

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

Home address	Term-time address					
Postcode	Postcode					
	Date on which you will move to					
Home phone number	this address					
	1 1					
Mobile phone number						
Email address						

### section 2 financial support and qualification history

#### Financial support

Г

Will you be getting funding from any other source to meet the costs of your course in 2010/11?

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

Yes	No	

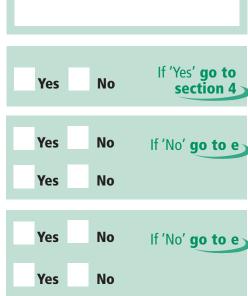
b Have you received a grant for part-time study for this programme of study for any academic year up to and including 2009/10?

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

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

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

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



#### **Qualification history**

**e** Do you have an Honours degree from a UK Institution?

f Are you a qualified teacher?

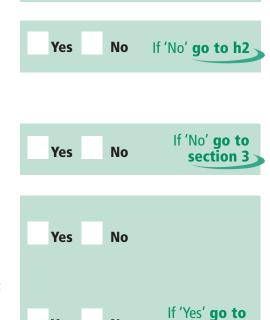
If 'Yes' you will not qualify for part-time funding.

Please do not continue with this application

- g Did your current course start on or after 1 September 2009?
- h1 Do you have Qualified Teacher Status?If 'Yes' you will not qualify for part-time funding.Please do not continue with this application
- h2 Is your current course a part-time course for Initial Teacher Training (ITT) or a flexible PGCE course which:
  - starts on or after 1 September 2010; and
  - is no more than 4 years in length?
- is your current course higher in level than any qualification you have achieved in any country since leaving school?

  If 'No' you will not qualify for part-time funding.

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



No

If 'No' go to g

section 3

Yes

Yes

Yes No If 'Yes' go to section 3

No

### section 3 residence

Please do not complete this section if you have applied for student finance **before** for this period of study, or if you have applied for Disabled Students' Allowance (DSA) for academic year 2010/11.

Nati	onality			go to se	ction 4
a1	Are you a UK national? <b>n e</b>	Yes	No	If 'Yes' <b>g</b>	o to b1
a2	Are you an EU national?	Yes	No		
а3	Are you the child of a Swiss national?	Yes	No	If 'Yes' <b>g</b>	o to b2
Resi	Are you or your:  • husband, wife, civil partner; or  • parent(s), a step-parent; or  • child, son or daughter-in-law, child's ciral European Economic Area (EEA) national who is working, has worked or is looking If 'Yes', please give details.	l or Swiss na for work ir	the UK?	Yes If 'No' g	No to a5
	If you are currently working, are you goir working during your studies?  If 'Yes', please give details.	ng to contin	iue	Yes	No
				g	o to b2
<b>a</b> 5	Do you have 'settled status' in the UK?   If 'Yes', give the date you received this status.	Yes /	No /	Ĭ	o to a6
a6	Have you or your:  • husband, wife, civil partner; or • parent(s), step-parent been granted 'refugee status' by the UK Government?  [	Yes /	No /	If 'No' <b>g</b>	o to b2

### section 3 residence

a7 Have you or your:

Г

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

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

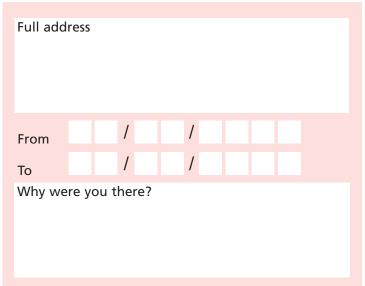
Yes	No	If 'No' <b>go to b2</b>
1	1	go to b2

#### Residence history

- b1 In the three years prior to the start of the first academic year of your course, did you live outside the UK and Islands at any time?
- b2 Give details of your residence for the three years before the start of the first academic year of your course.

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





SFE/PTG1F/1011 7

### section 3 residence

 $\Gamma$ 

- b3 At any time since 1 September 2007 has:
  - either of your parents, stepparents, guardians; or
  - your husband, wife, civil partner

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

If 'Yes', please give details.

Yes	No
Full add	dress
From	1 1
То	1 1
Why we	ere you there?
Full add	dress
rom	1 1
То	1 1
Why we	ere you there?
Full add	dress
From	1
To	1 1
	ere you there?

