

Notes to help you complete your application

www.studentfinancenl.co.uk

About these notes

Use these notes to help you complete your 'Postgraduate Tuition Fee Loan Application form'.

You can also apply online at www.studentfinancenl.co.uk it's the quickest way to apply

How to use these notes



Where you see this in your Postgraduate Tuition Fee Loan Application form it means there's additional information in these notes to help you.

This could be information about how to complete a question or section or an instruction to send specific supporting documents.

These notes are in sections and numbered in the same way as the questions in the application form.

Read these notes - if you don't answer a question or section correctly or you don't include the documents we need, this will delay any payments.

Alternative formats

All of our forms and guides are available in Braille, large print format or audio. If you need these, you can request them by emailing your name, address and details of the format you require to:

brailleandlargefont@slc.co.uk or call **0141 243 3686** (this number is only for alternative format requests).

Section 1 Your details

1.1 Change of name

If your name has changed since your passport or birth certificate was issued you need to prove that your name has legally changed.

You need to send us one of the following:

- your change of name deed; or
- your marriage certificate or civil partnership documentation; or
- your divorce certificate or dissolution order.

1.5 UK National Insurance number

Any payment of your tuition fee loan will be withheld until you provide your UK National Insurance number, unless you're a European Union student.

If you've never been given a National Insurance number, leave the National Insurance number box blank. We'll contact you if you need to take any action to obtain a National Insurance number.

If in the meantime you get a National Insurance number, let us know as soon as possible.

Section 2 Your residency information

2.1 UK or ROI National status

If you're an ROI National, that's been living in Northern Ireland for three years or if you have a UK passport, you should identify yourself as a UK National on the application form.

2.2 If you don't have a UK/ROI passport or your UK/ROI passport has expired

Your UK/ROI passport must be valid when we receive it. **If it has expired, or is about to expire, you need to send:**

- a completed 'Postgraduate Tuition Fee Loan Birth/Adoption Certificate form' and
- your original birth or adoption certificate

The 'Postgraduate Tuition Fee Loan Birth/Adoption Certificate form' is available to download at **www.studentfinanceni.co.uk**

Complete and return this additional form with any supporting documents along with your main application form to ensure that your funding can be in place as soon as possible.

If you can't return your additional form with your main application form, get it to us as soon as possible. We won't be able to confirm if you can get a loan without this additional completed form.

Section 2 Your residency information

2.3 EU nationals

You need to prove your EU nationality, send us one of the following:

- your passport
- your national identity card.

2.4 Family members of EU nationals

You need to prove your family member's EU nationality, send us:

- your EU family member's passport
- national identity card

You also need to prove your EU national family members relationship to you, send us:

- a birth or marriage certificate

2.5 Child of a Turkish worker who is working in the UK

To apply for a loan as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course.

You must also be living in the UK on the first day of your course and have lived in the UK, EEA, Turkey or Switzerland for 3 years before the start of your course.

You need to prove your identity, send us:

- your original valid passport

You also need to send proof of your Turkish parent's nationality, send us one of the following:

- their original valid passport; or
- their valid national identity card

And proof of your relationship send us:

- a birth or marriage certificate

You also need to send proof of your Turkish parent's employment in the UK, for example send us:

- a contract of employment

2.6 European Economic Area (EEA) national or Swiss national

You need to send:

- a completed UK Employment Status form.

The UK Employment Status form is available to download at www.studentfinanceni.co.uk

Complete and return this additional form with any supporting documents along with your main application form to ensure that your funding can be in place as soon as possible.

If you can't return your additional form with your main application form, get it to us as soon as possible. We won't be able to confirm if you can get a loan without this additional completed form.

Section 2 Your residency information

2.7 Family member of a European Economic Area (EEA) national or Swiss national

You need to send:

- a completed UK Employment Status form.

