

# PTL Application

## Tuition Fee Loan and Tuition Fee Grant application form for part-time EU students studying in Northern Ireland 2020/21

### About this form

#### Who should complete this form?

Complete this form if:

- you're a part-time student from the European Union (EU) studying in Northern Ireland; or
- you're an Open University student from the EU who will be resident in Northern Ireland during your studies.

#### Please read the accompanying notes

Some of the questions in this form will have additional guidance to help you.

Wherever you see this icon  you should read the accompanying notes.

#### Evidence

You might need to send documents as evidence to support your application.


Wherever you see this icon  you should check the notes to find out what evidence you need to send.

To find out how we'll use the information you provide go to [www.studentfinanceni.co.uk/privacynotice](http://www.studentfinanceni.co.uk/privacynotice) to read our Privacy Notice before completing this form.

You may be eligible for a bursary or scholarship. In order for a 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. For more information about this, read our Privacy Notice.


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

## 1 your personal details

**1.1 Customer Reference Number**   
(if you have one)

**1.2 Personal details**

Complete these details exactly as stated on your passport or ID card.

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

Title

 Mr  Mrs  Miss  Ms

Forename(s)

Surname/family name

Gender

 Male  Female

Date of birth

Day                      Month                      Year

  -   -    


# 1 your personal details - continued

## 1.2 Personal details (continued)

Country of birth

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

Nationality

## 1.3 Do you have a National Insurance number?

We will share the National Insurance Number you provide with the Department for Work and Pensions to confirm that it's valid, and with HM Revenue and Customs to allow us to collect your repayments.

No

Yes – write it below

-  -

# 1 your personal details - continued

## 1.5 Contact details

Give your current home address. Include the street name, town/city and country.

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

Full home address

Postcode

Full term-time address

Postcode

Date you will move to your term-time address

Day                      Month                      Year  
 -  -

Home phone number

Mobile phone number

Email address

## 2 previous support and qualification history

**2.1 Will you be getting funding from any other source to meet the costs of your tuition fees in this academic year?**

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship.

- No  
 Yes - give details

**2.2 Have you received a loan or grant for part-time study for this programme of study for any academic year up to and including 2019/20?**

- No  
 Yes - go to section 4

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

- No  
 Yes - are you behind with the repayments?

No

Yes - you cannot apply for student finance until you resolve this.

Call **+44 (0)141 243 3570** for Income Contingent Repayment (ICR) loans.

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 do not know who your debt owner is please call

**+44 (0)141 243 3697** for advice.

**2.4 Do you hold a first degree from an educational institution in the UK or ROI? **

- No  
 Yes

**2.5 Did your current course start on or after 1 September 2009?**

- No - go to section 3  
 Yes

## 2 previous support and qualification history - continued

**2.6 Have you completed an undergraduate or postgraduate course of higher education in any country since leaving school in which you achieved a qualification?**

This includes any undergraduate or postgraduate courses you have attended whether in the UK or overseas.

No - go to section 3

Yes


**2.6.1 Complete the table with details of any Higher Education courses you've previously studied. You should tell us about full-time (FT), part-time (PT) or distance learning (DL) courses.**

Course title and qualification (for example, BA (Hons) English)	Name and address of university or college (including town and country)	Start and end date MM-YYYY	Type of course (FT/PT/DL)	Did you gain a qualification?
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes

## 3 residence


3.1 Are you an EU national?

No

Yes – send evidence  – go to 3.3

3.2 Are you the family member of an EU national?

No

Yes – give details of your relationship to the family member for example, mother – send evidence 



**If you have answered 'No' to both of the questions above you cannot apply for student finance on this form. Do not continue with this application.**

**Visit [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk) for more information on student finance.**

## 3 residence - continued

### 3.3 Give details of your residence for the three years prior to the start of the first academic year of your course. ⓘ

You must provide the full address (including building name and/or number, street name, town, region, postcode and country), exact dates you lived there and why you were there.

