



### Application Form for new Postgraduate students 2020/21

www.studentfinanceni.co.uk

The quickest and easiest way to apply is online at www.studentfinanceni.co.uk

#### About this form

Only complete this form if you're starting a new course on or after 1 August 2020.

If you're a returning Postgraduate student you need to complete the 'Returner Form' go to **www.studentfinanceni.co.uk** to download this.

#### Before you complete this form

Go to www.studentfinanceni.co.uk then look for Postgraduate Loan to tell you more about:

- who can get a Postgraduate Loan;
- how and when you'll be paid;
- how you'll repay your loan and when you'll start repaying.

If you're not sure if your course is eligible for a Postgraduate Tuition Fee Loan you should speak to your university.

You will need to have the 'Postgraduate Tuition Fee Loan Application Supporting Notes' to hand to complete this application form. Go to **www.studentfinanceni.co.uk** to download them.

#### **Application Deadline**

You have until 9 months after the start of your academic year to submit an application. If your application is sent after this date, you won't be eligible for funding for that academic year.

### **Privacy Notice**

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

#### **Disabled Students' Allowances**

You can apply for Disabled Students' Allowances (DSAs) if you have a disability which meets the definition of a disability under the Equality Act 2010, including a:

- long-term health condition;
- mental health condition;
- specific learning difficulty, for example: dyslexia.

To apply or to find out more about DSAs go to www.studentfinanceni.co.uk



# Before you start the application make sure you read the 6 things on the next page.

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



# It's important you read the following 6 things before applying for a Postgraduate Tuition Fee Loan.

- 1 You can only get one Postgraduate Tuition Fee Loan from Student Finance Northern Ireland (SFNI). If you've previously received a Postgraduate Tuition Fee Loan from SFNI towards a Postgraduate Degree for a previous course, you're not eligible to apply.
- **2** You can apply for a loan of up to **£5,500**. This will be paid in installments directly to your university.
- 3 You'll be charged interest on your loan as soon as we make the first payment to your university. This will continue until you've fully repaid your loan or until your loan is cancelled after 25 years whichever comes first.
- 4 The interest you'll be charged while you're studying will be the Retail Price Index (RPI) of the previous March, or 1% above the highest base rate of a nominated group of banks (Bank Base Rate), whichever is lower. You can find out the latest interest rate on www.gov.uk/repaying-your-student-loan
- **5** You'll have to repay your loan, but only when you've left university and your income is over £19,390 a year.
- 6 You'll repay 9% of your income over £19,390 towards your postgraduate loan.

#### Your information

The information you give during the application process will be used to assess your entitlement to student finance. It is your responsibility to ensure the information is correct. It is an offence to knowingly provide false information in this application.

### You're now ready to apply for a Postgraduate Tuition Fee Loan



This icon means there is additional information in the application notes.

1.1 Have you previously received Postgraduate Master's funding towards a Postgraduate Master's

- degree from one of the following:
  - Student Finance England (SFE)
  - Student Finance Wales (SFW)
  - Student Awards Agency Scotland (SAAS)
  - Student Finance Northern Ireland (SFNI)

#### 1.2 Personal details



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

If your name has changed since your passport, birth certificate or ID card was issued you need to send us documents to show this. Read the notes to see what you need to send.

Yes - read the notes to find out if you're eligible to apply

Title			
Mr Mrs Miss Ms			
Doctor Professor			
Forename(s)			
Surname/family name			
Sex  Male Female			
Date of Birth			
Day Month Year / / / / / / / / / / / / / / / / / / /			

# 1.3 Customer Reference Number (if you have one)

Your Customer Reference Number is your personal reference number and is 11 digits long.

