

Application for Student Finance 2011/12 for EU Students

Form

EU11N

First name(s)

Surname/family name

Customer Reference Number (if you have one)

If you have been resident in the UK at any time since birth, please contact the EU Customer Services Team on 0141 243 3570 before completing this form.

This form should be completed in conjunction with the Support notes at the back of this form. The notes will give you extra information to help you complete the form correctly. Incorrect or incomplete forms will be returned to you which may delay payments being made to you.

 All applicants MUST sign the Student Declaration on page 15. Please also make sure that if you are requesting a Tuition Fee Loan you sign the Declaration on page 14.

For further information please go to www.direct.gov.uk/studentfinance-EU.

You **should** complete this form if you are starting on one of the following courses in England, Wales or Northern Ireland:

- A full-time or sandwich course of higher education
- A full-time Initial Teacher Training (ITT) course

If you are studying in Northern Ireland and will be on:

- A part-time ITT course
- A flexible ITT course that lasts at least six weeks

You **should not** be completing this form 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:
 - Student Finance England (SFE)
 - Student Finance Wales (SFW)
 - The Student Awards Agency for Scotland (SAAS)
 - Student Finance Northern Ireland (SFni)
 - The Education Department of Guernsey, Jersey or the Isle of Man
- You are studying on a distance learning course for a reason which is not related to a disability. If this is the case you should instead complete an EUPTG1 form to apply for student finance. The EUPTG1 form will be available from August 2011.
- You are, or will be attending a part-time or flexible Higher Education course, including Initial Teacher Training (ITT), in England or Wales. In some circumstances, you may qualify for help if you are taking a part-time or flexible course. For more information you should contact the **EU Customer Services Team on 0141 243 3570.**

Deadline

This form should be returned within 9 months of the start of your academic year, or you may lose your right to apply for student finance.



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 2011, your academic year runs from 1 September 2011 until 31 August 2012.

Instructions

- This form **must** be completed in ink.
- Answer all the questions. If you leave any question blank we will not be able to process your application. If a question does not apply to you, please enter 'None' or 'N/A' as the answer.
- Please refer to the Support notes at the back of this form each time you see this icon. 
- Further information about the evidence required can be found in the Support notes and will be marked with this icon.  Documentary evidence acceptable for individual countries can be located at www.direct.gov.uk/studentfinance-EU.

- When supplying us with documentary evidence you can send in original documents or a certified copy.

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



- You **must remember to sign the Declaration on page 15** otherwise your application for student finance may be delayed. Please also make sure that **if you are requesting a Tuition Fee Loan you sign the Declaration on page 14**.
- Return this form to the EU Customer Services Team,
Student Loans Company,
PO Box 89,
Darlington,
County Durham,
England,
United Kingdom,
DL1 9AZ.
- If you have any questions or problems, please contact the EU Customer Services Team on **0141 243 3570**.



Please remember to pay the correct postage.

finance available

Please read this section before completing the rest of the form. This will help you understand which types of student finance you can apply for.

Type of finance	Sections to be completed
Tuition Fee Loan 	The whole form, including the Loan Request Form.
Bursaries and Scholarships 	Sections 2 - 5


If you choose to apply for a Tuition Fee Loan for academic year 2011/12, the Regulations regarding repayment of this loan are different for each country.

Where will you be studying in academic year 2011/12?

England Tick

Northern Ireland Tick

Wales Tick

 **You must remember to sign the Declaration on page 15** otherwise your application for student finance may be delayed. Please also make sure that if you are requesting a **Tuition Fee Loan you sign the Declaration on page 14 as well.**

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personal details



This form must be completed in ink.

a Please complete this section with the details as exactly stated on your birth certificate or passport.

Title Mr Mrs Miss Ms Forename(s)

Surname(s)/family name

Sex Male Female Date of birth DAY MONTH YEAR

Place of birth (name of town or village)

Country of birth

Nationality

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

Yes No

if 'No' go to d

If 'Yes', are you behind with the repayments? **n**

Yes No

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

Yes No

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

Yes No

Contact details

d Please give your current home address. If you know it, please also give your term-time correspondence address **in the UK.** **n**

Home address

Town/City

Country

Postcode

Home phone number (including country and area code)

Term-time address

Town/City

Country

Postcode

Date on which you will move to this address DAY MONTH YEAR

Mobile phone number

Email address

Marital status

e Please tick one box:

- Single
- Living with a partner **n**
- Married/civil partnership **e**
- Separated **e**
- Divorced/dissolved civil partnership **e**
- Widowed/surviving civil partner **e**

Please give the date of marriage/civil partnership

e DAY MONTH YEAR

residence

a1 Are you an EU national? **e n** Yes No if 'Yes' go to b1

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

If 'Yes' please give details how you are related to that family member e.g Mother.

