

# Grant application form

for continuing part-time students **2017/18**

## About this form

### Who should complete this form?

Complete this form if you're:

- living in England; and
- a continuing part-time or full-time distance learning student who started their course before 1 September 2012 and has applied for student support for a previous year of their course.

### Please read the accompanying notes.

The 'Grant application notes' will give you detailed guidance and help you to complete this form.


Find out more at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

### What sections should be completed?

<b>Student</b>	Complete sections <b>1, 2, 3, 4, 7</b> and read, sign and date section <b>8</b> , the <b>student declaration</b>
<b>Partner (husband, wife, civil partner or partner)</b>	Complete sections <b>6</b> and <b>7</b> . Read, sign and date section <b>8</b> , the <b>declaration for partners</b>
<b>University or college</b>	Complete, sign and stamp section <b>5</b> .


## 1 your personal details


### 1.1 Customer Reference Number

Where you see this icon it means there are notes in the accompanying 'Grant application notes' to help you. 

### 1.2 Personal details

Complete these details exactly as stated on your birth certificate or passport.

If your name has changed from your birth certificate or passport give supporting evidence confirming the change. Give a note of any other previous names you've had on the additional notes pages at the back of the form. 

Where you see this icon it means we need you to give supporting evidence. You can find details in the accompanying notes. 

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Forename(s)

Surname

Sex

☐ Male ☐ Female

Date of birth

DAY MONTH YEAR

  -   -    

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

Nationality



SFE/PTGC/1718/A

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Follow us on [twitter.com/SF\\_England](https://twitter.com/SF_England)



# 1 your personal details - continued


## 1.3 Marital status

Tick one box that best describes your marital status.

☐

Single

☐

Living with a partner 

☐

Married/civil partnership


Give the date of marriage/civil partnership

DAY


MONTH

YEAR


☐

Separated 

☐

Divorced/dissolved civil partnership 

☐

Widowed/surviving civil partner 

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

☐

No

☐

Yes

## 1.5 Contact details

Give your current home address.

Give your term-time address if you know it. If you give a term-time address we'll send correspondence to that address. You can update your address(es) at any time by contacting us.

Home address

Postcode

Term-time address

Postcode

Date you'll move to this term-time address

DAY

Home phone number

Mobile phone number

Email address

## 1 your personal details - continued

1.6 Are you a member of the regular Armed Forces?  

☐ No

☐ Yes

1.7 Are you a family member of someone in the regular Armed Forces? (for example: spouse or child)  

☐ No

☐ Yes

## 2 financial support

2.1 Will you be getting funding from any other source to meet the costs of your course in 2017/18

Tell us about any payments you may receive from your employer, bursaries or any other assistance. Examples of other assistance are day release arrangements, help with travel and other course costs, or help with childcare.

☐ No

☐ Yes - give details

2.2 Have you received a grant for part-time study for this programme of study for any academic year up to and including 2016/17?

☐ No

☐ Yes

## 3 about your course

3.1 University or college details

If your 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 (for example, Birkbeck, Central London campus, University of London).

Name

Full address

3.1.1 If your course is a franchise course held at a different location from the university or college providing the course, give the full address of that university or college.

Full address

If you need further space use the additional notes page at the back of this form

## 3 about your course - continued

### 3.2 Course ⓘ

Give the name of your course and the course subject (for example, Information systems). If you're following a combined studies/modular course, list all the subjects.

### 3.3 Qualification you expect to gain (for example, BA (honours) English)

### 3.4 Course start date

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

### 3.5 Course end date

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

### 3.6 Course length ⓘ

<input type="text"/>	Years
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### 3.7 Current year of course in academic year 2017/18

### 3.8 Are you undertaking a full-time distance-learning course? ⓘ

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

## 4 your UK bank or building society account details

### 4.1 Account details

Sort code

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Building society roll number (if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 5 university or college



**Ask your university or college to complete this section.**

If your university or college doesn't complete this section it'll delay your application for student finance.

**You still have to complete sections 6 and 7.**

University or college staff should check the student's answers in section 3 before completing, signing and stamping this section.

Course fee charged to this student  
for 2017/18

£

SLC or UCAS university/college code

I confirm to the best of my knowledge and belief:

- the student named in section 1 is undertaking the course named in section 3.
- 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 2017/18.
- 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.

### Unit of measure

Circle the appropriate  
unit of measure

Credits/ credit points/  
modules/ other

### Part-time units

Enter number of units

÷

### Full-time units

Enter number of units

x 100 =

Intensity of  
study for this  
course is \*

\* Intensity of study is how much a student will study on a part-time basis in academic year 2017/18 shown as a percentage of an equivalent course studied on a full-time basis.

- the student's course is designated as eligible for financial support under Regulation 139 of the Education (Student Support) Regulations 2011 (as amended).

