



You can also apply online at www.gov.uk/studentfinance

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This notes booklet will help you answer the questions on the application form. It will also advise you of the evidence you will need to supply to allow us to fully assess your entitlement to student finance, and whether it needs to be photocopies or originals.

It can take up to 20 working days to process your original identity evidence. If you require the use of your original identification documents within 20 working days of us receiving it, please submit your document to us after you have used it.

Who should complete the application form?

A student starting:

- A full-time course of higher education.
- A full-time sandwich course of higher education.
- A full-time Initial Teacher Training (ITT) course.
- A full-time distance learning course (if you are starting a full-time distance learning course, for reasons not relating to disability you can apply for a Tuition Fee Loan and Disabled Students' Allowances (DSAs) only).
- A diploma or degree course in a health-related discipline who is eligible to apply for an income-assessed bursary from NHS England or NHS Wales.
- A degree course in nursing, midwifery, an allied health profession or operating department practice
- A diploma in operating department practice
- A pre-registration postgraduate healthcare course.

If you are not studying one of these courses do not complete this form.

Don't complete the form if you normally live in Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man, but you have moved or will be moving to England to undertake this course or a previous course which you were undertaking just before this course. If this is the case, you should contact whichever of the following organisations is relevant:

- Student Finance Wales (SFW)
- The Student Awards Agency Scotland (SAAS)
- The Education Authority of Northern Ireland (EA)
- The Education Department of Guernsey or Jersey
- The Education Department for the Isle of Man

Where can I find more information about student finance?

You can find out more about all aspects of student finance at **www.gov.uk/studentfinance**

Alternative formats

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.

How can I contact you?

Visit www.gov.uk/studentfinance

Call us on **0300 100 0607** or by textphone on **0300 100 0622**



Section 1 Finance available

Childcare Grant

You may get help with some of your childcare costs, depending on your income and any income of your dependants, if you have dependent children aged under 15 at the beginning of the academic year - or under 17, if they have special educational needs - and you need childcare services for them. Your childcare provider must be registered or approved for you to receive this grant.

Disabled Students' Allowances (DSAs)

You can find out more about DSAs at www.gov.uk/studentfinance

These can help pay for the extra course-related costs you may have as a result of your disability, including a long-term health condition, mental health condition or specific learning difficulty. This includes specialist equipment, a non-medical helper or special travel arrangements.

If you only want to apply for DSAs, and not any other loans or grants, you should complete a DSA1 form instead of this one. You can download a DSA1 application form at www.gov.uk/studentfinance



Section 2 Personal details

Nationality

- a** If you have been granted leave to remain as a Stateless person, you can answer 'None' or 'Stateless' in the Nationality box.

National Insurance number

If you do not provide your National Insurance number, payment of your loan(s) will be withheld and you will have to fund your own tuition fees and living costs until

- a** you have resolved this issue.

You will find your National Insurance number on any of the following:

- Your National Insurance number card or letter.
- A payslip.
- An Income Tax document such as a P45 or P60.

If you have never been given a National Insurance number, you should leave the box blank. You will be contacted if you need to take any action to obtain a National Insurance number.

Identity evidence details

- b2** If your UK passport has **expired** you **must** send your original UK birth or adoption certificate together with a completed Birth/Adoption Certificate form.

The Birth/Adoption Certificate form is available from www.gov.uk/studentfinance



Section 2 Personal details

Previous loans

- c** 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 Mortgage Style (MS) Loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you don't know who your debt owner is please call 0300 100 0632 for advice.

If you have any Income Contingent Repayment (ICR) loans, please call 0300 100 0611 for advice.

Armed Forces

- d** You may be eligible for support to study a distance learning course outside of England if you or your family member (who you live with) is currently serving outside England in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- A spouse or civil partner living with a member of the UK Armed Forces serving outside England
- A child, step-child or adoptive child living with a member of the UK Armed Forces serving outside England
- A dependant parent living with either;
 - A child who is a member of the UK Armed Forces serving outside England
 - The child's spouse or civil partner who is a member of the UK Armed Forces serving outside England

If you are in the Armed Forces

- e** You need to send a letter confirming your name, your address (or BFPO address) and which country you were ordinarily resident in before you were based at your current location. It must also confirm the country you're currently based in.

If your family member is in the Armed Forces, you need to send a letter confirming the following:

- their name
- their address (or BFPO address)
- your name
- their relationship to you
- where they're currently based
- if you have been ordinarily resident in the UK, which country they were ordinarily resident in before they were based at their current location
- if you've never been ordinarily resident in the UK, which country they signed up for the Armed Forces in

The letter you send must be signed, stamped and dated by the Armed Forces Unit Records Office.