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

Full address including country

Why were you there?

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

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

b2 At any time since 1 September 2008 has either of your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland? **e n**

If 'Yes' please give details below.

Yes No

Full address including country

Why did they live there?

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

about your course and your university or college

a **University/college details**

University/college name and address **n**

Postcode

UCAS personal identification number

UCAS university/college code

UCAS campus code (if applicable)

b **Course details**

Course name

If you are following a combined studies or modular course, please list all subjects being studied

UCAS course code

Qualification you expect to gain (e.g. BSc Physics)

Course start date

MONTH **YEAR**

Course end date (final year of study)

MONTH **YEAR**

Full course length (years)

Year of course in 2011/12

Foundation Third year
 First year Fourth year
 Second year Other (give details)

Full tuition fee amount for the academic year 2011/12 **n**

£

If you are unsure about the tuition fee amount you will be charged, please contact your university or college for clarification.

about your course and your university or college

If the course is franchised to another university/college, give the address of the other university/college

	Postcode	

c **Course type (please tick one box):** **n**

- Full-time undergraduate
- Full-time postgraduate Initial Teacher Training (ITT)
- Full-time distance learning
- Full-time foundation degree
- Full-time involving a placement (sandwich course)

Other course types (Only applicable to students studying in Northern Ireland)

- Flexible postgraduate ITT
- Part-time undergraduate ITT
- Part-time ITT (excluding first degrees)



Answer both questions

Number of weeks you will be studying full-time in academic year 2011/12. **e**

Number of weeks you will be on full-time teaching practice in academic year 2011/12. **e**

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

Yes No

about your course and your university or college

e Where will you spend most of your time studying in the academic year 2011/12?

You should only tick 'placement in the UK or abroad' if you will be on a work placement that is a part of your UK course. Do not count periods of teaching practice as a placement. If you are on an Initial Teaching Training (ITT) course, tick 'University or college'. You should only tick 'study abroad' if you will be studying **outside of the UK** as part of your UK course.

Term 1 University or college Study abroad Placement in the UK or abroad

Term 2 University or college Study abroad Placement in the UK or abroad

Term 3 University or college Study abroad Placement in the UK or abroad

If you have ticked 'University/college' and/or 'Study abroad' for all 3 terms **go to section 5**

f **Placement details**

Where will your placement be? Abroad UK Don't know

Placement name and address, if known

 Postcode

If your placement is abroad, have you been accepted onto the ERASMUS exchange scheme? Yes No

If 'Yes', how long is this placement for? Part year Full year

5

previous study and other information

If you will be studying in Wales go to a5

Previous study

Courses of higher education are those of HNC level or above. Where course details are requested, you should not include A Level/AS Level examinations or equivalent.

a1 Have you started an undergraduate or postgraduate course of higher education in any country since leaving school? **n**

Tick 'Yes' even if you did not complete the course. Yes No

if 'No' and you will be studying in England or Northern Ireland go to c

a2 Did you achieve a qualification? Yes No if 'No' go to a4

a3 Was the level of the qualification(s) achieved equal to or higher than the level of course you are now applying for? **n** Yes No

a4 Please give course details below. Please state if this course was with or without honours. Do not mention any course that you studied part-time where you did not achieve a qualification; or any course that was entirely self-funded at a private university or college where you did not achieve a qualification. **n**

Title of course (e.g. BA History or BA Honours History)	Name of university or college	Town and country of university or college	Date started (MM YYYY)	Date left (MM YYYY)	Did you achieve a qualification Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

If you did not achieve a qualification for any course listed above, why was this? **e**

previous study and other information

If you will be studying in England or Northern Ireland go to c

a5 Have you attended any full-time, initial teacher training (ITT) or sandwich courses of higher education since you left school? **Yes** **No**

a6 Have you been awarded an honours degree from a UK university? **Yes** **No**

If you answered 'Yes' to either a5 or a6, please give course details below.
Do not list A Level/AS Level examinations or equivalent.

