

Notes to help you complete your Application for Student Finance 2006/07


EU6N notes

General Information

You should **not** be completing form EU6N if any of the following apply to you:

- You normally live in England, Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man. If this is the case, you should contact whichever of the following organisations is relevant:
 - Your Local Education Authority (LEA) in England or Wales
 - The Students Awards Agency for Scotland (SAAS)
 - Your local Northern Ireland Education and Library Board (ELB)
 - The Education Department of Guernsey or Jersey or the Isle of Man
- You are, or will be attending a part-time higher education course other than for initial teacher training. In some circumstances, you may qualify for help if you are taking a part-time course. For more information you should contact the EU Customer Services Team on 0141 243 3570.

You must use these Notes whenever you have seen this icon within the main EU6N form. 

Any evidence that you are required to provide is also outlined in these Notes and is marked with this icon. 

Wherever you see this evidence icon on form EU6N you should check these Notes for information on the evidence required. Documentary evidence acceptable for individual countries can be located on our website at **www.studentfinancedirect.co.uk**.

Academic Year

Academic years begin in the autumn, winter, spring and summer, and last for 12 months. The first day of the academic year is not necessarily the day on which you begin that year of your course. It is decided by the period during which your year begins. The academic year starts on:

- 1 September, if your study begins between 1 August and 31 December inclusive;
- 1 January, if your study begins between 1 January and 31 March inclusive;
- 1 April, if your study begins between 1 April and 30 June inclusive; or
- 1 July, otherwise.

For example, if you start your year of study on 4 October 2006, your academic year runs from 1 September 2006 until 31 August 2007.

Section 1 finance available

e To qualify as a gap year student you must send your UCAS or university letter confirming your deferred place with the EU6N application form. This letter must show you received a conditional or unconditional offer of a place on your course at a publicly funded university or college on or before 1st August 2005. If you will not be taking up the same course as you received your offer for, then as long as your university or college is content that this is a similar course you will also be considered a gap year student. You must send a letter from your university or college with your offer letter to confirm this.

If you do not hold such an offer you will be classified as a direct entry student.

If you received a conditional offer of a place on a course at a publicly funded university or college starting in academic year 2005/06, but are starting the course in 2006/07 because you successfully appealed against exam results (but the appeal was successful after the last day on which you could have taken up the conditional offer), you will be considered a gap year student.

If you are a student who started their course before academic year 2006/07 and this is your first application for student finance you should complete the sections of this form that are relevant to gap year students.

Tuition Fee Loan

REPAYABLE

NON-INCOME ASSESSED

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

Students studying at English and Northern Ireland universities or colleges that are charging variable tuition fees up to a maximum of £3,000 will be able to take out a non-income assessed Tuition Fee Loan to cover some or all of these fees (depending on how much they are charged and how much they wish to borrow).

If you are a student studying at an English or Northern Ireland university or college that is not charging variable tuition fees then the tuition fee chargeable could be any amount up to a maximum of £1,200 and you can apply for a Tuition Fee Loan to cover this cost.

If you are studying at a university or college in Scotland or Wales you can apply for a Tuition Fee Loan to cover the amount of tuition fees that your university or college will charge you.

If you are studying at a private university or college then you may be charged more than £3,000 for tuition fees but you can still only apply for a Tuition Fee Loan up to the maximum of £3,000 if your course is one that qualifies for tuition fee support.

If you are a gap year student or a student who started their course before academic year 2006/07, your university or college can charge tuition fees up to a maximum of £1,200 and you can also apply for a Tuition Fee Loan to cover this cost. However, if you choose to be income assessed then the amount of Tuition Fee Loan you can apply for will be based on your assessed contribution up to a maximum of £1,200.

If you are continuing on a course at a private university or college that you started before academic year 2006/07 and this is your first application for student finance, you will not be able to take out a Tuition Fee Loan, you may instead be able to take out a non-income assessed Grant for Tuition Fees.

The Tuition Fee Loan borrowed will be paid directly to the relevant university or college once your attendance is confirmed.