Section 2 Personal details

Contact details

- e** If you provide a term-time correspondence address all correspondence we issue will be sent to that address from the date you move there. Any original evidence you send will be returned to your home address unless you specify otherwise.

Evidence **e**

	Evidence of	Evidence item requested
b3	Identity	<ul style="list-style-type: none"> • Original non-UK passport, or • Original Biometric Residence Permit, or • Original UK birth or adoption certificate and a completed Birth/Adoption Certificate form. <p>We will only use your Biometric Residence Permit to validate your identity, no other data from it will be used or stored.</p> <p>The Birth/Adoption Certificate form is available from www.gov.uk/studentfinance or by contacting us on 0300 100 0607 or by textphone on 0300 100 0622.</p>
	Name change Required if your name has changed from that which appears on your birth certificate or passport.	<p>A photocopy of:</p> <ul style="list-style-type: none"> • Change of name deed • Marriage/divorce certificate • Civil partnership/dissolution certificate
f	Date of marriage or civil partnership if you will be under 25 at the start of the academic year	<p>A photocopy of:</p> <ul style="list-style-type: none"> • Marriage certificate, or • Civil partnership documentation.
	Separated, divorced or dissolved civil partnership	<p>A photocopy of:</p> <ul style="list-style-type: none"> • Decree absolute, or • Dissolution order, or • A letter from your solicitor confirming your status.
	Widowed or surviving civil partner	<ul style="list-style-type: none"> • Original death certificate.



Section 3 Residence

Nationality

- a1** If you have provided your UK passport information or birth certificate as part of section 2, you do not need to send any further evidence of your UK nationality.

Armed Forces

If you, your parent(s) or partner are serving in the armed forces, you must apply for student finance in the UK country where you were ordinarily resident when you/they enlisted unless you are permanently living in another area of the UK. We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

- a4** To get student finance as the child of a Swiss national, your Swiss national parent must be living/have lived in the UK on the first day of the academic year. Go to the residency history section on page 8 to find out when your academic year starts.

Residence status

- b1** If your child, son/daughter-in-law or child's civil partner is the worker you must be dependent on them.

For children of EEA workers the term 'child' means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner'. This does not apply in cases where the EEA worker parent has died or left the UK and the child is staying on in the UK to finish their education.

- b2** To get student finance as the child of a Turkish Worker, your Turkish parent must be working in the UK on the first day of your course.

- b3** 'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

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

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

Further information about the right of permanent residence and other immigration issues can be obtained from the Home Office.

b4 Refugee status

If you or your:

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

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

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

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



Section 3 Residence

Expiry date

If you or your: • husband, wife, civil partner; or
• parent(s), step-parent

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

b5 Humanitarian Protection

If you or your: • husband, wife, civil partner; or
• parent(s), step-parent

have been granted 'Humanitarian Protection' the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

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

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

b6 Stateless Person

If you or your: • husband, wife, civil partner; or
• parent(s), step-parent

have been granted leave to remain as a Stateless person in the UK, you or them will have received a letter and an immigration status document from the UK Home Office confirming this.

Please send the Home Office letter and Biometric Residence Permit of the person who has been granted leave to remain as a Stateless Person. You should also send evidence of your relationship to the person who has been granted leave to remain as a Stateless Person if it is not you.

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

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

b7 & b8 Long residency ruling

To be eligible for support under the long residence category you must have lawful ordinary residence in the UK for the three year period before the first day of the first academic year of your course and must be resident in England. This means you must have held a form of leave to remain issued by the Home Office for the whole of the three year period before the first day of the first academic year of your course.

If you are under 18 on the first day of the first academic year of your course, you must also have lived in the UK for at least seven years.

If you are 18 or above on the first day of the first academic year of your course, you must also have lived in the UK for at least half of your life or 20 years.

You will need to send us evidence of your date of entry into the UK / residency history. We'll contact you to let you know what you need to send.



Section 3 Residence

Residence history

c2 Date study begins between

- 1 August until 31 December inclusive
- 1 January until 31 March inclusive
- 1 April until 30 June inclusive
- 1 July until 31 July inclusive

Date academic year begins

- 1 September
- 1 January
- 1 April
- 1 July

c4 Date study begins between

- 1 August until 31 December inclusive
- 1 January until 31 March inclusive
- 1 April until 30 June inclusive
- 1 July until 31 July inclusive

Date academic year begins

- 1 September
- 1 January
- 1 April
- 1 July

Evidence

Check the table below to make sure you send us the correct evidence about your nationality and residency. Please note that we may contact you at a later date if we need any further information or evidence to confirm what you've told us in your application.

If we find that any of the information or evidence you provide is false or incorrect you may not receive financial support, any support you have received may be withdrawn and you could be prosecuted.