### section 4 about your course

#### University/college details

Г

- a University/college name and address. If the course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university (e.g. Hatfield College, University of Durham).
- b If the course is a franchise course run at a different establishment from the university/college providing the course, give the full address of that university/college.
- Give the name of the course and the course subject (e.g. Information Systems). If you are following a combined studies/modular course, list all the subjects.
- **d** Qualification you expect to gain (e.g. BSc Physics)
- e Course start date (month and year)
- f Course end date (month and year)
- g Course length (years) n
- h Current year of course in academic year 2010/11
- i Are you undertaking a full-time distance-learning course?
- j First time applicants.
  Is your course a part-time
  postgraduate Initial Teacher Training
  (ITT) course?

/		
1	5	
23	6 7	
4	8	
Yes	No	If returning applicant go to section 5
Yes	No	

SFE/PTG1F/1011

## section 5 your bank or building society account details

### UK bank/building society account details $oldsymbol{\Pi}$

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

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

Sort code		-		-				
Account number								
Building society roll number (if applicable)								

10

### section 6 your university or college

#### Student information **n**

Г

Student circumstance	University/college action required				
You are a new student or this is your first application for student finance	To confirm that you have been undertaking your course in academic year 2010/11 for a minimum of two weeks				
You are a continuing student	To confirm that you have enrolled on your course for academic year 2010/11				

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

go to section 7

#### University/college section

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

Course fee charged to the student for 2010/11

SLC or UCAS university/college code

f

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

- the student named in section 1 is undertaking the course named in section 4.
- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a part-time (PT) basis in academic year 2010/11.
- 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 2010/11 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

PT units

X 100 = %

### section 6 your university or college

• the student's course is designated as eligible for financial support under Regulation 135 of the Education (Student Support) Regulations 2009.

<ul> <li>the equivalent full-time course would</li> </ul>	
last.	Years

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

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

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

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

а	Relationship to you	Husband Wife Civil Partner Partner
Ь	Title Forename(s) Surname Date of birth Place of birth (the name of the town or village)	Mr Mrs Miss Ms
b	Home address	
	Postcode Home phone number (including area code)	
С	Please ask your husband, wife, civil partner or partner to provide their Customer Reference Number, if they have one.	
Se	ection 8 financial d	etails
a	If you or your husband, wife, civil partner or partner are receiving or or more of the following state benefits, please tick the appropriate box.	Local Housing Allowance

SFE/PTG1F/1011 13 \_\_

### section 8 financial details

Г

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. You must provide financial details and evidence for tax year **2009-10**. The only exception to this is if your course starts in July 2011 in which case you need to provide financial details and evidence for tax year 2010-11.

If you have no income for a particular source, for example, income from pensions, then you must enter '**none**' or '**N/A**' as the income received. Where you enter an amount other than 'none' or 'N/A', you must provide evidence of that amount.

	Type of income	Amount received before	e tax (Gross income)
b1	Employment Gross income from salary/wages	You	Husband, wife, civil partner or partner
	(before deductions) received from 6 April 2009 to 5 April 2010	£	f
b2	Income from self-employment (estimate if you are not sure)	f	f
	Savings and Investments		
b3	Bank and building society gross interest (before tax)	f	f
b4	Other investment income before tax		
	Туре	f	£
	Туре	f	f
	Property		
b5	Income from property, lettings or rent	£	£
	How much of this is through the rent a room scheme?	£	f
b6	Other Any other type of income		
		f	f
	Type	f	£
	Total income	£	f

### section 8 financial details

Г

c Give details of any children who will be totally or mainly financially dependent on you during the academic year 2010/11.

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

SFE/PTG1F/1011 15\_

### Student declaration

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

Before signing, you should read the Data Protection Act 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 Student Loans Company (SLC) (or my local authority (LA) where appropriate) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to give SLC (or my LA where appropriate) any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell SLC (or my LA where appropriate) about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this overpayment in full.
- I understand that if I have provided details of my UK passport, SLC will verify those details with the Identity and Passport Service.

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

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

If you started your course in academic year 2006/07 or after, you may be eligible for a bursary or scholarship. In order for your university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them.

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

### Declaration for partners In

- 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 Student Loans Company (SLC) (or my local authority (LA) where appropriate) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC (or my LA where appropriate) may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

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

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

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

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



Г

You must now pass this form back to the student.

### Voluntary questions

Do not complete the voluntary questions if you applied for student finance for this particular programme of study in any academic year up to and including 2009/10.