Section 1 finance available

Grant for Tuition Fees

NOT REPAYABLE**INCOME ASSESSED**

You may not be eligible for a grant for tuition fees if you already hold a UK honours degree unless you are taking a particular vocational degree.

If you are assessed as having to pay a contribution towards your tuition fees then you can apply for a Tuition Fee Loan to cover this assessed contribution, up to a maximum of £1,200.

If you are studying on a full-time initial teacher training (ITT) course this grant may be non-income assessed and will be used to help with the amount of tuition fees charged by your university or college, up to a maximum of £1,200.

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

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

If you are still having difficulty choosing which types of financial support you wish to apply for, please refer to the following sources for further information:

- A guide to financial support for higher education students in 2006/2007
- Student Loans: A guide to terms and conditions


All of these booklets as well as all of the application forms are available online at www.studentfinancedirect.co.uk.

All forms and booklets are also available in alternative formats such as Braille, large print or audio. If you require copies of any forms or booklets in one of these alternative formats please contact our EU Customer Services Team on 0141 243 3570.

Section 2 personal details

- a** Your ART ID is your customer identifier in the student finance system. It is an eleven-digit number. You will have received an ART ID if you have received a student loan or other student finance from a local authority or from SLC before. You may also have an ART ID if you have provided financial information for another student's application before. If you have never dealt with Student Finance Direct before, you will receive an ART ID shortly after you return the EU6N application form. If you do not have, or do not know, your ART ID, leave the box blank.

If your name has changed from the name that appears on your birth certificate or passport then please send the relevant evidence confirming this and give details of any previous names you have had on a separate piece of paper and enclose it with this form EU6N.

- b** If you provide a correspondence address then all correspondence we issue will be sent to that address from the date you move (or moved) there. You can update your correspondence address or your home address at any time by contacting the EU Customer Services Team on 0141 243 3570.
- c** You are "living with a partner" if you are sharing a home with your partner but you are not married or in a civil partnership. It does not matter whether you are of the same sex or of opposite sex.
-  If you are divorced or separated, or if you have been in a civil partnership which has been dissolved, you should send a copy of the decree absolute, dissolution order, or a letter from your solicitor confirming your status. Any original documents will be returned to you.
-  If you will be under 25 at the start of the academic year, and you are married or in a civil partnership, please send your original marriage certificate or civil partnership documentation with the application. Your document will be returned to you.

If you have entered into an overseas civil partnership or 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.

Section 3 residence

a1 If you answer "yes" to this question, you must send your national identity card (if this is proof of your EU nationality). If you are not in possession of a national identity card then we will also accept a passport or birth certificate. We can accept original documents or **a certified copy** of the original document.



A certified copy is a photocopy of an original document which must have been stamped and signed as being a true copy of the original by an official: a minister of religion, doctor, lawyer, civil servant, teacher/lecturer, police officer. The person certifying the copy must provide their name, job title, address and contact telephone number. The certifying person must NOT be a relative.

a2 If you answer "yes" to this question, you must provide evidence to confirm your family member is an EU national and your relationship to them by sending their national identity card, passport or birth certificate (if this shows proof of their EU nationality and your relationship to them).



b1 Please complete this question in full including addresses, dates and the reason(s) you were living there.

b2 Please complete this question in full and provide documentary evidence to confirm when and where your parents, step-parents or guardians lived or worked outside the EEA or Switzerland. They will need to send in tax documents, proof of residence, copy of work contracts, proof that a residence has been maintained in the EEA during the absence.

We will contact you if we require further information.

Section 4 about your course, and your college or university

a1 You should give details of your first choice. If you later accept a place on a different course or at a different university or college, you must notify us immediately. If you do not, it will delay your application.

d Full-time undergraduate course

For these courses you will attend university or college on most days of the week and for most weeks of the year (apart from weekends and the usual holidays). You must attend the course for at least 24 weeks in the academic year, unless it is the last academic year of the course, in which case you must attend for at least eight weeks. The course must also last for at least one academic year. You will still be considered to be attending your course even if arrangements have been made by your university or college for you to take the course without having to attend.