You'll have a Customer Reference Number if you've applied for student finance, or supported an application for someone else's student finance from any of the following:

- Student Loans Company
- · Student Finance England
- Student Finance Wales
- Student Finance NI

#### 1.4 Place of birth

The name of the village, town or city.

r						
L						

1.5	Your nationality	
1.6	Identity evidence details	
	Do you hold a valid UK or ROI passport?	Yes
	If your UK/ROI passport has expired or you don't hold a valid UK/ROI passport, you'll need to send other documents to prove your identity. Read the notes for more information.	No – read the notes to find out what you need to send us - go to <b>1.9</b>
1.7	What type of valid passport do you hold?  Your passport must be currently valid and not expired.	UK only – provide your UK passport details - go to 1.8  ROI only – send us your original ROI passport - go to 1.9  Both – chose one option below  I will provide my UK passport details - go to 1.8; or  I will send my original ROI passport - go to 1.9
1.8	UK passport details  We will share the passport details you provide with HM Passport Office to confirm that they're valid.  Complete the following exactly as stated on your UK passport.  If you have completed your UK passport details, you do not need to send your original UK passport to us.	Passport number  Forename(s)  Surname  Date of issue  Day Month Year  Date of expiry  Day Month Year

#### 1.9 National Insurance number



If you have previously worked in the UK you will find your National Insurance number on any of the following:

- your National Insurance number card or letter; or
- a payslip; or
- an Income Tax document such as P45 or P60.

Any payment of your loan will be withheld until you provide your National Insurance number, unless you're a European Union (EU) student.

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.

#### 1.10 Contact details

Provide an email address so we can keep you updated with the progress of your application. We'll also use your mobile number to text you with important information.

You should let us know as soon as possible if **any** of your details change.

#### 1.11 What is your home address?

You should let us know as soon as possible if **any** of your details change.

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Mobile phone number				
Home phone number				
Email address				

Home address (give your full address details)		
Postcode	Country	

1.12	Will you live somewhere other than
	your home address while you study?

You can update your address(es) at any time by logging into your online account or by calling us.

No – go to <b>1.14</b> Yes – give details	
Term-time address	
Postcode	Country

# 1.13 When did/will you move to your term-time address?

# 1.14 Will you be applying for Disabled Students' Allowances (DSAs)?

You can apply for DSAs if you're a higher education student, living in Northern Ireland and have a disability including a long term health condition, mental health condition or a specific learning difficulty.

For more information about DSAs go to **www.studentfinanceni.co.uk** and search for 'Disabled Students' Allowances'.

No – I won't be applying for DSAs
Yes – I've already applied for DSAs
Yes – I will be applying for DSAs You can download the 'Disabled Students' Allowances Slimline application form' from www.studentfinanceni.co.uk

Year

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Day

Month

In this section we'll ask you about your residency status and tell you what evidence to send with your application. We've listed some of the evidence in this section. If you need more information, you should read the Application Notes. Make sure to send your evidence with your application, we can't accept it if you don't. No – go to **2.2** 2.1 Are you a UK or ROI national? If you're an ROI national that's been living in Yes - You need to send supporting Northern Ireland for 3 years or if you have a information/documents to prove your UK passport, tick yes. nationality. Read the notes to find out what to send and include this with your completed application form Go to Section 3 No - go to 2.3 2.2 Are you an EU national? If you're an ROI national that hasn't been living in Yes – you need to send supporting documents Northern Ireland for 3 years, tick yes. to prove your nationality. Read the notes to find out what to send and include this with your completed application form. Go to Section 3 Are you the family member of an EU No - go to 2.4 national? Yes - tell us their relationship to you (for example "mother") You need to send supporting documents to prove your family member's nationality and their relationship to you. Read the notes to find out what to send and include this with your completed application form. Go to Section 3

