

EU STUDENTS: Application for Tuition Fee Support for Academic Year 2005/2006

You can also obtain a printable copy of this application form online at www.dfes.gov.uk/studentssupport/eustudents/index.shtml or you can contact the EU Team on telephone number 01325 391199 (between the hours of 10.00 - 16.00 Monday to Friday) or by e-mail: EUTeam@dfes.gsi.gov.uk

Do not fill in this form if you will, or are likely to, receive a bursary from the National Health Service (NHS) or Department of Health (DoH) which is **non** income-assessed. If you have applied for a NHS/Medical degree course you may wish to contact the NHS Bursaries Section on 01253 655655 for more details.

Checklist

- Complete this form in **black ink** and use **CAPITALS**
- Tick **all** the boxes that apply
- Please use the Guidance Notes to help you complete this form.
- Information on the documentary evidence acceptable for individual countries can be found on the EU Team website at www.dfes.gov.uk/studentssupport/eustudents/index.shtml
- You **MUST** answer all the questions, entering N/A (Not Applicable) or None if appropriate.
- You **MUST** provide all evidence asked for - **DO NOT SEND IN THE FORM WITHOUT ALL OF THE REQUIRED DOCUMENTS**, as we will not be able to process your application.
- 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 PROVIDE THEIR NAME, JOB TITLE, ADDRESS AND CONTACT TELEPHONE NUMBER. THE CERTIFYING PERSON MUST NOT BE A RELATIVE.**
- **Please be aware that your form will be returned to you if you fail to send us the required document(s) or do not complete all of the form.**
- **RETURN THIS FORM TO: DEPARTMENT FOR EDUCATION AND SKILLS, EU TEAM, MOWDEN HALL, DARLINGTON DL3 9BG, UK.**

Quick Reference

The following icon is featured throughout the form as a quick reference guide.

Refer to
Guidance
Notes
page



DEADLINES FOR RECEIPT OF THIS APPLICATION FORM:

YOU MUST APPLY NO LATER THAN NINE MONTHS AFTER THE START OF THE ACADEMIC YEAR. APPLICATIONS RECEIVED AFTER THE STATED DEADLINES WILL NOT NORMALLY BE ACCEPTED AND YOU MAY NOT BE ENTITLED TO TUITION FEE SUPPORT FOR THAT ACADEMIC YEAR. THE FOLLOWING DEADLINES THEREFORE APPLY:

COURSES STARTING BETWEEN -

1 SEPTEMBER **2005** AND 31 DECEMBER **2005**
1 JANUARY **2006** AND 31 MARCH **2006**
1 APRIL **2006** AND 31 AUGUST **2006**

DEADLINE IS **31 MAY 2006**
DEADLINE IS **30 SEPTEMBER 2006**
DEADLINE IS **31 DECEMBER 2006**

SECTIONS YOU NEED TO COMPLETE

Your Circumstances	Your Status	Income details needed	Action you need to take
Under 25 years and living with parents / step parents / parent's partner	Dependent	Your income and your parents / step-parents / parent's partner's income	Complete Parts 1-10. Your parents / step parents / parent's partner must complete Parts 12-14. You and your parents / step-parent's / parent's partner must sign and date the declarations at Part 15.
Under 25 years living alone or with a partner; and have <u>not</u> been supporting yourself for three years or more before the start of the first academic year of your course.	Dependent	Your income and your parents / step-parents / parent's partner's / income	Complete Parts 1-11. Your parents / step-parent's / parent's partner must complete Parts 12-14. You and your parents / step-parent's / parent's partner must sign and date the declarations at Part 15.
Married or over 25 years on 1 September 2005, and living with a partner.	Independent	Your income and your husband's / wife's / partner's income	Complete Parts 1-9 and 11. Your husband, wife or partner must complete Parts 12-14. You, your husband, wife or partner must also sign and date the declarations at Part 15.
Under 25 years, not married; and have been supporting yourself for three years or more, before the start of the first academic year of your course.	Independent	Your income	Complete Parts 1-9. Sign and date the declaration at Part 15.
25 years or over and not living with a partner; or under 25 years and orphaned or have no contact with your parents / step parents. Please see page 2 of Guidance Notes.	Independent	Your income	Complete Parts 1-9. Sign and date the declaration at Part 15.
PGCE Students	Independent	None	Complete Parts 1-4, 6, 8. Sign and date the declaration at Part 15.