The UK Employment Status form is available to download at www.studentfinancenl.co.uk

Complete and return this additional form with any supporting documents along with your main application form to ensure that your funding can be in place as soon as possible.

If you can't return your additional form with your main application form, get it to us as soon as possible. We won't be able to confirm if you can get a loan without this additional completed form.

2.8 Child of a Swiss national

To get a Postgraduate Tuition Fee Loan 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.

The first day of your academic year is:

- 1 September, where your course begins on or after 1 August and before 1 January;
- 1 January, where your course begins on or after 1 January and before 1 April;
- 1 April, where your course begins on or after 1 April and before 1 July;
- 1 July, where your course begins on or after 1 July and before 1 August.

You need to prove your identity, send us:

- your valid passport; **or**
- your national identity card; **or**
- your birth certificate

You also need to prove parent's Swiss nationality, send us:

- your Swiss national parent's valid passport; **or**
- national identity card

And evidence of their UK residency, send us:

- a signed letter to confirm your Swiss national parent is living/was living in the UK on the first day of the academic year **and one of the following showing both their name and their UK address:**
- latest bank statement (paper copies only); **or**
- latest payslip (showing home address); **or**
- tenancy agreement/mortgage statement; **or**
- utility bill (dated within last 3 months); **or**
- Local Authority correspondence (on headed paper); **or**
- Government Department correspondence.

Section 2 Your residency information

2.9 Settled status

'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 found at www.homeoffice.gov.uk

You need to prove your current status, send us one of the following:

- your Biometric Residence Permit; or
- your UK passport or a letter from the Home Office which confirms your immigration status.

2.10 Refugee status

If you or your:

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

has 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.

If you have been granted refugee status, send us:

- a Home Office letter that confirms your status **and** an immigration status document, for example:
- your Biometric Residence Permit; or
- your original passport.

If your family member has been granted refugee status, send us:

- a Home Office letter confirming their status **and** an immigration status document showing their refugee status, for example:
- their Biometric Residence Permit; or
- their original passport.

You also need to send us proof of your relationship, send us:

- a birth or marriage certificate.

Section 2 Your residency information

2.11 Leave to enter or remain

If you or your:

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

have been granted 'leave to enter or remain' in the UK as the result of an unsuccessful asylum application, the Home Office will have sent you or them a letter and an immigration status document confirming this.

Please send the Home Office letter and immigration status document, normally a passport or Biometric Residence Permit of the person who has been granted leave to enter or remain. You should also send evidence of your relationship to the person who has been granted leave to enter or remain if it is not you.

If you are claiming student finance as the child or step-child of a person granted leave to enter or remain, 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 leave to enter or remain, you must have been their husband, wife or civil partner at the time of their application for asylum.

Section 4 Your postgraduate course

4.5 Studying a distance learning course

To be eligible for a Postgraduate Tuition Fee Loan whilst studying a distance learning course, you must be living in Northern Ireland on the 1st day of your 1st academic year of your course.

If you are not, you will not be eligible to receive a Postgraduate Tuition Fee Loan.

The first day of your academic year is:

- 1 September, where your course begins on or after 1 August and before 1 January;
- 1 January, where your course begins on or after 1 January and before 1 April;
- 1 April, where your course begins on or after 1 April and before 1 July;
- 1 July, where your course begins on or after 1 July and before 1 August.

You must let us know if and when your address changes as this could affect your eligibility to this loan.

Section 4 Your postgraduate course

4.5 Armed Forces

You may be eligible for support to study a distance learning course overseas if you or your family member is currently serving outside of the UK 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:

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

What you need to send

You need to send a letter confirming your name and your address, or British Forces Post Office address.

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

- their name
- their address or British Forces Post Office (BFPO) address
- your name
- their relationship to you

The letter you send must be stamped, signed and dated by the Armed Forces Unit Records Officer. We can't accept a photocopy.

We recommend that you use your BFPO address for all correspondence.

Section 7 Loan Declaration

Power of Attorney

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.