The following questions are voluntary - you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support. If you answer both questions a and b, the information will be used to help the Department for Business, Innovation and Skills develop their policies in the future. Your local authority will also use your answer to question b to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

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

	Do any of your parents (as defined above) have any higher education qualifications, for example degrees and diplomas or certificates of higher education?	Yes No Don't know
b	How would you describe your ethnic origin?	
	White	British
		Irish
		Any other white background
	Black or Black British	African
		Caribbean
		Any other black background
	Mixed	White and black Caribbean
		White and black African
		White and Asian
		Any other mixed background
	Chinese or other ethnic group	Chinese
		Any other
	Asian or Asian British	Indian
		Pakistani
		Bangladeshi
		Any other Asian background

18

Г

SFE/PTG1F/1011 19 \_\_

### **Checklist**

Befo	Before returning this form, please make sure you have done the following:			
	Fully answered all questions that apply to you.			
	Enclosed all the documents we have asked for as evidence where you have seen this icon next to a question.			
	Signed and dated the relevant declaration(s).			
	Asked your university or college to stamp and sign the declaration in section 6 and return it to you. We will not be able to deal with your application unless this section has been completed.			
	You can apply for a part-time grant at any time in the academic year provided you are within the time limit. The time limit for applying is usually six months from the start of the academic year.			
	in 6 weeks of returning your completed application form with all the relevant evidence, you see sent a letter showing the amount of financial support you will receive.			

Please remember to pay the correct postage.

### Where should I return my completed form?

Date of 1st application for student finance (academic year)	Where do I return my application?
2010/11 2009/10	Student Finance England PO Box 210 Darlington DL1 9HJ
2008/09 or before	Your local authority (LA). Their address can be found at www.direct.gov.uk/SF-LAfinder

20

### student finance england

# Notes to help you complete your part-time application form

### 2010/11



This notes booklet will help you answer the questions on the application form. It will also advise you about what evidence you will need to supply to allow us to fully assess your entitlement for part-time grants.

If you require this booklet in an alternative format, such as Braille, large print or audio, please call us.

#### Where can I find more information about part-time grants?

Visit our website at **www.direct.gov.uk/studentfinance**. Or alternatively, you can refer to the booklet 'A guide to support for part-time students in higher education 2010/11'.

#### How can I contact you?

Visit our website at www.direct.gov.uk/studentfinance.

Call us on 0845 300 50 90 or by minicom on 0845 604 4434.

### Can I apply for Disabled Students' Allowance (DSAs) while studying part-time?

Yes you can but you will need to complete a Disabled Students' Allowance application form (DSA1). This form is available from **www.direct.gov.uk/studentfinance**, or you can call us on **0845 300 50 90** to have one sent to you.

If you are a postgraduate student or distance learning student applying for DSA you should **not** complete the PTG1 form as you are not eligible for part-time grants.

If you have already completed the DSA1 form relating to part-time study you will **not** have to complete the following sections of the PTG1 form:

- Section 2 questions c and d
- Any of section 3

#### **Cross border study**

Eligible part-time students who are living in England but choose to study in Wales, Scotland or Northern Ireland (the devolved administrations) will still receive financial support in the form of a fee grant and a course grant. The fee grant available for these students will be equal to that which the devolved administration would provide to its own students. However, it will not be more than the maximum fee grant offered to students living in England who choose to study in England.

#### You should not complete this form if any of the following apply to you:

If you normally live in any of the following places (even if you have moved, or are moving to England to undertake your course) you would need to contact the relevant organisation:

Relevant organisation	
Your local authority (LA)	
he Student Awards Agency for Scotland (SAAS)	
Your local Northern Ireland Education & Library Board (ELB)	
The Education Department of Guernsey or Jersey	
The Education Department for the Isle of Man	

If you fall into any of the categories below please see the relevant contact you need to speak to, to obtain a copy of the correct form.

Category	Relevant contact/response
Open University course	Open University 0845 300 60 90
National Health Service course	Information regarding a non income assessed bursary is available from www.nhs.uk/careers
<b>European Union Member State</b>	EU Customer Services Team 0141 243 3570
Prisoner serving custodial sentence	Grant not available (if you go to or are released from prison during the academic year you may be able to receive a grant for a part-time undergraduate course)
Flexible postgraduate ITT course (less than 1 year)	Contact your university/college

#### **Part-time distance learning students**

If you are a part-time student undertaking a course by distance learning you are eligible for finance from the administration you live in and not the administration you will be studying in, for example:

If you are living in England but the course is provided by a Scottish university/college, you are eligible for finance from the English administration.

Place of study	Administration	
England	Secretary of State for Business, Innovation and Skills	
Wales	Velsh Ministers	
<b>Northern Ireland</b>	Department for Employment and Learning	
Scotland	Student Awards Agency for Scotland	

SFE/PTG1N/1011 3

#### Section 1 personal details

Your Customer Reference Number 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 the Student Loans Company (SLC) or your LA. You may also have one if you have given financial information for another student's application. If you do not have one, or do not know what your Customer Reference Number is, please leave this blank.