Title of course

(for example,
BA History or
BA Honours History)

Name of university
or college

Date you
started

Date you
left

Did you finish
this course?

MONTH YEAR

MONTH YEAR

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

If you did not finish any course listed above, why was this? **e n**

section
5
continued

previous study and other information

- b** Have you applied for financial support for higher education before (for example, a grant or loan, tuition fees or bursary including support for fees) from a local authority or any other organisation in the UK (for example, Department of Health)?

If you applied for support and did not receive it, still tick 'Yes'.

Yes No

if 'No' go to **c**

If 'Yes', give details below.

Name of the local authority or organisation you applied to	What type of support did you receive?	Period the support covered			
		from		to	
<input type="text"/>	<input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>	MONTH <input type="text"/> <input type="text"/>	YEAR <input type="text"/> <input type="text"/>

If any of the periods of support you have given above involved a period of suspended study where you did not receive any support, for example, if you received support from 2002 to 2006 but between 2004 and 2005 you did not receive support because you suspended study that year, please give the suspension date periods below and give the reasons why you suspended study.

- c** Are you eligible to apply for any bursary or award, excluding a social work bursary for the academic year 2011/12 from any of the following?:

- National Health Service (NHS)
- Department of Health (DoH)
- Department of Health, Social Services and Public Safety (DHSSPS) Yes No

If 'Yes', is this bursary or award income assessed or non-income assessed?

Income assessed

Non-income assessed

If you wish to apply for a Tuition Fee Loan please complete the Tuition Fee Loan Request Form on page 13 and sign the Declaration on page 14.

! You must sign the Declaration on page 15 whether you are applying for a Tuition Fee Loan or not.

EU Tuition Fee Loan Request Form 2011/12

Remember you must complete this form if you want to apply for a Tuition Fee Loan.

Customer Reference Number (if you have one)

Forename(s)

Surname(s)

UK National Insurance Number **n** - -

Tuition Fee Loan **n**

You can apply for up to a maximum of £3,375 depending on your circumstances. You should find out how much your university or college is charging before you apply for a Tuition Fee Loan.

Amount of Tuition Fee Loan
you would like to apply for:

Maximum available to you

 Tick

If you wish to apply for less than the maximum
available to you, please state the amount.

 £

Contact details

Please give the names and addresses of two contacts. The contacts you give **must live at different addresses** and will only be contacted if, for example, you move address and do not inform us. You **must** inform your contacts that you are providing us with their details.

Contact 1

Forename(s)
Surname(s)
Relationship to you
Address
Town/City
Postcode
Country
Phone number

Contact 2

Forename(s)
Surname(s)
Relationship to you
Address
Town/City
Postcode
Country
Phone number



You MUST now read the following Declaration and sign on page 14.

Declaration by the student requesting a loan **n**

Note: Where your place of study is in England the term 'the lender' means the Secretary of State for Business, Innovation and Skills; where your place of study is in Wales the term 'the lender' means the Welsh Ministers; where your place of study is in Northern Ireland the term 'the lender' means the Department for Employment and Learning.

If you have applied for a course of study in England the following Declarations apply to you:

I declare that:

a I acknowledge and agree that any loan(s) made to me by the lender (which includes any persons exercising functions on behalf of the Secretary of State pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended

from time to time or successor legislation, 'the Act') will be on the terms set out in the Loan Request Form including these Declarations and in Regulations which are made under section 22 of the Act as amended from time to time.

b If I breach any of the terms under which any loan(s) will be made, I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the Regulations made under that Act, as amended from time to time or successor legislation and/or Regulations.

c I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph a.



EU/11N/1112



You MUST now read and sign the following Declaration.

- d I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the Regulations referred to in paragraph a.
- e In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph a and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.

If you have applied for a course of study in Wales the following Declarations apply to you:

I declare that:

- f I acknowledge and agree that any loan(s) made to me by the lender (which includes any persons exercising functions on behalf of the Welsh Ministers pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation, 'the Act') will be on the terms set out in the Loan Request Form including these Declarations and in Regulations which are made under section 22 of the Act as amended from time to time.
- g If I breach any of the terms under which any loan(s) will be made, I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the Regulations made under that Act, as amended from time to time or successor legislation and/or Regulations.
- h I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph f.
- i I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the Regulations referred to in paragraph f.
- j In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph f and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.