Make sure you give full details for the three years prior to the start of the first academic year of your course. **If you leave any gaps your application may be delayed until we get the information we need.**

For example, If your course begins 26/09/2020 we need your residence details for the period 01/09/2017 – 01/09/2020.

Full address

From

Day                      Month                      Year  
 -  -

To

Day                      Month                      Year  
 -  -

Why were you there?

Full address

From

Day                      Month                      Year  
 -  -

To

Day                      Month                      Year  
 -  -

Why were you there?

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

### 3 residence - continued

3.4 At any time since 1 September 2017 has:

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

**lived or worked outside the EEA or Switzerland?**

You must provide the full address (including building name and/or number, street name, town, region, postcode and country).

Make sure you give full details. **If you leave any gaps your application may be delayed until we get the information we need.**

No

Yes - give details

Full address

From

Day                      Month                      Year  
 -  -

To

Day                      Month                      Year  
 -  -

Why were they there?

Full address

From

Day                      Month                      Year  
 -  -

To

Day                      Month                      Year  
 -  -

Why were they there?

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



## 4 about your university or college and course

### 4.1 University or college details

If your course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university.

Name

Address

Postcode

#### 4.1.1 If the course is franchised to another university or college, give the name and address of the other university or college

### 4.2 Give the name of your course

You should check the name of your course with your university or college. If the new course details you give us can't be confirmed yet, your student funding may be delayed.

### 4.3 Qualification you expect to gain (for example, BA (Hons) English)

### 4.4 In this academic year, when will you start your studies?

Month                      Year

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 4 about your university or college and course - continued

4.5 When will you finish the last year of your course?

Month                      Year  
  -

4.6 Are you entering your first year of study?

No  
 Yes - go to 4.9

4.7 Which year of your studies are you going into?

Make sure you tell us what year of your studies you are going into, **not** the year of your course.

4.8 What date did you start your studies?

Month                      Year  
  -

4.9 Full tuition fee amount your university or college is charging you this academic year?

If you are not sure how much you are being charged for tuition fees, ask your university or college to confirm this.

£



# Before you continue...

## What you need to know

The part-time student finance you can apply for depends on what your course intensity will be in academic year 2020/21:

- For Tuition Fee Loan, you need to have a course intensity of at least 25% in the academic year
- For Tuition Fee Grant, you need to have an overall average course intensity of at least 50%.

## What you need to do

The information below tells you which sections of the form you need to complete.

If you want to apply for a Tuition Fee Loan only

Complete sections 6 & 9

If you want to apply for a Tuition Fee Grant only

Complete sections 7 to 9

If you want to apply for a Tuition Fee Loan and Tuition Fee Grant

Complete sections 6 to 9

**If you're applying for a Tuition Fee Grant, your university or college should complete section 5 to confirm your course details. If they don't complete section 5 your application for grants will be delayed.**

**If you're applying for a Tuition Fee Loan only, your university or college don't need to complete section 5.**

## 5 your university or college

### University or college section

Designated university or college staff should check the student's answers to section 4 before completing, signing and stamping this section. To find out how we'll use the information you provide go to [www.studentfinancenl.co.uk/privacynotice](http://www.studentfinancenl.co.uk/privacynotice) to read our Privacy Notice before completing this form.

Course fee to be charged to the student for the 2020/21 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 4.1

University or college in section 4 question 4.1.1

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 2020/21.
- 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 PT units**

**Unit of measure**  
(select applicable)

credits    modules    other  
credit points

**Number of FT units**

**Unit of measure**  
(select applicable)

credits    modules    other  
credit points

## 5 your university or college - continued

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 2020/21 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 
$$\frac{\text{PT units } \boxed{\phantom{000}}}{\text{FT units } \boxed{\phantom{000}}} \times 100 = \boxed{\phantom{000}}$$

- the student's course is designated as eligible for financial support under Regulation 124 of the Education (Student Support) (No.2) Regulations (Northern Ireland) 2009 (as amended).
- 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

Date

University or college stamp

## 6 your loan request

### 6.1 Tell us the amount of Tuition Fee Loan you want to borrow

Tuition Fee Loans help to cover the costs of tuition fees charged by a university or college. Any Tuition Fee Loan you borrow will be paid directly to your university or college.