	Evidence of	Original evidence item required
a1	UK nationality	<ul style="list-style-type: none"> If you were born outside the UK and have a British birth certificate issued by a British Consulate, send this instead of your passport or a letter or other document.
a2	EU nationality	<ul style="list-style-type: none"> Passport or national identity card.
a3	Parent's Swiss nationality and your relationship to them	<ul style="list-style-type: none"> Your parent's passport or national identity card (if these show proof of their Swiss nationality) and your birth certificate.
a4	Residency of Swiss national parent	<ul style="list-style-type: none"> A letter signed by your parent to confirm they are/were living in the UK on the first day of your academic year. And <ul style="list-style-type: none"> Bank statement, or Payslip (showing home address), or Tenancy agreement/Mortgage statement, or Recent utility bill, or Local Authority correspondence, or Government department correspondence.

Section 3 Residence

	Evidence of	Original evidence item required
b1	European Economic Area (EEA) or Swiss nationality Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK	<ul style="list-style-type: none"> • Original Passport or national identity card. And <ul style="list-style-type: none"> • P60 or letter from employer, or • Audited accounts, tax returns or details of income if self-employed, or • Letter from employer confirming intention to continue working whilst studying, or • P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.
b2	Child of a Turkish Worker	<p>Send us:</p> <ul style="list-style-type: none"> • Your parent's passport or national identity card <p>We also need evidence of your Turkish parent's employment in the UK, send us:</p> <ul style="list-style-type: none"> • a contract of employment
b3	Settled status	<ul style="list-style-type: none"> • Confirmation of immigration status. For example, original UK passport, Biometric Residence Permit or Home Office letter. <p>We will only use your Biometric Residence Permit to validate your identity, no other data from it will be used or stored.</p>
b4	Refugee status Relationship to person holding refugee status if it is not you	<ul style="list-style-type: none"> • A Home Office letter and an immigration status document, normally an original passport or Biometric Residence Permit. <p>We will only use your Biometric Residence Permit to validate your identity, no other data from it will be used or stored.</p> <ul style="list-style-type: none"> • Evidence to confirm your relationship to the person who has been granted refugee status.
b5	Humanitarian Protection Relationship to person holding Humanitarian Protection status if it is not you	<ul style="list-style-type: none"> • A Home Office letter and an immigration status document, normally an original passport or Biometric Residence Permit. <p>We will only use your Biometric Residence Permit to validate your identity, no other data from it will be used or stored.</p> <ul style="list-style-type: none"> • Evidence to confirm your relationship to the person who has been granted Humanitarian Protection status.

Section 3 Residence

	Evidence of	Original evidence item required
b6	Stateless Person Relationship to person holding Stateless Person status if it is not you	<ul style="list-style-type: none">• A Home Office letter and a Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity, no other data from it will be used or stored.• Evidence to confirm your relationship to the person who has been granted Stateless Person status.

Section 4 About your course and university or college

You will not be able to apply for an NHS funded course starting on or after 1st August 2017 at a university or college in Northern Ireland.

Course details

- b1** If the course details you give us can't be confirmed yet, your student funding may be delayed.

Direct Entry means coming direct into a course programme on a year greater than the first year of the course.

- b2** If you are unsure about the tuition fee amount you will be charged, please contact your university or college.

- c** A full-time postgraduate Initial Teacher Training (ITT) course is a course taken after a first degree has been attained (Postgraduate Certificate in Education (PGCE) and equivalent courses). These are courses of at least one academic year in length and completed in no more than two. Other full-time ITT courses of up to 2 years in length such as some Diploma in Education and Training (DET) courses do not require a degree as an entry requirement.

A postgraduate healthcare course is a designated pre-registration course in an allied health profession subject, nursing or midwifery that leads to a Postgraduate Diploma or Masters qualification.

Section 4 About your course and university or college

Term details

If you have applied for income assessed support you may be eligible to apply for Travel Grant.

- e You should select 'Work placement' if you will be working in the UK or abroad as part of your course during this academic year or your placement is part of a sandwich course.

Placement details

- g If you don't know where your placement will be yet you should let us know as soon as possible

If your placement is an unpaid placement that is not listed you will only be entitled to a reduced rate Maintenance Loan.

Evidence **e**

	Evidence of	Photocopied evidence item required
c	Distance learning for a reason related to a disability	<ul style="list-style-type: none">• Photocopied evidence that clearly shows you are unable to attend university or college in person for a reason which relates to your disability.• If you're studying on a full-time distance learning course because you or your family member is currently serving in the Armed Forces outside of England, you don't have to send evidence of a disability.
g	Unpaid placement type	<ul style="list-style-type: none">• Photocopied evidence confirming the location of your unpaid placement.