- the equivalent full-time course would last

- it's 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.

## 5 university or college - continued

Your full name (in BLOCK CAPITALS)

Your position

Your phone number (including area code)

Your email address

Your signature

**X**

Today's date

DAY

MONTH

YEAR

-

-

University or college stamp

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



If you have a partner (husband, wife, civil partner or partner) ask them to complete their details in sections 6 and 7.

**You still have to complete your details in section 7.**

### 6.1 Customer Reference Number ⓘ

(if you have one)

Where you see this icon it means there are notes in the accompanying 'Grant application notes' to help you. ⓘ

### 6.2 What is your relationship to the student?

<input type="checkbox"/> Husband	<input type="checkbox"/> Wife
<input type="checkbox"/> Civil partner	<input type="checkbox"/> Partner

### 6.3 Your details

Title

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms
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Forename(s)

Surname

Date of birth

DAY				MONTH				YEAR				

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

Home address

Postcode

Home phone number (including area code)

## 7 financial details

### 7.1 Are you or your husband, wife, civil partner or partner getting one or more of the state benefits listed opposite? ⓘ

If you or your husband, wife, civil partner or partner are receiving any of the benefits listed, you must provide a copy of evidence to show who's getting the benefit.

☐ **No** - go to 7.2

☐ **Yes** - Tick the appropriate box(es) ⓘ

☐ Universal Credit

☐ Income Support

☐ Housing Benefit

☐ Local Housing Allowance

☐ Income-based Jobseeker's Allowance (JSA)

☐ Income-related Employment and Support Allowance (ESA)

You don't have to give any other financial details - **go to 7.8**

If you answered 'No' to 7.1 you must answer the following questions in this section entering the amount of income received. If you have no income for any of the income types listed enter 'None' or 'N/A'.

Where you tell us an amount, you must send us copy evidence to support it. You should only send us copies of evidence as these will be securely destroyed once checked. If you send us any original documents these will also be destroyed.

### 7.2 Gross income from salary/wages received from 6 April 2016 to 5 April 2017 ⓘ ⓘ (before deductions)

### 7.3 Income from self-employment ⓘ ⓘ (estimate if you're not sure)

### 7.4 Bank and building society gross interest ⓘ ⓘ (before tax)

### 7.5 Other investment income ⓘ ⓘ (before tax)

#### Amount received before tax (Gross income)

You

£

Husband, wife, civil partner or partner

£

£

£

£

£

Type

Type

Amount

Amount

£

£



## 7 financial details - continued

### 7.5 Other investment income - continued

You	Husband, wife, civil partner or partner
Type <input type="text"/>	Type <input type="text"/>
Amount £ <input type="text"/>	Amount £ <input type="text"/>

### 7.6 Income from property, lettings or rent

#### 7.6.1 How much of this is through the Rent a Room scheme?

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

### 7.7 Any other type of income

You	Husband, wife, civil partner or partner
Type <input type="text"/>	Type <input type="text"/>
Amount £ <input type="text"/>	Amount £ <input type="text"/>


Type <input type="text"/>	Type <input type="text"/>
Amount £ <input type="text"/>	Amount £ <input type="text"/>

### 7.8 Give details of any children who will be totally or mainly financially dependent on you during the academic year 2017/18.

Child's full name	Date of birth	Relationship to you	Who will they live with?	Income*
	DAY MONTH YEAR			

\* Give income from all sources after income tax and social security.

## 8 declarations

This application for financial support may be delayed unless you, and the person named in section 7, sign and date the relevant parts. Before signing, you should read the Data Protection Statement in the notes that accompany this form. 

### Student declaration

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not I understand I may not receive financial support, any support I have received may be withdrawn and I could be prosecuted.
- I agree to give SLC 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 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 in full.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

DAY			-	MONTH			-	YEAR				

You may be eligible for a bursary or scholarship from your university or college. Your university or college will ask for some information about you and your application to decide if you are eligible for a non-repayable bursary or scholarship.

We will automatically share your information with your university or college so they can work out if you are eligible for these awards

If you **don't** want your details to be shared for this purpose, please tick this box ☐

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

Most universities and colleges won't pay bursaries or scholarships if you don't give consent to share your information.

### Partner declaration

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given Student Loans Company (SLC) false information, or have not given them complete information, the student may not receive financial support, any support they have had may be withdrawn and I could be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

DAY			-	MONTH			-	YEAR				

We'll automatically share your personal and financial details with the university or college so they can work out if the student is eligible for a non-repayable bursary or scholarship.

If you **don't** want your details shared for this purpose, please tick this box ☐

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

Most universities or colleges won't pay bursaries or scholarships if you don't give consent to share your information.



# additional notes

If you're providing extra information clearly mark what section and question the information is about.

You must return your completed form to the address shown below.

Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