If you are not sure whether you are an 'independent' or 'dependent' student, please contact the EU Team for advice before completing this form. Send your form to the EU Team with any evidence asked for before the deadline dates shown overleaf.

What happens next

Your application form, EU5N, will be acknowledged and will be dealt with as soon as possible. It may take up to forty working days before we are able to let you know the outcome. Please do not write, fax, telephone or e-mail us to ask about your claim during this period, as this will delay the application process.

Part 1: Your personal details (continued)

14 Are you:

☐ single? ☐ married? ☐ separated? ☐ divorced? ☐ widowed? ☐ living with a partner?

Date married/entered into a civil partnership/separated/divorced/widowed/started living with partner (DD/MM/YYYY)



Send a certified copy of the relevant certificates or other evidence confirming this.

Part 2: Residence details

You **must** have lived within the European Economic Area (EEA) or Switzerland throughout the three years immediately before the first day of the first academic year of the course for which you are seeking help with the fees (proven temporary absence outside the above areas will not affect your entitlement).



15 How long have you lived at the 'normal permanent address' you gave in Q5? Please give the number of years and months in the boxes below.

Years Months

16 If this was for less than **four** years please give full details of your previous address(es) below.

Your address (including country)	From (DD/MM/YYYY)	To (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

17 Has your residence for any of the three years immediately before the first day of the first academic year of your course been outside the EEA or Switzerland?

☐ Yes ☐ No ☐ No

You will need to provide full details and documentary evidence regarding your absence. You will only be eligible if you can prove to us that your absence was temporary.

18 Was your residence in the EEA or Switzerland wholly or mainly for educational reasons?

☐ Yes ☐ No

19 Are you, your husband, wife, civil partner, parents, step-parent or parent's partner an EEA or Swiss national and currently working in the UK?

If you are currently employed, are you going to continue working while you are studying?

If you have answered yes to either of the two questions above, have you applied to your Local Education Authority (LEA) for any financial help?

If yes, please give details below and enclose a copy of the LEA's response.

Part 3: Your parents'/step-parents' or parent's partner's details

20 Please give the full names and addresses of your parents / step-parents / parent's partner.

5

Father's/Step-father's/Mother's Partner's details

Mother's/Step-mother's/Father's Partner's details

Nationality

Please Note: If **you** are not an EU national, please provide officially certified evidence of your parents' EU nationality.

Family name/
Surname

First name

Address

Country

Country

Date moved to this address
(DD/MM/YYYY)

Part 4: Previous education

21 Please give details of any full-time or sandwich courses you are attending or have attended, since you left school, whether or not you finished the course. **This should include further and higher education courses only.**

5

Title of the course
(for example,
BA History)

Name of College/University
(Please include Country)

Date you
started
(MM/YYYY)

Date you
left
(MM/YYYY)

22 If you **did not** finish any higher education course in the UK, please tell us why and provide a letter from the institution to verify this.

23 Have you received any financial support for any of the courses listed in Question 21 (for example, a grant or loan, tuition fees or bursary including support for fees) from any organisation?

☐

Yes



Give details below. (If you need to, continue on a separate sheet and attach it to the back of this form).

☐

No

Part 5: About your employment and unemployment history

24 In date order, please give your employment history since you left school, up to the present.

5/6

If there are periods when you have not worked, please give the reason (for example, you were registered unemployed, on a long holiday, raising a family), and the appropriate dates. (If you need to, continue on a separate sheet.)

Name and address of your employer or benefit office	Full time or part time?	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Amount of salary, wages or benefit you have received (state whether it was weekly, monthly or yearly)

Please Note: If you are under 25 and have supported yourself financially for a total of three years (1095 days) or more before the first day of the first academic year of your course, please give full details above and provide written certified documentary evidence covering the full period.

Part 6: About your course

You must complete this section even if you have not received a definite place on your course. If you have applied to several universities or colleges, give your first choice only.