Section 5 Previous study and other information

Previous study

- a1** This includes any undergraduate or postgraduate course you have attended whether it was in the UK or overseas.
- a3** You can find the level of any qualifications you have achieved on the certificate you were given. If you are unsure of the level of a qualification you should contact the university or college you attended.
- a4** If you hold Qualified Teacher Learning and Skills (QTLS) status, you may be able to apply for student finance (Tuition Fee Loan and Maintenance Loan/Special Support Loan) for a teacher training course. This will allow you to achieve Qualified Teacher Status (QTS) and have achieved the Secretary of State's Teacher Standards. If you already hold QTS, you will only be able to apply for a Maintenance Loan/Special Support Loan for a further teacher training course. If you're already professionally registered in the discipline you want to study, you're not eligible for funding if your new course is in the same discipline. For example, if you're registered as an Adult Nurse, you wouldn't be eligible for funding for an MSc in Adult Nursing. If you've already received funding for a pre-registration postgraduate healthcare course from SFE, and you achieved a qualification, you won't be eligible for any additional funding. You may be eligible for postgraduate DSAs.
- a5** If you have compelling personal reasons, for example illness or bereavement, for leaving a previous course you should send evidence to make sure you get the correct amount of student finance.

Other information

- b1** If you are eligible to apply for a social work bursary from the National Health Service Business Services Authority (NHSBSA) you should answer 'No' to this question because this is a separate bursary to those offered by the National Health Service (NHS) or the Department of Health (DoH).

If you're studying on a Paramedic course at an English university/college and are eligible to apply for tuition fee and/or living cost support from your local ambulance/health trust, you should answer yes to this question.

- b2** If you are eligible to apply for an **income assessed** bursary or award, the only element of student finance you are eligible to apply for is the non-income assessed part of the Maintenance Loan and this will be at a reduced rate.

If you are eligible to apply for a **non-income assessed** bursary - you are **not** eligible for any student finance. The only exception would be if 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 NHSBSA.



Section 5 Previous study and other information

Evidence **e**

Question	Evidence of	Photocopied evidence item required
a5	Compelling personal reasons for not achieving a qualification	<ul style="list-style-type: none">• Photocopied evidence that supports the reasons you have given.



Loan request section

Maintenance Loan

This loan is paid in instalments directly to you and is to help cover your living costs throughout the academic year.

If you are starting a full-time distance learning course on or after 1 September 2012 (for reasons not relating to disability) you can **only** apply for a Tuition Fee Loan. for following years.

Special Support Loan

This loan is for students who are aged 60 or over on the first day of the first academic year of their course. It is paid in instalments, directly to you and is to help cover your personal living costs throughout the academic year.

Tuition Fee Loan

The maximum tuition fee amount you are charged may vary depending on which country you will be studying in.

Your Tuition Fee Loan will be paid directly to your university or college in three instalments within the academic year.

You will be liable for your Tuition Fee Loan from the first day of each term **not** the date when the instalment is paid to your university or college.

Liability date	% of total Tuition Fee loan that you will be liable for
First day of Term 1	25%
First day of Term 2	50%
First day of Term 3	100%

If you are unsure when your term starts please contact your university or college.

Each payment is made after we receive confirmation from your university or college that you have registered at the start of each term, or if you are studying by full-time distance learning, that you are undertaking your course. Interest will be charged from the day we pay the Tuition Fee Loan to your university or college.

If you are in the first year of a graduate entry medical or dental programme course you can apply for a Tuition Fee Loan of up to £5,785 (where the fee charged is up to £9,250). However, you will need to pay the first £3,465 of the tuition fee amount charged by your university or college in your first year. You may receive funding from the NHS for following years.

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

You can apply for a Maintenance Loan, Special Support Loan or Tuition Fee Loan 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.

You can apply for a Maintenance Loan, Special Support Loan or Tuition Fee Loan or change the amount you originally requested at www.gov.uk/studentfinance

Section 7 Dependent and independent students

a3 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.

b Irreconcilable estrangement

You will normally be considered irreconcilably estranged from your parents if you have not had verbal or written contact with both of your biological or adoptive parents, or your only living parent before the start of your academic year, and this will not change.

You will **not** be considered irreconcilably estranged from your parents because:

- you do not get on with your parents;
- you do not live with them;
- your parents do not want to give details of their income; or
- your parents choose not to provide you with financial support.

In the legal care of a local authority

If you have at any point been in the custody or care of a local authority 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 supporting yourself financially you must have been meeting your own living costs for at least 3 years (this does not have to be 3 consecutive years) from any of the following sources:

- Income from employment;
- Benefits;
- State studentships;
- Scholarships, exhibitions and bursaries.

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

Evidence e

Question	Evidence of	Photocopied evidence item required
a3	Care of a child	<ul style="list-style-type: none">• A photocopy of the child's/children's birth certificate(s) and evidence that you have care of the child, for example, photocopied evidence that you are receiving Child Benefit, Child Tax Credit or the child element of Universal Credit.
c	Supporting yourself financially	<ul style="list-style-type: none">• A photocopy of your P60s or benefit information.