Foundation degrees

Foundation degrees are employment-related higher education qualifications designed to give you the skills needed at the relevant professional and higher technician level. They are designed to be flexible to suit different situations, and you can complete foundation degrees in two years if you study full-time.

Full-time postgraduate Initial Teacher Training (ITT) course

For these courses you must attend full-time, for either study or teaching practice, for an aggregate of at least six weeks in the year. If your periods of full-time study including teaching practice amount to less than six weeks, you will not be eligible for maintenance grants, but you may be able to receive reduced rate non-income assessed Tuition Fee Loan. You will still be considered to be attending your course even if arrangements have been made by your university or college for you to take the course without having to attend.

Distance learning

Distance learning is a programme of study that comprises video, printed and on-line materials that allows students to study at home with a tutor based elsewhere.

Full-time course involving a placement (“sandwich” course)

This kind of course includes full-time education at the university or college, plus periods of industrial or work placement.

Part-time ITT/Flexible postgraduate ITT course

You will need to provide a letter from your university or college confirming the number of weeks you will be on full-time study and full-time teaching practice.

h Please send the official letter indicating that you have been offered a state-funded place on a dance and drama course at a privately funded institution.



Section 5 previous loan or financial support and other information

- a** You will not normally be able to get any grants or another loan until you are up to date with your repayments on any previous loans you have had from Student Loans Company (SLC). If you have any mortgage style loan(s) (generally awarded to students who started courses before the 1998-1999 academic year) from SLC and you think that you may be behind on the repayments you should call 0870 241 4998 for advice.
- If you have any previous Income Contingent Repayment (ICR) loan(s), have remained in the UK and your earnings have reached the repayment threshold, repayments should have been collected through the PAYE system by your employer(s) or, if you are self employed, by H.M. Revenue & Customs. If you have been overseas for a period of 3 months or more and did not make arrangements to continue repayments you may have fallen behind with repayments. If you are unsure whether you are up to date with repayments, please call SLC on 0870 241 4998 for further clarification and advice.
- b** You will not normally be able to get any grants or another loan until you have signed all of the relevant documents. You should call SLC on 0800 40 50 10 for advice.
- c2** If you did not finish your course due to compelling personal reasons (which does not include reasons of academic performance alone), you must give full details in this section and send the necessary documentary evidence to support the reasons you give.
- e**
- e1** If you have applied, or will be applying, for a bursary from the General Social Care Council (GSCC) or the Social Services Inspectorate you should answer “no” to this question because this is a separate bursary to those offered by the NHS, DoH or DHSS&PS.
- e2** If you are receiving or are likely to receive a non-income assessed bursary then you are not eligible for any other student finance unless you are a seconded student studying a health related course and you have been advised that you cannot apply for any bursary at all, either income or non-income assessed.
- If you are unsure about your eligibility for a bursary, contact the NHS Pensions Agency Student Grants Unit on (0845) 358 6655.

Loan request form

If you have previously worked in the UK you may have a National Insurance Number. If you have a National Insurance Number it will allow us to match you with your tax records when you repay your loan after you have finished studying. You will find your National Insurance Number on:

- a National Insurance Number card;
- a payslip;
- an income tax document such as a P45 or P60; or
- a form from your local Jobcentre Plus, Jobcentre or Social Security Office.

If you have a National Insurance Number but cannot find it, you should contact H.M. Revenue and Customs (HMRC) National Insurance Registrations helpline on (0845) 915 7006. If your situation is more complicated, you should visit a Jobcentre Plus for help.

If you do not have a National Insurance Number you should leave the National Insurance Number box blank.

Loan request form

Declarations

If you have applied for a course of study in England and you receive a Tuition Fee Loan, there is a legally binding contract between you and the Secretary of State. The Loan Request Form including the declarations are an integral part of your contract with the Secretary of State. Additional terms of the contract are to be found in regulations made under section 22 of the Teaching and Higher Education Act 1998, as amended from time to time, or successor legislation.

