

PTG1

Application for grants for part-time study 2011/12



This form is also available from www.studentfinancenl.co.uk

Your forename(s)

Your surname

The answers you give on this form will help us decide whether you are eligible to receive a grant and, if so, how much you are entitled to under the Education (Student Support) (No.2) Regulations (Northern Ireland) 2009 as amended by the Education (Student Support) (No. 2) Regulations (Amendment) Regulations (Northern Ireland) (2010).

This form should be completed in conjunction with the PTG1 notes. The notes will give you extra information to help you complete the form correctly so that there are no delays with processing your application due to incorrect answers, missing information or lack of evidence.



Disabled Students' Allowances (DSAs)

Do you want to apply for Disabled Students' Allowances?

Yes No

Have you received grants or Disabled Students' Allowances for this programme of study before?

Yes No

- We have provided guidance notes to help with questions so please refer to these each time you see this icon. 
 - You will have to send evidence with your application whenever you see this icon. 
- Details about the evidence you need to send can be found in the guidance notes.

Applying for Part-Time Student Finance

Who should complete this form?

New and returning part-time students and full-time distance learners*



What sections do I need to complete?

All students need to complete sections 1, 2, 4, 5, 7 & 8 and the declaration



Does my university/college need to complete anything?

Yes, they need to complete section 6



I am applying for the first time, do I need to complete anything else?

Yes, you also need to complete section 3



Where do I return my application?

Return this form to us at the ELB address which can be found on the Education and Library Board finder available online at **www.studentfinanceneni.co.uk**

* If you study full-time you should only complete this form if you are studying through distance learning by choice and not because you have a disability which prevents you from attending your university/college in person.

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previous loans or financial support

a Will you be getting funding from any other source to meet the costs of your course in 2011/12? n Yes No

If 'Yes', please give details of this funding.

b Have you received a grant for part-time study for this programme of study for any academic year up to and including 2010/11? Yes No

If Yes go to section 4

c Do you hold an honours degree from an educational institution in the UK/ROI? n Yes No

d1 Have you completed an undergraduate or postgraduate course of higher education in any country since leaving school in which you achieved a qualification? n Yes No

If No go to f

d2 If 'Yes', please give the following details: n

Institution name

Course name

Level of qualification gained

e Is your current course higher in level than any qualification you have achieved in any country since leaving school? Yes No

If 'No', you will not qualify for part-time funding. **Please do not continue with this application.**

f Have you ever had any other loans from the Student Loans Company (SLC)? Yes No

If No go to section 3

If 'Yes', are you behind with the repayments? n Yes No

g Did you receive any loans from the Student Loans Company (SLC) when you were under 18? Yes No

If 'Yes', have you signed credit agreements for all of them? n Yes No


residence

Please do **not** complete this section if you have previously applied for student finance for this programme of study or if you have applied for Disabled Students' Allowances (DSA) for academic year 2011/12.

go to section 4

a1 Are you a UK national?  Yes No **If Yes go to b1**

a2 Are you an EU national?  Yes No


a3 Are you the child of a Swiss national?  Yes No **If Yes go to b2**

a4 Are you or your:

- husband, wife, civil partner; or
- parent(s), a step-parent; or
- child, son or daughter-in-law, child's civil partner

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK?

Yes No **If No go to a5**

If 'Yes', please give details below. 

You should also give details of your previous studies.

If you are currently working, are you going to continue working during your studies?

If 'Yes', please give details.  Yes No

go to b2

a5 Do you have 'settled status' in the UK?  Yes No **If No go to a6**


If 'Yes', give the date you received this status.

DAY MONTH YEAR


go to b2

a6 Have you or your:

- husband, wife, civil partner; or
- parent(s), a step-parent

been granted 'refugee status' by the UK Government? 

Yes No **If No go to a7**

If 'Yes', and if applicable, give the date this status is due to expire. 

DAY MONTH YEAR

go to b2

a7 Have you or your:

- husband, wife, civil partner; or
- parent(s), a step-parent

been given 'leave to enter or remain' in the UK as a result of a failed asylum application? **e n**

Yes No

If No go to b2

If 'Yes', and if applicable, give the date this status is due to expire.

DAY MONTH YEAR

go to b2

b1 In the three years prior to the start of the first academic year of your course, **did you live outside the UK and Islands** at any time? Yes No

If No go to b3

b2 Give details of your residence for the three years before the start of the first academic year of your course. **n**

Full address

Why were you there?

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 in the Additional notes pages at the back of this form.

b3 At any time since 1 September 2008 has:

- either of your parents, step-parents, guardians; or
- your husband, wife, civil partner

lived or worked outside the UK and Islands or, in the case of an EU, EEA or Swiss national, outside the EEA or Switzerland?