Section 8 Student financial questions

The academic year is determined by when you begin your study, see page 31 for academic year dates.

Unearned income

a You may be asked to confirm any estimated income at a later date.

If your actual income is different from your estimated income we will reassess your entitlement to student finance. This may change the level of financial support you receive.

When working out your taxable unearned income, you should **not** include:

- **earnings from full or part-time work** such as holiday work or work you do during term-time;
- any Maintenance Loan or grant payments you may receive;
- 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 8c;
- Teacher Training Bursaries;
- Higher Education Bursary (for care leavers);
- bounties paid by the armed services to reservists or disablement or invalidity pensions; or
- ISAs.

Payments from an employer

b1 You should **only** provide an amount here if you are being released from employment by your employer to attend your course. If this is the case, you should only include salary or wages that you will receive from that employer for days you are actually attending your course and have been released from your employment to do so. Any earnings from salary or wages entered here may affect your student finance entitlement.

Do not provide any amount here if you are a student who is working while studying but have not been specifically released by your employer to attend your course.

Dependent children

c You must include any income the child received from working, interest earned on savings, investments and any maintenance payments you received for your children as part of **their** income in this question.

Don't include income from sources such as Child Benefit, Child Tax Credit, child element of Universal Credit, Government Child Trust or minimal sums of money from other sources when entering a child dependant's income.



Section 8 Student financial questions

If your child dependants' income will be at least 15% less than it was in tax year 2016-17 you can apply for a current year income assessment. This means we would use their expected income for tax year 2018-19 instead of their actual income for 2016-17 when working out your grant entitlement. If you want to be assessed using expected income for tax year 2018-19 use the additional notes pages at the back of the form to give us details.

Evidence **e**

Question	Evidence of	Photocopied evidence item required
c	Date of birth of any children	<ul style="list-style-type: none"> A photocopy of the child's/children's birth certificate(s).
	Child's income	<ul style="list-style-type: none"> Send photocopies of evidence showing child's income from all sources after tax and National Insurance contributions in tax year 2016-17.



Section 9 Special Support

You will be assessed once we have received your photocopied evidence. If you do not have the evidence now, you should still send your application and send the evidence as soon as possible.

Evidence **e**

Category	Photocopied evidence item(s) required
You are a lone parent or lone foster parent of a child, or young person under 20 who is in full-time education below higher education level or on an approved training course	<ul style="list-style-type: none"> A photocopy of the child's/children's birth certificate or a letter confirming foster care, and Most recent Child Benefit letter, Tax Credit Award Notice or Universal Credit Award letter.
You have a partner who is also a student, and one or both of you have care of a child, or young person under 20 who is in full-time education below higher education level or on an approved training course	<ul style="list-style-type: none"> A photocopy of the child's/children's birth certificate or a letter confirming foster care, and Most recent Child Benefit letter, Tax Credit Award Notice or Universal Credit Award letter, and A letter confirming your partner is a student if they have not applied for student finance.



Section 9 Special Support

Category	Photocopied evidence item(s) required
You have a disability and qualify for a Disability Premium or Severe Disability Premium	<ul style="list-style-type: none"> • Photocopy of evidence to show you qualify for Disability Premium or Severe Disability Premium, or • Photocopy of evidence to show you qualify for one of the following benefits: Disability Living Allowance, Disabled Person's Tax Credit, Attendance Allowance, Constant Attendance Allowance, War Pensioners Mobility Supplement, Severe Disablement Allowance or Incapacity Benefit.
You are deaf and qualify for Disabled Students' Allowances	<ul style="list-style-type: none"> • Photocopy of medical evidence of your disability, if you have not applied for Disabled Students' Allowances.
You have been treated as incapable of work for a continuous period of at least 28 weeks	<ul style="list-style-type: none"> • Photocopy of a letter from Jobcentre Plus confirming you receive long term incapacity benefits, or • Photocopy of a letter from your doctor confirming you are incapable of work.
You have a disability and qualify for income-related Employment and Support Allowance	<ul style="list-style-type: none"> • Photocopy of a letter from Jobcentre Plus to confirm you are eligible for Employment Support Allowance (ESA) in the current academic year due to disability, or • Photocopy of ESA entitlement letter confirming your entitlement during the current academic year and proof of your disability, for example a letter from your doctor.
You are waiting to go back on a course after an illness or caring responsibility that has ended	<ul style="list-style-type: none"> • Photocopy of a letter from university or college to confirm suspension from your course was authorised, and • Photocopy of evidence of illness or need to care for another individual. • Photocopy of evidence of financial hardship caused by course suspension.
You are entitled to a Personal Independence Payment (PIP) or You are entitled to Disability Living Allowance (DLA)	<ul style="list-style-type: none"> • Photocopy of evidence from the Department for Work and Pensions (DWP) to confirm you are entitled to either of these payments.
You are entitled to an Armed Forces Independence Payment (AFIP)	<ul style="list-style-type: none"> • Photocopy of evidence from the Service Personnel and Veterans Agency (SPVA) or DWP to confirm you are entitled to this payment.