If you have applied for a course of study in Wales and you receive a Tuition Fee Loan, there is a legally binding contract between you and the National Assembly for Wales. The Loan Request Form including the declarations are an integral part of your contract with the National Assembly for Wales. Additional terms of the contract are to be found in regulations made under section 22 of the Teaching and Higher Education Act 1998, as amended from time to time, or successor legislation.

If you have applied for a course of study in Northern Ireland and you receive a Tuition Fee Loan, the legally binding contract is between you and the Department for Employment and Learning. The Loan Request Form including the declarations are an integral part of your contract with the Department for Employment and Learning. Additional terms of the contract are to be found in regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, as amended from time to time, or successor legislation.

Tuition Fee Loan

This loan is ONLY for your course tuition fees and is paid directly to your university or college once they confirm your attendance on the course.

If you are a gap year student applying for income assessed financial support you will not know your assessed contribution until we have fully processed your application. You may wish to apply for a Tuition Fee Loan to cover this contribution once you have received your Financial Notification Letter. However, if you know now that you want a Tuition Fee Loan to cover the whole of your assessed contribution, you can apply for a Tuition Fee Loan now.

Amount available:

- If you are a direct entry student the amount you can borrow is based on the tuition fees your university or college is asking you to pay, up to a maximum of £3,000.
- If you are a gap year student then the amount you can borrow is based on your assessed contribution, up to a maximum of £1,200. If you choose to be non-income assessed then your assessed contribution is automatically £1,200.
- If you are studying at a university or college in Scotland or Wales you can apply for a loan to cover the course tuition fee they are charging.
- If you are studying at a private university or college in the UK then you can apply for a loan to cover the course tuition fee they are charging. If this exceeds £3,000 then you can still apply for the maximum Tuition Fee Loan of £3,000.

If you decide you do not wish to apply for a loan now you can still apply at a later date. To change the amount you originally requested, you should visit our website at www.studentfinancedirect.co.uk to download a separate Tuition Fee Loan Request Form. Alternatively, contact the EU Customer Services Team on 0141 243 3570 and they will arrange for a separate Tuition Fee Loan Request Form to be sent to you.

You can apply for a Tuition Fee Loan at any time in the academic year provided you are within the time limit. The time limit for applying is usually nine months from the start of the academic year.

Section 6 dependent and independent students

A dependent student is a student whose parents or parent and parent's partner may be expected to contribute to his or her financial support. If you are a dependent student, your parents will be assessed for a contribution to any income assessed student finance you are applying for. If you are under 25 and have not been married or in a civil partnership at any time before the start of the academic year, you will be a dependent student, unless one of the other criteria in this section applies to you.

An independent student is a student who no longer is expected to rely on parental support. You are an independent student if you are 25 or over on the first day of the first academic year for which you are applying, or if you have at some time before this been married or in a civil partnership (even if the marriage or civil partnership has now ended). If you meet one of these criteria, the income of any husband, wife or partner is taken into account.

b If you have at any point been in the custody or care of some person who is not your parent but have been back in the legal care of your parents at any time since then, you will not be considered independent.

c To be considered as self supporting you must have supported yourself financially for 3 years or more prior to the start of the 1st academic year of your course (does not have to be 3 consecutive years) and have been meeting your own living costs from:

e

- employment
- benefits
- state studentships
- scholarships, exhibitions and bursaries

You will have to provide evidence of the above support such as tax statements, letters from each employer/benefit provider stating the exact period(s) covered, if appropriate or benefit information, before you will be considered independent.

You would not be considered as self supporting if you are meeting living costs from money paid by a parent.

d You will be considered an independent student if you have the care of a person under the age of 18 on the first day of the academic year. Having the care of a person under the age of 18 means that you look after a child and the child lives with you, irrespective of your relationship with the child.

e

If you have care of a person under the age of 18, you must send the child's/children's original birth certificates to confirm their date(s) of birth. You should also provide evidence that you have care of the child, for example, evidence that you are receiving Child Benefit or Child Tax Credit.