2.4	Are you the child of a Turkish worker who is working in the UK?	Yes – you need to send supporting documents to prove your parent's nationality, their relationship to you and their employment status. Read the notes to find out what to send and include this with your completed application form.  Go to Section 3
2.5	Are you a Furence Feenemic Area	
2.5	Are you a European Economic Area (EEA) national or Swiss national	No – go to <b>2.6</b>
	who is:	140 – go to 2.6
	<ul><li>working in the UK; or</li><li>has worked in the UK and is looking</li></ul>	Yes – will you continue to work during your postgraduate studies?
	for work in the UK?	No – go to <b>2.6</b>
		No = go to 2.0
		Yes – you need to download and complete the 'UK Employment
		Status form' and return it
		<b>with</b> your application for a Postgraduate Loan.
		The 'UK Employment Status form' is available from
		www.studentfinanceni.co.uk
		Go to Section 3
0.0	And any of the fallowings	
2.6	<ul><li>Are any of the following:</li><li>your husband/wife/civil partner; or</li></ul>	No. mo to 2.7
	• your parent(s)/step-parent(s); or	No – go to <b>2.7</b>
	your child/son/daughter-in-law/child's     ivil partner.	Yes – will they continue to work during your postgraduate studies?
	civil partner a European Economic Area (EEA)	poolgradate station.
	national or Swiss national who is:	No – go to <b>2.7</b>
	• working in the UK; or	Yes – you need to download and
	<ul> <li>has worked in the UK and is looking for work in the UK?</li> </ul>	complete the 'UK Employment Status form' and return it
		with your application for a
		Postgraduate Loan.
		The 'UK Employment Status form' is available from
		www.studentfinanceni.co.uk

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Go to Section 3

2.7 Are you the child of a Swiss national?	No – go to 2.8  Yes – will your Swiss national parent live in the UK on the first day of the first academic year of your course?  No – go to 2.8  Yes – you need to send supporting documents to prove your parent's nationality, their relationship to you and their employment status. Read the notes to find out what to send
	and include this with your completed application form.  Go to Section 3
2.8 Do you have 'settled status' in the UK?	No – go to 2.9  Yes – give the date you received this status  Day Month Year  You need to send supporting documents to prove your status. Read the notes to find out what to send and include this with your completed application form.  Go to Section 3
<ul> <li>4.9 Have you or your:</li> <li>husband/wife/civil partner; or</li> <li>parent(s)/step-parent</li> <li>been granted 'refugee status' by the UK Government?</li> </ul>	No – go to 2.10  Yes – will you be resident in Northern Ireland on the first day of the first academic year of your course?  No – go to section 3  Yes – give your Home Office number  Give the date this status will expire Day Month Year  You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form.

<ul> <li>2.10 Have you or your:</li> <li>husband/wife/civil partner; or</li> <li>parent(s)/step-parent</li> <li>been granted 'leave to enter or remain' in the UK as a result of a failed asylum application?</li> </ul>	No – go to 2.11  Yes – give your Home Office number  Give the date this status will expire  Day Month Year  You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form.  Go to Section 3
<ul> <li>2.11 Have you or your: <ul> <li>husband/wife/civil partner; or</li> <li>parent(s)/step-parent</li> <li>been granted leave to enter or remain in the UK as a Stateless Person?</li> </ul> </li> </ul>	Yes – give your Home Office number  Give the date this status will expire  Day Month Year  If you/they haven't been given an expiry date you should mark the expiry date box as N/A (not applicable).  You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form.  Go to section 3
2.12 Have you been granted 'leave to enter or remain' in the UK under section 67 of the Immigration Act 2016, or are you the dependant child of someone who has?	No – if you've answered 'No' to all of the questions in this section, you're not eligible to apply for funding from Student Finance Northern Ireland.  Yes – give your Home Office number  Give the date this status will expire  Day Month Year  If you/they haven't been given an expiry date you should mark the expiry date box as N/A (not applicable).  You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and

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Go to section 3

include this with your completed application form.

### **Section 3 Your address history**

We need to know where you have lived for the **3 years** before the first day of your first academic year of your course. If you leave any gaps in your address history this could delay your loan application.

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.

#### For example:

If your course starts on 5 September this year, then the first day of your academic year is 1 September. We need to know your complete address history for the 3 years before 1 September.

3.1 Give details of your residence for the three years before the first day of your academic year.

You don't need to send proof of your previous addresses at this time, but we might ask for it in the future.

If you need more space attach an additional piece of A4 paper to your completed form. Remember to include your Customer Reference Number.

Don't provide details of any temporary addresses such as halls of residence.

Address			
Postcode	Country		
From	То		
Day Month Year	Day Month Year		
Tick this box if you'll be living here when your course starts			
Tell us why you moved here			

Address		
Postcode	Country	
From	То	
Day Month Year	Day Month Year	
Tick this box if you'll be living here when your course starts		
Tell us why you moved here		

### **Section 4 Your postgraduate course**

# 4.1 Give details about the postgraduate course you've applied for

If you've applied for more than one course tell us about your preferred choice.