Section 10 Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

- c This information will be used to work out if your children are mainly financially dependent on you or your partner during the academic year.
- d If you answered yes to you or your partner receiving Childcare Allowance as part of a Bursary from the NHS, you can't get Childcare Grant at the same time as Childcare Allowance from the NHS. You can still apply for Childcare Grant but you will only receive it if you or your partner stop receiving Childcare Allowance from the NHS.

If you or your partner are receiving the £1,000 Child Dependants Allowance from the Learning Support Fund so that you or your partner can attend compulsory clinical placements as part of a healthcare course, you should answer 'no' to question 'd' in Section 10 of the application form. You may qualify for Childcare Grant.

If you apply for Childcare Grant you will be sent another form for you to give us your childcare details and estimated costs. You can find further information about Childcare Grant at www.gov.uk/studentfinance.

You can get information about all aspects of Working Tax Credit and Universal Credit online at www.gov.uk

- e4 If your adult dependant's income will be at least 15% less than it was in tax year 2016-17 you can apply for a current year income assessment. This means we would use their expected income for tax year 2018-19 instead of their actual income for 2016-17 when working out your grant entitlement. If you want to be assessed using expected income for tax year 2018-19 use the additional notes pages at the back of the form to give us details.

Evidence **e**

Question	Evidence of	Photocopied evidence item required
e4	Adult dependant's income	Send photocopies of evidence to show any taxable income received. For example, <ul style="list-style-type: none"> • P60, or • Month 12/week 53 payslip, or • Letter from employer to confirm earnings.



Section 11 About your family

Dependent students

If you are a dependent student, the following family members count for the purpose of income assessment:

- Your natural or adoptive parents, if both of them live with you.
- Your parent and their partner, if they have one.

Your parent's partner is defined as:

- Your stepmother or stepfather.
- Your parent's opposite **or** same sex partner if they live together as though they were married or in a civil partnership.

Independent students

For the purpose of income assessment, if you are an independent student, only your partner, if you have one, counts.

Your partner is defined as:

- Your husband, wife or civil partner.
- Your opposite **or** same sex partner, if you are 25 or over on the first day of the academic year and you live with your partner as though you are married or in a civil partnership.

If you do not have a partner as defined above we will only assess your income.

Evidence

Question	Evidence of	Photocopied evidence item required
b	Parent's current relationship status if they are separated, divorced or they have had their civil partnership dissolved	A photocopy of: <ul style="list-style-type: none"> • Decree absolute/Decree Nisi, or • Dissolution order, or • A letter from their solicitor confirming their status.



Student 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.

Privacy Notice

The Student Loans Company (SLC) and the Department for Education are joint Data Controllers under the Data Protection Legislation. 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.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available online at **www.gov.uk/studentfinance**

If you don't have internet access, please call us on **0300 100 0607** and we can send a copy to you.



Student Declaration

Change of circumstances

You **must** notify SLC about any change in your circumstances which may affect your entitlement to financial support.

The most common changes of circumstance would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending or undertaking 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.

If any of your course details change, or you suspend, withdraw or transfer you must speak to your university or college who will let us know. You can still make changes to your personal details online. Just log into your account at

www.gov.uk/studentfinance

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 or Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which you may be entitled will be delayed.

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

Section 12 Financial details for tax year 2016-17 for parents and partners

Self assessed

If you completed an online tax return

You should refer to your saved online tax return for the income figures required in this section.

If you completed a paper tax return

There's an online guide to help you answer the questions in this section which you can download from www.gov.uk/studentfinance

What happens if my household income has changed since tax year 2016-17?

If your total household income (before tax) for tax year 2018-19 will be at least 15% less than it was in tax year 2016-17, still complete this section as well as completing a Current Year Income Assessment Form.

You can download this form at www.gov.uk/studentfinance from April 2018.



Please note that a current year income assessment cannot be carried out unless you provide your financial details for the 2016-17 tax year.

Part B - Data sharing and you

We will check the financial information that you provide with HM Revenue & Customs (HMRC). This information will be kept securely and held strictly under the provisions of the applicable data protection legislation in the UK.

If you fail to provide your National Insurance (NI) number on the application form we will ask you to provide copies of your financial documents.

If your NI number is shown on any documents you send us in support of an application, we will use this information and share and check it with HMRC in order to obtain accurate financial information about you.