Section 7 student financial questions

You may need to send **country specific** documents to confirm your declared income in this section. Please visit our website at www.studentfinancedirect.co.uk for further information about the documents we require.

- a** You **should** give a realistic estimate of your income, which you may need to confirm later. If your actual income is different from your estimated income we will reassess your entitlement. This may change the level of financial support you receive.

When working out your taxable income, you should include:

- income from property, lettings, rent, trusts, investments or sponsorship;
- interest (after deductions) from all bank and building society accounts, dividends and investments; and
- other payments you receive for attending your course during the academic year.

Do not include:

- bounties paid by the armed services to reservists or disablement or invalidity pensions;
- earnings from part-time work such as vacation work or work you do during term-time;
- payments you receive from your parents under a covenant;
- maintenance payments you expect to receive for your children. These maintenance payments should be included as part of your children's income in question 8d.
- Teacher Training Bursaries;
- ISAs; or
- any student loan or grant payments you may receive. However, if you are a Scandinavian student and you receive a taxable grant for study in the UK this should be included.

- b** Include any payments from an employer releasing you for your study during the academic year. Include any salary or wages that you will receive from that employer while you are studying for your course. Only include money you receive for days on which you are actually attending your course and are released from your employment in order to do so. Do not count attendance on your course for which your employer does not pay you. Do not include money you get from your employer for working when you are not attending your course.

- d** You must include any maintenance payments you expect to receive for your children as part of **their** income in this question.

- e** You must send your child's/children's original birth certificate(s) or a certified copy to confirm their date(s) of birth before they can be taken into account when assessing your entitlement.

Section 8 about your family

 If you are unsure if you are dependent or independent please refer to the section 6 notes.

a Which family members count?

Dependent students

If you are a dependent student, the family members who count for the purposes of income assessment depends on when you entered higher education.

If you only live with one parent, and he or she does not live with a partner, only the parent you live with counts. Your other natural parent does not count unless he or she also lives with you.

For students who entered higher education **before 1st September 2004**, the following people count:

- your natural or adoptive parent(s).

For students who entered higher education **on or after 1st September 2004 but before 1st September 2005** the following people count:

- your natural or adoptive parents, if both of them live with you; or
- if you live with one parent, that parent and his or her partner if they have one.

Your parent's partner means:

- your stepmother or stepfather, if the parent you live with is married or in a civil partnership; or
- your mother's or father's opposite sex partner if they live together as though they were married.

For students who entered higher education **on or after 1st September 2005** the following people count:

- your natural or adoptive parents, if both of them live with you; or
- if you live with one parent, that parent and his or her partner if they have one.

Your parent's partner means:

- your stepmother or stepfather, if the parent you live with is married or in a civil partnership;
- your mother's or father's opposite sex partner if they live together as though they were married; or
- your mother's or father's same sex partner if they live together as though they were in a civil partnership.

Independent students

If you are an independent student, only your partner, if you have one, counts. The definition of your partner, and therefore whether their income details will be needed for the purposes of income assessment, depends on when you entered higher education.

If you do not have a partner as defined below, no family members count. We only assess your own income.


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

- your husband or wife;
- your civil partner; or

- your opposite sex partner if you live together as though you were married.

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

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

b If your parents are divorced or separated, or if you have been in a civil partnership which has been dissolved, you should send a copy of the decree absolute, dissolution order, or a letter  from their solicitor confirming their status.

Section 9 financial details for the last full tax year for persons named in Section 8

 Please note that documentary evidence lists detailing evidence items for individual countries can be located at www.studentfinancedirect.co.uk.