If you want the maximum Tuition Fee Loan available to you, tick the box

If you want less than the maximum available to you tell us how much you want to borrow

£

### 6.2 Contact details

Give the names and addresses of two contacts. The people you name should live at different addresses and will only be contacted if, for example, you move address and do not inform us. You must inform these people that you have named them as contacts.

#### Contact 1

Forename(s)

Surname

Relationship to you

Full address

Postcode

Home phone number

#### Contact 2

Forename(s)

Surname

Relationship to you

Full address

Postcode

Home phone number

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

### 7.1 Marital status

Tick one box that best describes your current marital status.

Single - go to section 8

Living with a partner ⓘ

Married/civil partnership

Give the date of marriage/civil partnership

Day                      Month                      Year  
 -  -

Separated ⓘ

Divorced/dissolved civil partnership ⓘ

Widowed/surviving civil partner ⓘ

### 7.2 Your husband, wife, civil partner or partner's details

We need your husband, wife, civil partner or partner's details to work out if you can get student finance. You must tell them that you've given us their details.

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)

Home address

Postcode

Home phone number (including area code)

### 7.3 Your husband, wife, civil partner or partner's Customer Reference Number, if they have one.

## 8 financial details

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

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

**No** - go to 8.2

**Yes** – Tick the appropriate box(es) and send evidence dated within 4 weeks of submitting this application ⓘ

Income Support/Universal Credit

Housing Benefit (Rates Rebate)

Housing Benefit

Income-based Jobseeker's Allowance (JSA)

Income-related Employment and Support Allowance (ESA)

**If you receive any of the benefits listed, we don't need any other financial details – go to 8.8**



## 8 financial details – continued

Use this page to enter the amount of income received from **6 April 2019 to 5 April 2020**. If you have no income for any of the income types listed, enter £0 or 'N/A'. **We can't process your application if any boxes are blank.**

Where you tell us an amount, you must send us photocopied evidence to support it.

Amount received before tax (Gross income)  
from 6 April 2019 to 5 April 2020

	Student	Husband, wife, civil partner or partner
<b>8.2 Gross income from salary or wages</b> ⓘ ⓘ Before deductions	£ <input type="text"/>	£ <input type="text"/>
<b>8.3 Income from self-employment</b> ⓘ ⓘ	£ <input type="text"/>	£ <input type="text"/>
<b>8.4 Bank and building society gross interest</b> ⓘ Before tax	£ <input type="text"/>	£ <input type="text"/>
<b>8.5 Other investment income</b> ⓘ Before tax	Type <input type="text"/>	Type <input type="text"/>
	Amount <input type="text"/>	Amount <input type="text"/>
<b>8.6 Income from property, lettings or rent</b> ⓘ <b>8.6.1 How much of this is through the Rent a Room scheme?</b> ⓘ ⓘ	£ <input type="text"/>	£ <input type="text"/>
	£ <input type="text"/>	£ <input type="text"/>
<b>8.7 Any other type of income</b> ⓘ ⓘ	Type <input type="text"/>	Type <input type="text"/>
	Amount <input type="text"/>	Amount <input type="text"/>
	Type <input type="text"/>	Type <input type="text"/>
	Amount <input type="text"/>	Amount <input type="text"/>

## 8 financial details – continued

### 8.8 Give details of any children who will be wholly or mainly financially dependent on you during academic year 2020/21.

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year **2019-20**.

Child's full name	Date of birth DD MM YYYY	Relationship to you	Who will they live with?	Income tax year 2019-20

## 9 Terms and Conditions

This declaration covers all of the student finance available to students for academic year 2020/21.