If you have applied for a course of study in Northern Ireland the following Declarations apply to you:

I declare that:

- k I acknowledge and agree that any loan(s) made to me by the Department for Employment and Learning, 'the lender' (which includes any person exercising functions on behalf of the Department for Employment and Learning pursuant to Article 4 (3) of the Education (Student Support) (Northern Ireland) Order 1998 as amended from time to time or successor legislation, 'the Order') will be on the terms set out in the Loan Request Form including these Declarations and in Regulations which are made under Article 3 of the Order as amended from time to time.
- l If I breach any of the terms under which any loan(s) will be made, I agree that I will be obliged to pay any charges and penalties which may apply under the Education (Student Support) (NI) Order 1998 and the Regulations made under that Order, as amended from time to time or successor legislation and/or Regulations.

- m I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph k.
- n I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the Regulations referred to in paragraph k.
- o In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph k and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.

The following paragraphs apply to ALL students:

I declare that:

- p The particulars I have given in this form are correct.
- q I have read and understood 'Student Loans: A guide to terms and conditions' available at www.direct.gov.uk/studentfinance-EU.
- r I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- s I agree that any loan(s) made to me as a consequence of the acceptance of my application is/are contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.
- t I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- u I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- v I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my course of study as stated in this form EU11N.
- w I irrevocably agree that the courts of the part of the United Kingdom in which my place of study is situated shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
- x I understand that the Student Loans Company will check my National Insurance Number and personal details with the Department for Work and Pensions (DWP). If I do not know my National Insurance Number, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.
- y If I have broken the terms of this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Your signature



Date

DAY

MONTH

YEAR




This declaration MUST be signed by all applicants

Declaration

Your application for financial support may be delayed unless you sign and date this Declaration.

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given the Student Loans Company false information, or have not given them complete information, I might be refused financial support, or I may be prosecuted and my financial support withdrawn.
- I agree to give the Student Loans Company any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell the Student Loans Company about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or 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 may have to repay any of this overpayment in full.

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 non-repayable 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. Most universities and colleges will not pay bursaries and scholarships if you do not give consent. 

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

Your full name
(in BLOCK CAPITALS)

Your signature

Date

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



Please consult the checklist on page 24 to ensure your application is complete.

Data Protection Act 1998

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 Department for Business, Innovation and Skills (BIS), if your place of study is in England, the Welsh Ministers, if your place of study is in Wales or the Department for Employment and Learning (DEL), if your place of study is in Northern Ireland, 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 BIS (if your place of study is in England), the Welsh Ministers (if your place of study is in Wales) or DEL (if your place of study is in Northern Ireland), other Government bodies and your 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 with whom we share your information and for what purpose, go to **www.direct.gov.uk/studentfinance-euforms**.

finance available

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.

If you are undertaking a course at a university or college in England, Wales or Northern Ireland that is charging variable or flexible tuition fees up to a maximum of £3,375, you will be able to take out a Tuition Fee Loan to cover some or all of these fees (depending on how much you are charged and how much you wish to borrow).

If you are undertaking a course at a university or college in England, Wales or Northern Ireland that is not charging variable or flexible tuition fees then the tuition fee chargeable could be any amount up to a maximum of £1,345. You can apply for a Tuition Fee Loan to cover this cost.

If you are undertaking a course at a private university or college then you may be charged more than £3,375 for tuition fees. You can still apply for a Tuition Fee Loan up to the maximum of £3,375 if your course is one that qualifies for tuition fee support.

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

Bursaries and Scholarships **NON-REPAYABLE**

Bursaries and scholarships are financial awards made by some universities and colleges to provide additional assistance to their students. The amount offered would be at their discretion. If you are eligible for a bursary or scholarship from your university or college you will be assessed for this automatically.

You will be sent a further form to complete.

If you want further information about student finance please refer to:

- **Student Loans: A guide to terms and conditions**

available online at www.direct.gov.uk/studentfinance-EU.