Part C - Your financial information

Please give financial information for tax year 2016-17. Normally, this is the year ending 5 April 2017, but may differ if your employer or business has a tax year which does not end in April.

For any income paid in a foreign currency, please state the equivalent in pounds sterling.

Q1 Income from salary, wages, taxable state benefits or from occupational or private pensions

a Total income from salary/wages

You should refer to your 2016-17 P60 or final payslip for your income from salary/wages. If as part of your salary or wages for tax year 2016-17 you received **tips and other payments** that did not show on your P60, you still need to include this figure when providing your total income amount earned from employment.

b Taxable state benefits

You should refer to your 2016-17 P60 or P45 from the Department of Work and Pensions for your taxable state benefit details. Only include income received for the following benefits:

- Bereavement Allowance
- Carer's Allowance
- Contribution-based Employment and Support Allowance
- Graduated Retirement Benefit
- Incapacity Benefit (only include the amount received after 28 weeks of incapacity)
- Industrial Death Benefit
- Jobseeker's Allowance
- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Widowed Parent's Allowance

Do not include income from any other benefits, including Universal Credit.

Occupational/private pension

If you received an occupational or private pension, you should refer to your P60P or annual statement from your pension provider.

Q3 Income from savings and investments

To make this question easier to answer, we have split it into 4 separate parts. You may or may not have received income from every part, just tell us about the ones you did.



Only tell us about the amount of interest/income you gained from savings and investments during tax year 2016-17, not the actual amount of savings or invested sums you had.

a Income from UK banks, building societies and unit trusts

Tell us about the amount of interest/income you received from the following savings and investment income type(s):

Gross UK interest (before tax has been deducted)

You must include interest you receive on bank, building society and other savings account, unless specifically non-taxable, for example, a non-taxable Individual Savings Account (ISA) etc.

If you did not declare any savings and investment income to HMRC

Please refer to your bank or building society statements for these figures.

b Income from UK life insurance gains, securities and partnerships

Tell us about the amount of interest/income you received from the following savings and investment income type(s):

Interest from gilt edged and other UK securities – gross amount before tax
UK life insurance policy etc. gains on which tax was treated as paid
UK life insurance policy etc. gains on where no tax was treated as paid
UK life insurance policy etc. gains from voided ISAs
Your share of taxed interest etc.
Total untaxed savings income taxable at 20%
Taxed income taxable at 10%
Taxed income taxable at 20%

c Income from UK investments and dividends

Tell us about the amount of interest/income you received from the following savings and investment income type(s):

Dividends from UK companies
Other dividends
Stock dividends
Non-qualifying distributions and close company loans written off or released
Share schemes – taxable amount

d Income from foreign investment and dividends

Tell us about the amount of interest/income you received from the following savings and investment income type(s):

Foreign dividends (up to £300)
Interest and other income from overseas savings
Dividends from foreign companies
Dividend income received by a person overseas

Q4 Income from taxable benefits in kind

Original P11D

The following table provides a breakdown of what we want you to include as part of your total income from ‘taxable benefits in kind’ during tax year 2016-17. Add together all the benefits in kind you received and write your total figure on the form.

Benefit in kind
Assets placed at employee’s disposal (cars, property, goods or other assets)
Payments made on behalf of employee
Vouchers and credit cards
Living accommodation
Mileage allowance and passenger payments
Total cash equivalent of all cars/vans made available
Total cash equivalent of fuel for all cars/vans made available
Cash equivalent of loans after deducting any interest paid by the borrower
Private medical treatment or insurance
Qualifying relocation expenses payments and benefits
Services supplied
Assets placed at employees disposal
Other items (including subscriptions and professional fees)
Expenses payments made to, or on behalf of, the employee

Part D - Other income

Q1 Income from self-employment

To make this question easier to answer, we have split it into 2 parts. You may or may not have received self-employment income from both parts, just tell us about the ones you did.

a Total adjusted profit from businesses

You should include the income type below as your answer for the total amount of adjusted profits you received from self-employment during tax year 2016-17

Total adjusted profits from this business (aggregated for multiple self-employments)

b Total adjusted profit from partnerships

You should include the income type(s) below as your answer for the total adjusted profit you received from partnerships during tax year 2016-17

Share of total taxed and untaxed income other than that taxable at 10% and 20%

Your share of total adjusted profit from the partnerships

Q2 Minister of religion

Tell us about the amount of income you received from the following income type during the 2016-17 tax year:

Taxable income minus expenses (Ministers of religion) that are not included in your P60 or P11D

Q3 Other income and lump sums

You should include the income type(s) below as your answer for the amount of income you received from other income and lump sums.

Add together the income types below that you received during tax year 2016-17 and tell us your total figure on the form. You may not have received income from every income type listed, just tell us about the ones you did.