- a1 If your name has changed from your birth certificate or passport then please supply supporting evidence confirming the change, also provide a note on a separate piece of paper of any other previous names you have had.
- **a2** If you send your original birth certificate or adoption certificate you must also send a completed Birth/Adoption Certificate form. This form is available from www.direct.gov.uk/studentfinance or by calling us.

#### Your original documents will be sent back to you as soon as possible.

Replacement birth certificates can be obtained from the Registers Office in the sub district where your birth was registered or from the following depending on where you were born:

Born	Contact point	
England/Wales	Certificate Services Section, General Register Office 0845 603 7788	
Scotland	General Register Office for Scotland 0131 314 4411	
Northern Ireland	General Register Office 028 9025 2000	

**b1** The definition of partner depends on when you entered higher education.

#### If you entered higher education between 1 September 2000 – 31 August 2005

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

### If you entered higher education on or after 1 September 2005

- your husband/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.

#### Evidence **e**

Question	Evidence of	Evidence item required
b1	Date of marriage or civil partnership if you will be under 25 at the start of the academic year	<ul> <li>Original marriage certificate.</li> <li>Original civil partnership documentation.</li> </ul>
	Separated, divorced or dissolved civil partnership	<ul> <li>Decree absolute.</li> <li>Dissolution order.</li> <li>A letter from your solicitor confirming your status.</li> </ul>
	Widowed or surviving civil partner	Original death certificate.

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 term-time address then all correspondence we issue will be sent to that address from the date you move there. You can update your term-time address or your home address at any time by contacting us.

SFE/PTG1N/1011 5

#### Section 2 financial support and qualification history

- a On a separate sheet of paper please provide information of any other assistance you are receiving to help you undertake your course, for example, day release arrangements, help with travel and other course costs, or help with childcare.
- **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 (SLC). Please call SLC 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. Please call SLC on 0845 026 2019 for advice.

#### Section 3 residence

#### **Nationality**

a1 If you have provided your UK Passport information or Birth Certificate as part of section 1, you do not need to send any further evidence of your UK nationality.

#### Residence status

- **a4** If your child, son or daughter-in-law or child's civil partner is the worker you must be dependent on them.
- **a5** 'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have a right of 'permanent residence' in the UK.
- You have been granted 'indefinite leave to remain'.
- You have a right of abode in the UK.

Further information about the right of permanent residence and other immigration issues can be obtained from the UK Border Agency at the Home Office at www.ukba.homeoffice.gov.uk.

#### **a6** Refugee Status

If you or your:

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

have successfully applied for refugee status in the UK under the terms of the 1951 United Nations Convention on Refugees, and you, or they, have been granted refugee status, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

#### **Expiry date**

If you or your:

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

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

SFE/PTG1N/1011 7

#### a7 Leave to enter or remain

If you or your:

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

have been granted 'leave to enter or remain' in the UK as the result of an unsuccessful asylum application, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a person granted leave to enter or remain, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted leave to enter or remain, you must have been their husband, wife or civil partner at the time of their application for asylum.

#### **b2** Residence history

The academic year will start depending on the date your course begins and will fall within one of the following timescales

Date study begins between	Date academic year begins
1 August – 31 December inclusive	1 September
1 January – 31 March inclusive	1 January
1 April – 30 June inclusive	1 April
1 July – 31 July inclusive	1 July

#### Evidence e

Question	Evidence of	Evidence item required
a1	UK nationality	<ul> <li>If you have provided your Adoption Certificate as part of section 1, you must provide your UK Passport or Birth Certificate to prove your UK nationality.</li> <li>If you were born outside the UK</li> </ul>
		and have a British Birth Certificate issued by a British Consulate, send this instead of your Passport or a letter or other document.
a <b>2</b>	EU nationality	• Passport or national identity card.

Question	Evidence of	Evidence item required
a3	Parent's Swiss nationality and your relationship to them	<ul> <li>Your parent's Passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).</li> </ul>
a4	European Economic Area (EEA) or Swiss nationality	• Passport or national identity card.
	Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK	<ul> <li>Send one of the following:</li> <li>A P60 or a letter from employer if currently working.</li> <li>Audited accounts, tax returns or details of income if self-employed.</li> <li>A letter from employer confirming the intention to continue working whilst studying.</li> <li>P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.</li> </ul>
a5	Settled status	• UK Passport or a letter from the Home Office which confirms immigration status.
a6	Refugee status  Relationship to person holding refugee status if it is not you	<ul> <li>A Home Office letter and an immigration status document, normally a Passport.</li> <li>Evidence to confirm your relationship to the person who has been granted refugee status.</li> </ul>
a <b>7</b>	Leave to enter or remain	<ul> <li>A Home Office letter and an immigration status document, normally a Passport.</li> </ul>
	Relationship to person holding leave to enter or remain status if it is not you	• Evidence to confirm your relationship to the person who has been granted leave to enter or remain status.