You can order forms and guides in Braille, large print or audio by emailing with your name, address, customer reference number along with what form and format you require to:

- brailleandlargefonts@slc.co.uk

or you can telephone us on

- **0141 243 3686**

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.

personal details

- b** If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.
If you have any outstanding mortgage style loans, please call 0845 073 8896 for advice.
If you have any outstanding Income Contingent Repayment (ICR) loans, please call 0845 073 8891 for advice.
- d** 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.
- e** 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.
- e** 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 or **certified copy** of your 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.
- e** If you are divorced or separated, or if you have been in a civil partnership which has been dissolved, you should send a **certified copy** of the decree absolute, dissolution order, or a letter from your solicitor confirming your status. Any original documents will be returned to you.
- e** If you are widowed or a surviving civil partner, please send the original or **certified copy** of the death certificate.

residence

- a1** If you answer 'yes' to this question, you must send your valid 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, if you are a British or Irish national, your 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.
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.
- 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).

residence

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

See page 2 of this form for a description of academic years.

- b2** Please complete this question in full and provide documentary evidence to confirm when and where your parents, step-parents, guardians, husband, wife or civil partner lived or worked outside the EEA or Switzerland. You will need to send in their tax documents, proof of residence and copies of work contracts.

We will contact you if we require further information.

about your course and your university or college

University/college details

- a** 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.

Course details

- b** If you are unsure about the tuition fee amount you will be charged, please contact your university or college for clarification.

Course details

- c 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.

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 may only receive a reduced rate 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.

Full-time 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 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 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.

about your course and your university or college

Other course types - (Only applicable to students studying in Northern Ireland)

e Flexible postgraduate/Part-time Undergraduate/Part-time 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.

- d** 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.
- e**

previous study and other information

- a1** This includes any undergraduate or postgraduate course you have attended whether it was in the UK or overseas. Examples of undergraduate higher education courses you should tell us about include:

- DipHE, HND and Foundation Degree, and similar courses from outside the UK.
- Integrated Masters Degrees.

Examples of postgraduate courses you should tell us about include:

- PgDip
- MA
- MSc
- MBA or equivalents.

- a3** If you are unsure of the level of your existing qualification, please contact your university or college where you completed the course, which may be able to help.

- a4** A self-funded course is one that was studied at a private university or college and no support of any kind was paid either to you or the university or college to meet tuition fee or maintenance costs for the duration of the course.

- e** 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.

- a6** 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**

- c** If you are eligible to apply for a social work bursary from the National Health Service Business Services Authority (NHSBSA) or Social Services Inspectorate you should answer 'no' to this question because this is a separate bursary to those offered by the NHS, DoH or DHSSPS.

If you are eligible 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.

EU Tuition Fee Loan Request Form

If you have previously worked in the UK 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 HM Revenue & Customs (HMRC) National Insurance Registrations helpline on 0845 915 7006.

If you do not have a National Insurance Number you should leave the National Insurance Number box blank. Please let us know as soon as you get one.

Tuition Fee Loan

This loan is paid directly to your university or college once they confirm your attendance on the course.

Applying for a loan at a later date or changing the amount requested

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 your academic year.

To apply for a Tuition Fee Loan, or to change the amount you originally requested, you can download a Tuition Fee Loan Request form at www.direct.gov.uk/studentfinance-euforms or contact the EU Customer Services Team to have one sent to you.

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 Welsh Ministers. The Loan Request Form including the Declarations are an integral part of your contract with the Welsh Ministers. 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.

Declaration

If you cannot sign the form it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with the application before a signature from that Power of Attorney will be accepted.

Change of circumstances

You must notify the Student Loans Company about any change in your circumstances, which may affect your entitlement to financial support.

To tell us about any changes in your circumstances you must complete a change of circumstances form (EUCO1). This form is available at www.direct.gov.uk/studentfinance-EU.

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;
- 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.

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 purposes') they will ask the Secretary of State (if your place of study is in England), the Welsh Ministers and your Local Authority (if your place of study is in Wales) and the Department for Employment and Learning and your Education and Library Board (if your place of study is in Northern Ireland) and the 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 you may be entitled will be delayed.

Please contact the university or college if you require further information about their bursaries and scholarships.



Please consult the checklist on page 24 to ensure your application is complete.

Additional notes

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

Checklist

Before you return this form please make sure that:



You have answered all the questions that apply to you

 Tick

You have **signed** and **dated** the Declaration on page 15

 Tick

If you are applying for a **Tuition Fee Loan** you have **signed** and **dated** the Declaration(s) on page 14.

 Tick

You have included all the evidence we need with this form, **including valid evidence of your nationality.**

 Tick

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

Within 6 weeks of returning your completed application form with all the relevant evidence, you will be sent a letter showing the amount of financial support you will receive.



Please remember to pay the correct postage.

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

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