Other taxable income - before expenses and tax taken off
Foreign earnings not taxable in the UK
Taxable lump sums
Lump sums or benefits received from an Employer Financed Retirements Benefit Scheme excluding pensions
Redundancy and compensation for loss of job

Q4 Income from property lettings

You should include the income type(s) below as your answer for the amount of income you received from property lettings.

Add together the income types below that you received during the 2016-17 tax year and tell us your total figure on the form. You may not have received income from every income type listed, just tell us about the ones you did.

Income from UK property
Income from foreign property or land

Q5 Income from UK trusts

You should include the income type(s) below as your answer for the amount of income you received from UK trusts.

Add together the income types below that you received during tax year 2016-17 and tell us your total figure on the form. You may not have received income from every income type listed, just tell us about the ones you did.

- Discretionary income payment from a UK resident trust - Net amount
- Discretionary income payment from a UK resident trust - Total payments from settlor-interested trusts
- Non-discretionary income entitlement from a trust – net amount of non-savings income
- Non-discretionary income entitlement from a trust – net amount of savings income
- Non-discretionary income entitlement from a trust – net amount of dividend income
- Income chargeable on settlors
- Income from UK estates
- Foreign estate income

Q6 Foreign income

You should include the income type(s) below as your answer for the amount of income you received from foreign income.

Add together the income types below that you received during tax year 2016-17 and tell us your total figure on the form. You may not have received income from every income type listed, just tell us about the ones you did.

- Total taxable amount of overseas pensions, social security benefits and royalties etc.
- Total taxable amount of all other income received by a person abroad and any remitted 'ring fenced' foreign income
- Gains on disposals of holdings offshore funds and discretionary income from non-resident trusts
- Benefit received from an overseas trust, company or other person
- Gains on foreign life policies (amount of gain)

Q7 Income from an overseas pension

You should include the income type(s) below as your answer for the amount of income you received from an overseas pension.

Add together the income types below that you received during tax year 2016-17 and tell us your total figure on the form. You may not have received income from every income type listed, just tell us about the ones you did.

Value of pension benefits in excess of your Available Lifetime Allowance,
taken by you as a lump sum

Amount of unauthorised payment from a pension scheme, not subject
to surcharge

Total amount of unauthorised payment from a pension scheme, subject
to surcharge

Taxable short service refund of contribution (overseas pension schemes only)

Taxable lump sum death benefit payment (overseas pensions only)

Q8 Other overseas income and gains

You should include the income type below as your answer for the amount of income you received from other overseas income and gains.

Add together the income types below that you received during tax year 2016-17 and tell us your total figure on the form. You may not have received income from every income type listed, just tell us about the ones you did.

Amount of omissions (exemptions under transfer of foreign assets)

Part E - Income deduction

Q3 Allowable expenses on which you claimed tax relief

The list below is a breakdown of what we want you to include in your answer for the amount of allowable expenses you had on which you claimed tax relief.

Add together all allowable expenses below which you have had during tax year 2016-17 and tell us your total figure on the form. You may not have had all the allowable expenses listed, just tell us about the ones you did.

Total amount of allowable expenses

Foreign tax for which tax credit relief not claimed

Business travel and subsistence expenses

Fixed deductions for expenses

Professional fees and subscriptions

Other expenses and capital allowances

Part F - Your dependants

Academic year

You should provide the child dependants' income for the academic year. The academic year is determined by when the student begins their study.

Student's study begins between:	Academic year
1 August 2018 and 31 December 2018 inclusive	1 September 2018 to 31 August 2019
1 January 2019 and 31 March 2019 inclusive	1 January 2019 to 31 December 2019
1 April 2019 and 30 June 2019 inclusive	1 April 2019 to 31 March 2020
1 July 2019 and 31 July 2019 inclusive	1 July 2019 to 30 June 2020

Q1 The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student, the student's husband, wife or partner or the student's parents or step parents. You can find out more information about how household information is calculated at **www.gov.uk/studentfinance**

Please do not include income from sources such as the Government Child Trust, State Child Benefit, Child Tax Credit, child element of Universal Credit or minimal sums of money from other sources when entering a child dependant's income.



Declaration for parents and partners

If any person(s) named in section 12 cannot sign the form it must be signed on their behalf by their 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

Privacy Notice

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If you don't have internet access, please call us on **0300 100 0607** and we can send a copy to you.

Changes of circumstance

You **must** notify SLC about any change in your circumstances which may affect the student's entitlement to financial support.

The most common changes of circumstance would be if:

- your household income changes; or
- your marital status 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 or Student Loans Company for access to information you provide in connection with any application for student finance for academic year 2018/19 (whether on this form or at a later date).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which the student(s) you are supporting may be entitled will be delayed.