Yes No

If 'Yes', please give details below.

Full address

Why did they live there?

From DAY MONTH YEAR

To DAY MONTH YEAR

From DAY MONTH YEAR

To DAY MONTH YEAR

about your course

a University/college name and address. If the course is at a university that is made up of a number of colleges, give us the name of the college first, followed by the name of the university (for example, Stranmillis College, Queen's University Belfast).

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

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

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

c Give the name of the course you will be undertaking in 2011/12. Give the course subject (for example, Information Systems). If you are following a combined studies or modular course, list all the subjects.

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

d Qualification you expect to gain (for example, BSc Physics)

e Course start date

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

f Course end date

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

g Course length (years)

h Current year of course in academic year 2011/12?

First Second Third Fourth Fifth Sixth Seventh Eighth

i Are you undertaking a distance-learning course?

Yes No

section

5

your UK bank or building society account details

UK bank/building society account details

This account must be in your own name and be able to accept direct credits.

Please note that missing or incorrect bank or building society details will result in your grant payment or bursary (if applicable) being delayed.



Sort code

 - -

Account number

Building society roll number

your university or college

Student information

Student circumstance	University / college action required
You are a new student or this is your first application for student finance	To confirm that you have been undertaking your course in academic year 2011/12 for a minimum of two weeks
You are a continuing student	To confirm that you have enrolled on your course for academic year 2011/12

- If your university or college does not complete this section this will delay your application for student finance.

go to section 7

University/college section

University or college staff should check the student's answers to section 4 before completing, signing and stamping this section.

Course fee to be charged to the student for the 2011/12 academic year.

£

SLC or UCAS code for the university or college.

If the student is studying at a franchised institution, please indicate which institution the fee should be paid to:

University or college in section 4 question a

University or college in section 4 question b

I confirm to the best of my knowledge and belief that:

- the student named in section 1 is undertaking the course named in section 4.
- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a **part-time (PT) basis** in academic year 2011/12.

Number of PT units

Unit of measure
(delete as applicable)

credits/credit
points/modules/other

- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent **full-time (FT) course** within one academic year.

Number of FT units

Unit of measure
(delete as applicable)

credits/credit
points/modules/other

Intensity of study is calculated by taking the number of part-time units (given on previous page) that the student intends to study in academic year 2011/12 and dividing it by the number of units (given on previous page) that the student would complete in one academic year if the course were studied on a full-time basis. The result is then expressed as a percentage.

• the **intensity of study** for this course is

$$\frac{\text{PT units } \boxed{}}{\text{FT units } \boxed{}} \times 100 = \boxed{} \%$$

- the student's course is designated as eligible for financial support under Regulation 107 of the Education (Student Support) (No.2) Regulations (Northern Ireland) 2009 as amended by the Education (Student Support) (No.2) Regulations 2009 (Amendment) Regulations (Northern Ireland) (2010).
- the equivalent full-time course would last years.
- it is possible for the student to complete the course in no more than twice the length of time required to complete the equivalent full-time course.

Your full name
(in BLOCK CAPITALS)

Your position

Your phone number
(including area code)

Your email address

Your signature **X** Date

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University or college stamp

about your husband, wife, civil partner or partner

Please give details of your husband, wife, civil partner or partner.

a Relationship to you husband wife civil partner partner

Title Mr Mrs Miss Ms Forename(s)

Surname

Date of birth DAY MONTH YEAR

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

b Home address



 Postcode

Home telephone number (including area code)

c Please ask your husband, wife, civil partner or partner to provide their Customer Reference Number, if they have one

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financial details



a If you or your husband, wife, civil partner or partner are receiving one or more of the following state benefits, tick the appropriate box.  



- Housing benefit
- Local Housing Allowance
- Housing benefit (Rates Rebate)
- Income Support
- Income-based Jobseeker's Allowance
- New Deal Allowance
- Income-related Employment Support Allowance

If you have ticked any of the boxes above go to the **Declarations on page 14**

If you and your husband, wife, civil partner or partner are not receiving any benefits, please provide full financial details below.

When providing your financial details in this section you must answer **every question**, entering the amount of income received. You must provide financial details and evidence for **tax year 2010-11**. The only exception to this is if your course starts in July 2012 in which case you need to provide financial details and evidence for tax year 2011-12.

If you have no income for a particular source, for example, income from pensions, then you must enter '**None**' or '**N/A**' as the income received. Where you enter an amount other than '**None**' or '**N/A**', you must provide evidence of that amount.  