6

25 Name the university or college you hope to attend. If the course is at a university 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).

26 Give the UCAS code of the university or college you have shown, for example, the code for Wolverhampton University is W75. Please refer to the UCAS directory or UCAS website (www.ucas.com).

27 **Franchised courses.** If the course is run at a different establishment from the university or college providing the course, give the name of **that** university or college here.

28 Full Course title (e.g. History) and Qualification (e.g. BA)

29 Give the UCAS\GTTR course code, for example Law is M100. (refer to your acceptance letter or the UCAS website www.ucas.com)

30 Date you will start or started your course.

(MM/YYYY)

Part 6: About your course (Continued)

31 Do you intend to complete the course and obtain the UK qualification?

☐ Yes ☐ No

32 Date when you expect to finish your course and obtain the UK qualification. (MM/YYYY)

33 How long does your course last in total?

years

34 Which year of the course are you studying in the academic year 2005/2006? (Tick **one** box only.)

☐ Foundation year? ☐ First year? ☐ Second year? ☐ Third year?

☐ Fourth year? ☐ Other? ▶ Give details

35 Is your course (tick **one** box only):

☐ full time? ☐ part-time? ☐ full time involving a placement (sandwich course)?

☐ part-time ITT?

☐ a flexible postgraduate ITT?

If you ticked part-time ITT or flexible postgraduate ITT, please give the number of weeks you will be studying full time and the number of weeks you will be on full-time teaching practice in the academic year 2005/2006.

Full-time study

weeks

Full-time teaching practice

weeks

36 If you will be undertaking a period of work experience away from your institution, or overseas study during your course, please give the dates involved. If you are undertaking more than one period of work experience, or overseas study during your course, please give full details and dates involved on a separate sheet.



From

To

37 **You must complete this question.** Have you been accepted onto the ERASMUS/SOCRATES exchange placement scheme for 2005/2006?



☐ No

☐ Yes ▶ Complete the dates in the two boxes below and then go to the declaration at Part 15.

From

To

Part 7: Other information

38 Have you been awarded a state-funded place on a dance and drama course at a privately-funded institution?



☐ Yes ▶ Send us the official letter offering you the place.

☐ No

39 Have you applied, or will you be applying, for any income-assessed bursary or award for the academic year 2005/2006, from the National Health Service (NHS) or the Department of Health (DoH)?

☐ Yes ▶ Send us the letter showing the result of your application as soon as possible, as this may affect the level of support you are entitled to.

☐ No

Part 8: PGCE/ITT or Private Institutions

☐

Tick here if you are studying a:

- postgraduate certificate in education (PGCE) or postgraduate initial teacher training (ITT) then go to the declaration at Part 15.

7

☐

Tick here if you are attending or planning to attend a private institution then go to the declaration at Part 15.

Part 9: Student's estimated income and financial obligations for the academic year 1 September 2005 to 31 August 2006. Must be completed by ALL students.

- 40 Do you expect to receive any income or award (including for example, income from an employer or property, state benefits, scholarships and bursaries and student grant or loan) for the 2005/2006 academic year?

8

☐

Yes ▶

Please give details below (you must also send certified documentary evidence as soon as possible). When we assess your claim, we may be able to take into account any sum paid by you in relation to a private pension. If you have any such financial commitment, please give details on a separate sheet of paper, showing the gross amount payable and the name of the pension provider. You will also need to send certified documentary evidence of the agreement.

☐

No ▶

The Department may ask for evidence to show you have been rejected for student financial aid.

If Yes, please give details below.

Source of income	How often will it be paid? (please tick)			Total gross income for the year, in the currency in which it will be paid
	In one instalment	Weekly	Monthly	
Total				

Please note that your application will be delayed if you do not send all of the documentary evidence required. If the evidence you provide is a copy of the original, it must be correctly certified.

Part 10: About your parents / step-parents / parent's partner (as appropriate) - to be completed by ALL single students under the age of 25.

If you are under 25 years at the start of the academic year, you or your parents should answer this part. This includes natural, step or adoptive parents.

8

- 41 Are your parents:

☐

single?

☐

married?

☐

separated?

☐

divorced?

☐

widowed?