General Information

If you think your income (before tax) for the current financial year will be at least 15% less than your income in the last full tax year, you must still complete this form but please give brief details of this expected reduction in income on a separate piece of paper and enclose it with this EU6N form. You may then be sent another form to complete because it may be possible to have the financial contribution worked out using income details for the current financial year. However, if two parents (or one parent and a step-parent or parents partner) in the household have their income taken into account, we consider the total of their two incomes together. We can only adjust the financial contribution if their total joint income has fallen by 15% or more. Therefore, it is only if the joint incomes of two parents (or one parent and a step-parent or parents partner) are likely to fall by 15% or more that details of the expected reduction should be provided.

a2 Income before deductions


Please give details of your income in the last full financial year. “Your income” means your gross taxable income before tax and other deductions. State your income without taking into account any of the following:

- any personal relief;
- payments under covenant;
- deductions for tax, National Insurance, etc; and
- non-taxable income.

Also give any income you get from abroad, which is not covered by UK tax, and any of the benefits asked for, if you get them.

Also include overtime, bonuses and commission, and any income from employment overseas for the last full financial year.

Please send evidence of your earnings, such as:

-  • your tax statement;
- your payslip for month 12 or week 53 showing “Total paid to date” for earnings in the last full tax year; or
- a letter from your employer confirming your earnings.

b1 Benefits in kind means benefits other than money that you get from your employment, and might include a company car, meals or accommodation, or private health insurance. Only include benefits on which you must pay tax. Please send the appropriate documentary evidence.

b2 You should give the details shown on your self-assessment form for your trading year which ends during the last full tax year.

As confirmation of your income from self-employment please send a letter from your accountant.

If you cannot give the actual amount, you should give an estimate and write “(E)” beside the amount on the form.

Section 9 financial details for the last full tax year for persons named in Section 8

- b3** If you are a company director, send your tax statement or independent confirmation of your earnings and director's fees. If you have already included your income as company director as part of your wages in question a2 or b2 then do not repeat them here again.
- b5** Please send a tax statement or a letter from your pension provider showing your pension payments during the last full financial year.
- b8** Give the interest you receive before tax. You should not include interest you receive from ISAs.
- b9** Please send a statement or a letter signed by your benefits agency to confirm the amount income support you receive.
- b10** Only include money you get from the following benefits: Jobseekers Allowance, Bereavement Benefit, Industrial Death Benefit, Invalid Care Allowance, Statutory Maternity Pay, Statutory Sick Pay, Widowed Mother's Allowance and Widow's Benefit.

You should also include the amount of Incapacity Benefits you received after 28 weeks of incapacity. Do not include anything you get for the first 28 weeks.

Please send a statement or a letter signed by your benefits agency to confirm the amount of any benefits you receive.
- b11** Please send a copy of your tax credit award notice.
- c1** Do not include superannuation or state retirement pensions.
- c3** This includes anything you can claim tax relief on because it is a necessary cost of your employment, for example subscriptions to professional organisations, cost of uniforms and travel expenses. Please send evidence showing tax relief. If you are a minister of religion, include here deductions made from your income for tax purposes.

Section 10 dependents

Academic Year start and end dates

The period for which we require financial information in this section is determined by the student's academic year start and end dates.

The first day of the academic year is not necessarily the day on which the student begins that year of their course. It is decided by the period during which their year begins.

The academic year starts on:

- 1 September, if their study begins between 1 August and 31 December inclusive, and ends on 31 August 2007;
- 1 January, if their study begins between 1 January and 31 March inclusive, and ends on 31 December 2007;
- 1 April, if their study begins between 1 April and 30 June inclusive, and ends on 31 March 2008; or
- 1 July, otherwise, and ends on 30 June 2008.

For example, if the student starts their year of study on 4 October 2006, the academic year runs from 1 September 2006 until 31 August 2007 and this is the period of time for which you must provide financial details for any dependents.

Section 11 bursary consent statements

If your university or college have not been in touch with you about how to apply for any bursaries and/or scholarships that they may offer, you should contact them.

Some universities and colleges may choose to offer students discretionary bursaries or scholarships. The amount offered would be at their discretion. Please contact your university or college if you require further information about their bursaries and scholarships.

Declarations

If the applicant in section A or the person(s) named in section B are 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.