By signing this declaration you are confirming that you have read the specific terms and conditions about loans and grants because they will affect you if you apply for them at any time in academic year 2020/21. If you don't apply for these in academic year 2020/21 their specific terms and conditions will not affect you.

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

### General Declaration

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand that I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.
- I agree to give the Education Authority (EA) any information they require 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 do this, I may not receive any further payments, and may have to repay the financial support I have already received.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this in full and I agree that such overpayment may be recovered by deduction from any future entitlement to financial support.
- I confirm where I have provided any personal information in relation to a third party, I have informed them of this.

### Loan Contract

- a** I have read and understood the booklet 'Student Loans: A guide to terms and conditions' available online at [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)
- b** I acknowledge and agree that any loan(s) made to me by the Department for the Economy (which includes any person exercising functions on behalf of the Department for the Economy, together with any successor(s) thereto (the "lender") pursuant to Article 4 (3) of the Education (Student Support) (Northern Ireland) Order 1998 (as amended) and/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.
- c** I acknowledge and agree that in the event that I have: (i) reached the age of 18 years; and (ii) have entered into one or more agreements for a loan under the Order (and relative secondary legislation) before I reached the age of 18 years, upon signing this declaration I am agreeing to ratify any and all such student loans. I understand that ratification of any agreement for a loan made with me before I reached the age of 18 years is a statutory precondition of my eligibility for student support after attaining the age of 18 years.
- d** I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e** I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/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.
- f** 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.
- g** 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.
- h** 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 home address as stated in this form (or, if my address is outside the United Kingdom, the law of Northern Ireland).

## 9 declaration - continued

- i** I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in this form is situated (or the English, Scottish and Northern Ireland courts where my address is outside the United Kingdom) 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.
- j** 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 b.
- k** 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 b 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.
- l** 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 b.
- m** 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.
- n** 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.
- o** 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 full name (in BLOCK CAPITALS)

Your signature

Today's date

Day			-	Month			-	Year				
	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





## additional notes

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



## additional notes

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

Before you send back your form, remember to:



**Include your original or a certified copy of your passport or ID card.**

If you do not, we cannot give you a loan.

If you are sending certified copies of evidence make sure the person certifying your evidence completes the certifier information page and attach it to your evidence items.

Tick



**Tell us how much loan you want in section 6**

You need to tell us how much you want to borrow. If you do not we cannot give you a loan.

If you are not sure how much your university or college is charging you, check with them before you send back your form.

Tick



**Read, sign and date the terms and conditions in section 9**

Once you have completed the form, sign the terms and conditions. Without your signature, we cannot give you a loan.

Tick

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Make sure that your completed application and all evidence are weighed and the postage costs are fully paid.

**Remember to ask for proof of postage!**

Your application for student finance will be assessed by Student Finance Services on behalf of Student Finance Northern Ireland. Return your completed form to them at the address below:

**Student Finance Services**

**PO Box 89**

**Darlington**

**County Durham**

**United Kingdom**

**DL1 9AZ**

Complete this page and return with your certified evidence items.

## Personal details

Customer Reference Number (if you have one)

Forename(s)  Surname

UK National Insurance number (if you have one)   -       -

A certified copy is a photocopy of an original document which must have been stamped, signed and dated as being a true copy of the original by a person of good standing in the community.

The person certifying evidence must **not** be a relative.

### Examples of a person of good standing include:

- a bank or building society official, civil servant, minister of religion, police officer, someone with a professional qualification i.e. teacher, accountant, engineer, solicitor, etc.

Make sure the person certifying your document(s) stamps, signs and dates all pieces of evidence.

## Certifier information

This section must be **fully completed and stamped** before being returned with any evidence.

Name (in **BLOCK CAPITALS**)

Job title/occupation

Email address

Telephone number

(including international dialling code)

Signature

Today's date

Day   - Month   - Year

Address of certifier

Official stamp