☐

living together?

☐

both deceased?

☐

remarried?

Date separated/divorced/widowed

(DD/MM/YYYY)

If your parents are separated/divorced/deceased send an officially **certified** copy or the original certificate confirming this. Original documents will be returned to you.

- 42 If your parents are divorced or separated, which parent do you normally live with?

8

☐

Father

☐

Mother

Part 11: About your husband/wife or partner - to be completed by ALL married and co-habiting students.

Husband's, wife's or partner's details	
43	Surname
44	First name
45	Address
	Country
	Postcode

Part 12: Parents'/step-parents'/parent's partner's,/husband's/wife's or your partner's financial details

46	Current occupation and employer	
	Father/Step-Father/Mother's Partner/Husband/ Your Partner	Mother/Step-Mother/Father's Partner/Wife/ Your Partner
	Occupation	
	Employer	
Employer's address		
	Postcode	Postcode

47 Have you already provided documentary evidence of income details to the EU Team for financial year 2003 or 2004 for any other dependent student?

☐ Yes ☐ No

Student's full name

DfES reference number

Go to question 48.

Part 12: Parents'/step-parents'/parents' partner's/husband's/wife's or your partner's financial details (continued)

Answer every question and enter an amount, 'None' or 'N/A' where appropriate. Give details of the gross income (before deductions) received for the last full tax year, and tell us the currency it was paid in.

8/9

Type of income and evidence we need	Father / Step-Father / Mother's Partner	Mother / Step-Mother / Father's Partner	Husband, wife or partner
	Gross annual amount, in the currency in which it was paid		
48 Gross income from all employment (before deductions) Send certified documentary evidence of the amount.			
49 Income from self-employment, including business profits. Send certified documentary evidence of the amount.			
50 Taxable Benefits in kind (e.g. company car, private health scheme etc). Send certified documentary evidence of the amount.			
51 State benefits (including disability benefits). Send certified documentary evidence of the amount.			
52 Income from property lettings or rent. Send certified documentary evidence of the amount.			
53 Income from pensions, any other benefits or allowances. Please give details below, and amount received. (Do not include child benefit). Send certified documentary evidence of the amount.			
54 Bank and building society gross interest (before tax). We may ask for evidence.			
55 Any other type of income including trusts and similar income. Put the type of income below, and amount received. Send certified documentary evidence of the amount.			

Part 13: Deductions - to be completed by the student's parents/step-parents/parent's partner/husband/wife, or your partner.

If you are paying contributions to a private pension scheme, please show the amount you paid in the tax year before the student's year of study. You must write in the amounts. Do not write 'see attached'. If this does not apply, please write 'none' in the relevant box.

9

	Father / Step-Father / Mother's Partner	Mother / Step-Mother / Father's Partner	Husband, wife or partner
	Gross annual amount, in the currency in which it was paid		
56 Private pension contributions you have paid in last full tax year.			

Please note that your application will be delayed if you do not send all of the documentary evidence required. If the evidence you provide is a copy of the original, it must be correctly certified.

Part 14: Dependent's details - to be completed by ALL students

- 57 Are there any children who will be wholly or mainly financially dependent on you or your natural or adoptive parents/step-parents/parent's partner/husband/wife or your partner in the year 1 September 2005 to 31 August 2006? If any of those dependants are in receipt of tuition fee assistance from this Department or a Local Education Authority please quote their reference number under their name below.

9

☐

Yes



Please give details below and send official documentary evidence with this form. Continue on a separate sheet if necessary.

☐

No

Who is this person dependent on (i.e. parent, spouse, student)

Full name	Date of birth (DD/MM/YY)	School or occupation	Estimated income	Country of study/work	Who is this person dependent on (i.e. parent, spouse, student)
	/ /				
	/ /				

Part 15: Declarations

Please read the following declarations. We will not be able to process your application for entitlement to support unless you, your parents/step-parents/parent's partner/husband/wife or your partner (as appropriate) sign and date the relevant parts.

9

Declaration: A All applicants must sign this declaration.

B Your **parent(s)/step-parents/parent's partner/husband/wife or your partner** must sign this declaration (as appropriate).

A All applicants must sign this declaration.