	Amount received before tax (gross income)	
	You	Husband, wife, civil partner or partner
b1 Gross income from salary/wages (before deductions) from 6 April 2010 to 5 April 2011 	£ <input style="width: 150px;" type="text" value="You"/>	£ <input style="width: 150px;" type="text" value="Husband, wife, civil partner or partner"/>
b2 Income from self-employment (estimate if you are not sure) 	£ <input style="width: 150px;" type="text" value="You"/>	£ <input style="width: 150px;" type="text" value="Husband, wife, civil partner or partner"/>
b3 Bank and building society gross interest (before tax)	£ <input style="width: 150px;" type="text" value="You"/>	£ <input style="width: 150px;" type="text" value="Husband, wife, civil partner or partner"/>

financial details

Amount received before tax (gross income)

b4

Other investment income before income tax

You

Husband, wife, civil partner or partner

Type	£ You	£ Husband, wife, civil partner or partner
Type	£ You	£ Husband, wife, civil partner or partner

b5


Income from any property, lettings or rent

£ You	£ Husband, wife, civil partner or partner
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How much of this is through the rent a room scheme?


£ You	£ Husband, wife, civil partner or partner
-------	---

b6

Any other type of income 

Type	£ You	£ Husband, wife, civil partner or partner
Type	£ You	£ Husband, wife, civil partner or partner
Type	£ You	£ Husband, wife, civil partner or partner
Total income	£ You	£ Husband, wife, civil partner or partner


c

Give details of any children who will be totally or mainly financially dependent on you during the academic year 2011/12. 

Child's full name	Date of birth <small>DAY MONTH YEAR</small>	Relationship to you	Who will they live with?	Income from all sources after income tax and social security contributions
<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>

Declarations

This application for financial support may be delayed unless you, and the person named in section 7, sign and date the relevant parts.

Before signing, you should read the Data Protection Act in the guidance notes that accompany this form. 

Student 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 my ELB 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 my ELB 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 my ELB about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay any of this overpayment in full.

Your full name
(in BLOCK CAPITALS)

Your signature Date

DAY	MONTH	YEAR			

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 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. 

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

Declaration for partners


- 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 ELB false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that the ELB may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Your full name
(in BLOCK CAPITALS)

Your signature Date

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

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

In order for the applicant's university or college to determine and pay any bursary or scholarship to which they may be entitled, we will share some of your personal and financial details with them. 

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

 **You must now pass this form back to the student.**

Now go to page 17 to finalise your application.

Additional notes

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

Confidential

Equal opportunities questionnaire

Please read the Equal Opportunities Monitoring Information note on page 20 before completing this questionnaire.

Tick all the boxes that apply to you.

- a Religious Affiliation**
- I am a member of the Protestant Community
- I am a member of the Catholic Community
- I am a member of neither the Protestant nor Catholic Community

- b Gender**
- Male Female

- c Marital Status**
- Single Married
- Separated Divorced
- Widowed Cohabiting
- Other (please specify)

- d Carers**
- No caring responsibilities
- Care for own children
- Care for other relative
- Other (please specify)

- e Disability**
- Do you consider yourself to have/have had a disability?
- If yes; what is, or was, the nature of the disability?
-

- f Please indicate which ethnic group you consider yourself to belong to**
- Chinese Irish Traveller Black/African Caribbean
- Indian Pakistani White
- Asian other (please specify)
- Other (please specify)

- g Please tick the age category to which you belong**
- 16 - 24 25 - 34
- 35 - 44 Over 45

Thank you for your co-operation.

Equal Opportunities Monitoring

Under Section 75 of the Northern Ireland Act (1998), the Education and Library Boards shall, in carrying out all their functions, powers and duties, have due regard to the need to promote equality of opportunity -

- (a) between persons of different religious belief, racial group, age or marital status;
- (b) between men and women generally;
- (c) between persons with a disability and persons without; and
- (d) between persons with dependants and persons without.

In order to monitor the uptake of services provided by the Education and Library Boards and the impact of policies, applicants are requested to provide information in relation to the above categories.

Access to Section 75 monitoring information will be strictly controlled and will not be available to those considering your application. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. This information will not be available for any purposes other than for Section 75 monitoring.

Checklist

Before returning this form please make sure you have done the following:

- Fully answered all the questions that apply to you. **Tick**
- Enclosed all evidence items. Any original evidence will be returned to you as soon as possible. **Tick**
- Signed and dated the relevant declaration(s). **Tick**
- Asked your university or college to stamp and sign the declaration in section 6 and return it to you. We will not be able to deal with your application unless this section has been completed. **Tick**

You can apply for a part-time grant at any time in the academic year provided you are within the time limit. The time limit for applying is usually six months from the start of the academic year.

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 your ELB address shown on the Education and Library Board finder online at www.studentfinancenir.co.uk.