Declaration A

You must notify the Student Loans Company about any change in your circumstances, which may affect your entitlement to financial support. The most common change of circumstance for students would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending the course and do not intend, or are not allowed, to return for the rest of the academic year;

- you transfer to a different course at the same, or a different, university or college;
- 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.

Declaration B

You must notify the Student Loans Company about any change in your circumstances, which may affect the applicant's entitlement to financial support. The most common change of circumstance would be if:

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

Data Protection Act 1998

This statement sets out who will use the information provided on the EU6N form or otherwise in connection with the application for student finance and what they will use it for.

The information which you, your partner or relatives give on this form ("your personal information") will be used to process your student finance application.

The Secretary of State for Education and Skills, if your place of study is in England, the National Assembly for Wales (some functions having been transferred by the Secretary of State prior to the devolution of student finance to the National Assembly for Wales), if your place of study is in Wales or the Department for Employment and Learning, if your place of study is in Northern Ireland, has transferred certain functions relating to student finance to the Student Loans Company (SLC).

This Data Protection Statement applies generally to all students and their sponsors. The specific details are set out below.

The Student Loans Company (SLC) will use the information provided in connection with your application to determine whether you are eligible for student finance, to assess the amount of financial support you are entitled to and to make payments and maintain your account.

The SLC will retain this information to provide customer services to you and to respond to your questions and update information on your account.

The SLC will keep personal information given on this form about you, your partner and your relatives so that it can audit its assessment of financial support.

The SLC is the data controller for this information. The DfES (if you study in England), WAG (if you study in Wales) and DEL (if you study in Northern Ireland) are also joint data controllers for this information as they are responsible for it by law. If you would like to see your information in any case, please contact the SLC.

If you breach the terms of the loan contract, SLC may share information about you and your account with any person, including the Government or a Government agency of another country, who may assist them in establishing your whereabouts and/or in taking action to recover outstanding loan amounts.

Your university or college will receive information from the SLC so that SLC can pay to it any tuition fee grant or loan you are entitled to, and so that it can confirm the details of your course of study. Your university or college may have shared access to your application and account information in the future for these purposes.

Your university or college may also be provided with or given access to the information that you provide in connection with your application for student finance (either on this form or at a later stage) and information that is derived from your application (for example, whether you are deemed eligible for student finance, whether you are eligible for a particular grant or loan or the amount of financial support payable to you) for bursary administration purposes, from the SLC, the Department for Employment and Learning, if your place of study is in Northern Ireland, the Secretary of State for Education and Skills, if your place of study is in England or the National Assembly for Wales, if your place of study is in Wales.

This information will only be shared where you and any person named on your application that is providing financial information, has consented to the information being shared for bursary administration purposes.

When this happens, the university or college will be the data controller of the information and will use it to assess eligibility and make payment of any bursary or scholarship to which you may be entitled. If you would like to see this information please contact your university or college.

The Department for Education and Skills (DfES) (if you take up a place of study in England), the Welsh Assembly Government (WAG) (if you take up a place of study in Wales) and the Department for Employment and Learning (DEL) (if you take up a place of study in Northern Ireland) will have access to your account information to provide customer services to you and may use the information you have provided on this form to monitor the performance of the student finance system and to develop future policy. Any published output from this statistical work will be anonymous and will not identify individuals.

The Department for Work and Pensions (DWP) and H.M. Revenue and Customs (HMRC) Information will be given to the DWP to check your National Insurance Number and personal details, specifically, name, date of birth and address. Information will also be given to HMRC to check your National Insurance Number to help the SLC collect loan repayments. In future HMRC may have shared access to your loan account information to help SLC collect loan repayments.

The Higher Education Funding Council for England (HEFCE) and the Higher Education Statistics Agency (HESA) which carries out certain functions on behalf of HEFCE may, in carrying out HEFCE's statutory functions relating to the funding of education, use the information provided on this form for statistical analysis. HESA and HEFCE will not identify individuals in any published results.

By law, the SLC and your university or college must protect the public funds they handle and may use the information you have 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.