- ☐ The information I have given on this form is complete and accurate, to the best of my knowledge and belief.
- ☐ I will tell the EU Team immediately if my circumstances change in anyway that might affect my entitlement for support.
- ☐ I understand that if I give the EU Team false information, or do not give them complete information, I may be refused financial assistance, or I may be prosecuted and my financial assistance withdrawn.
- ☐ I agree to supply any further information that the EU Team may ask for.
- ☐ I will tell the EU Team immediately and provide official proof if, in any year of my course:
 - ☐ I am absent from the course for more than 60 days, due to illness;
 - ☐ I am absent for any other reason;
 - ☐ I leave, abandon or am expelled from the course;
 - ☐ I stop attending the course and I do not intend to, or I am not allowed to, return for the rest of the academic year;
 - ☐ I transfer to a different course at the same, or a different, university or college; or
 - ☐ I repeat part or all of a year of my course.
- ☐ I will also tell the EU Team immediately and provide official proof if:
 - ☐ the month or year of the start or end of my course changes;
 - ☐ I transfer from a full-time course to a part-time course; or
 - ☐ my home or term-time address or telephone number changes.
- ☐ If financial assistance is paid to me, or on my behalf, and is, for whatever reason, more than I am entitled to, I will pay back the balance.

Your name (CAPITALS)

Your signature

Date

Part 15: Declarations (continued)

B Declaration by the parent or parents/step-parents/parent's partner/husband/wife or your partner (as appropriate).

9

- The information I have given on this form is complete and accurate, to the best of my knowledge and belief.
- I / We will tell the EU Team immediately if my circumstances change in any way that might affect this application for support.
- I / We agree to supply any further information that the EU Team may ask for.
- I understand that if I give the EU Team false information, or do not give the EU Team complete information, I may be prosecuted and the financial assistance withdrawn.

Name (CAPITALS)

Signature

Relationship to student

Date

Name (CAPITALS)

Signature

Relationship to student

Date

Before you send the EU Team this form, please check you have done the following.

- | | |
|--|--|
| <input type="checkbox"/> Read the Guidance Notes sent with this form. | <input type="checkbox"/> If appropriate, enclosed a letter: <ul style="list-style-type: none">• offering you a State-funded place on a Dance and Drama course; or• concerning the outcome of your application for a National Health Service/Department of Health bursary. |
| <input type="checkbox"/> Fully answered all relevant questions. (If you do not do so, it will delay your application). | <input type="checkbox"/> Enclosed your original/officially certified copy of a document showing your full name at birth and date, place and country of birth and nationality. |
| <input type="checkbox"/> Marked any questions with either 'None' or 'N/A' that do not apply to you or where relevant your parents/husband/wife or partner/step-parents/parent's partner. | <input type="checkbox"/> Enclosed all relevant documents and evidence. |
| <input type="checkbox"/> Signed and dated this form at Part 15. | |

If we need more information or any other documents, we will let you know.

Data Protection Act 1998

The following statement describes who will use the information provided on this form.

The information you, your partner or relatives provide on this form will be used for the purpose of processing your application for assistance with tuition fees. The Secretary of State for Education and Skills has transferred certain functions relating to your application to Higher Education Institutions (Colleges and Universities) and the Student Loans Company who also exercise certain functions on his behalf.

The Department for Education and Skills (the Department) requires information provided on this form to assess your eligibility for assistance with your tuition fees and to determine the maximum amount of support for which you are eligible. The Department may also use information provided on this form for statistical purposes to monitor the performance of the student support system and to inform future policy. The Department will not identify individuals from this data for such purposes. The Department may also share information with a Local Education Authority (LEA) if you have a sibling who has applied to them for support or if you are eligible to be considered for full support through an LEA.

The Student Loans Company (SLC) requires information provided on this form to process your application for tuition fee support and make payments to your College or University as appropriate.

Your College or University will receive from the SLC and the Department information provided on this form to facilitate payment of your tuition fee support.

The Department, the SLC and your College or University are under a duty to protect the public funds they handle and may use the information provided on this form to prevent and detect fraud. They may also share the information, for the same purposes, with other organisations which handle public funds.