SFE/PTG1N/1011 9

#### Section 4 about your course

- **c** Only designated courses are eligible for support. 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. See the booklet, 'A guide to support for part-time students in higher education 2010/11' for information on fee grant rates applicable depending on your study rate.
- i Do not complete this form if you are studying full-time and are attending your university or college regularly instead of studying by distance learning. You should complete this form if you are studying by distance learning including a full-time distance learning course. Do not complete this form if you are studying a full-time distance learning course because you have a disability that prevents you from attending; contact us on 0845 300 50 90 for advice. If you are not sure, your university or college will tell you whether your course is designated as distance learning or not.
- j 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 bank or building society account details

Please check the following before completing your bank or building society details:

- the account is held in your name;
- your account accepts BACS payments (Bankers Automated Clearing System);
- it is a UK bank or building society;
- if giving details of a building society you may need to provide a roll number (check with your building society regarding this).

If you have already provided these details on another application form for 2010/11 you do not need to provide them again unless you wish to change them. Please note SLC cannot keep different sets of bank or building society account details for different kinds of support.

#### Section 6 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 8 financial details

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.

a 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 either send the original document you received from the agency or authority telling you about the benefit, or you can send a completed 'Confirmation of benefits' (CB1) form with your application. Which can be downloaded from www.direct.gov.uk/studentfinance or contact us to obtain a copy.

#### **Income**

Please give details of income in the financial year ending 5 April 2010. This means income from all sources before any personal relief, payments under covenant or deductions are made, and from abroad, which is not covered by UK tax.

You do not have to declare any income from:

- Working Tax Credit;
- Child Tax Credit;
- Maintenance payments (either received or paid out); or
- The Higher Education Bursary (a £2,000 non-taxable bursary, paid by local authorities to students who were formerly in local authority care who started higher education on or after 1 September 2008).

If your husband, wife, civil partner or partner wishes to provide income information separately they can obtain a separate copy of the PTG1 form from our website www.direct.gov.uk/studentfinance or they can contact us to request one.

SFE/PTG1N/1011 11

- Evidence of your earnings can be in the form of:
  - P60 for 2009-10;
  - Payslips for month 12 or week 53 showing 'Total paid to date' for earnings in the period 6 April 2009 to 5 April 2010;
  - A completed 'Income confirmation form for part-time students' (PTCI2) form;
  - A letter from your employer confirming your earnings; or
  - Written details of all benefits in kind you receive.

You can download a copy of the form PTCI2 at www.direct.gov.uk/studentfinance or call us to obtain a copy.

b1 Your gross income means income before deductions from:

- salary/wages;
- · overtime;
- bonuses; and/or
- commission.

We require these figures for tax year 2009-10, normally this will be the year ending 5 April 2010, but this may differ if your employer or business has a tax year which does not end in April, or you start your course in July.

Please include income you received from abroad in 2009-10 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.

Do not include any of the following:

- any personal relief;
- payments under covenant; or
- non-taxable income.
- b2 You should give the details shown on your self-assessment form for your trading year which ends during the period from 6 April 2009 to 5 April 2010. As confirmation of your income from self-employment you can send a letter from your accountant.

If you cannot give us the amounts, you should give an estimate and write 'E' beside the amount on the form.

If you are a company director, send your P60, P11D or independent confirmation of your earnings and director's fees from a chartered or certified accountant or HM Revenue & Customs (HMRC).

**b6** Include here any other income you have received. For example:

- scholarships, studentships, exhibitions, bursaries, awards, grants and allowances not already given previously;
- 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 8);
- 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.

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.

- 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 7 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.

SFE/PTG1N/1011 13

#### **Data Protection Act**

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 Secretary of State for Business, Innovation and Skills 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 other organisations including the Local Authority (LA), the Department for Business, Innovation and Skills, 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 how the application will be processed and with whom your information will be shared and for what purpose, go to www.direct.gov.uk/studentfinance-dataprotection.

#### 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 purpose') they will ask the Secretary of State, the student's 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.

#### Changes of circumstance

You must notify SLC (or your Local Authority where appropriate) about any change in your circumstances which may affect the student's entitlement to financial support. The most common changes of circumstance 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.

SFE/PTG1N/1011 15