Give as much detail as you can at the time of your application.

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

If any of these details change log into your online account or call us to update your information.

If you're a first year student, this will be the month that your course begins. If you're in second or third year, you need to enter the date you started the first year of your course.

University name
University address
Name of campus/location
Course name
Course name
Start date of the first year of your course
Month Year
Course type
Taught Master's
Research-based Master's
PG Certificate
PG Diploma
Study type
Full-time
Part-time

# **Section 4 Your postgraduate course**

4.2	How long is your course?	1 year 2 years 3 years
4.3	What year of your course are you starting this year?	1st year – <b>go to 4.5</b> 2nd year – <b>go to 4.4</b> 3rd year – <b>go to 4.4</b>
4.4	Tell us why you aren't entering year 1?	I studied this course last year I have a previous qualification Other Please give details
4.5	Is this a distance learning course?	No  Yes – are you studying on a distance learning course because you or a member of your family are in the armed forces?  No  Yes – you need to send us evidence. Read the notes to find out what to send.  Go to section 5
4.6	Will you be studying overseas for over half of your entire course?  If you are studying overseas because you or a member of your family are in the armed forces please answer 'no'.	Yes – you should contact us on 0300 100 0493 before completing your application.

# Section 5 How much would you like to borrow?

### Information about your loan

- 1 The amount of loan you can get depends on the cost of your course.
- 2 Your loan will be paid directly to your university in three instalments.
- If your course costs more than the amount of loan you can get, you'll need to pay the difference to your university.

If you're studying a 1 year course:			
You can get a loan for the cost of your course, up to a maximum of £5,500.			
How much would you like to borrow this year?			
the maximum available to me			
a lower amount of £			
If your course is longer than 1 year:			
<ul> <li>You can borrow to a maximum of £5,500 in total to pay for your tuition fees over the length of your course. You decide how much you want to borrow each year up to this maximum amount.</li> <li>You can't borrow more than the tuition fee being charged for each year of your course.</li> </ul>			
Example - Dan is doing a 2 year course costing £7,000			
Year 1 Year 2			
The first year of Dan's course costs £4,000 this year. He asks for the maximum and his university gets paid £4,000.  The next year of Dan's course costs £3,000. He asks for the maximum and his university gets paid £1,500. He then pays £1,500 himself.			
How much would you like to borrow this year?			
the maximum available to me (depending on the fees charged by your university, this may not cover the cost of your course and you may have to pay the difference)			
or			
a lower amount of £			

### Section 6 Your additional contacts

We know that people sometimes forget to let us know if they move home or change telephone numbers. So that we can keep in contact with you please provide us with two additional contacts.

We'll only use their details to get back in contact with you, nothing else. By entering these details, you're confirming you've told them about this and they're happy for The Student Loans Company Ltd to contact them if necessary.

Where possible provide UK based contacts.

# 6.1 Give the contact details for your first additional contact

This person can live at the same address as you.

Contact 1
Full name
Relationship to you
Address
Postcode/Zip code
Phone number (including international dial code if outside UK)

# 6.2 Give the contact details for your second additional contact

Your second alternative contact can't live at the same address as you or your first contact.

Contact 2	
Full name	
Relationship to you	
Address	
Postcode/Zip code	
Phone number (including international dial code if outside UK)	

#### Section 7 Terms and Conditions



You must sign, date and return this form before any payment can be made to you.

These terms and conditions ("terms") and applicable legislation apply to all of the student finance available to students for the academic year 2020/21.

I understand that my application for student finance may be delayed unless I sign and date these terms.

#### **Loan Contract**

- I confirm I have read and understood these terms and A Guide to Terms and Conditions available at
  - www.studentfinanceni.co.uk/terms-and-conditions
- 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 student finance, any support I have had may be withdrawn and I could be prosecuted.
- 3. I understand that student finance is provided to me by the Department for the Economy (the "Lender") which includes any persons acting on its behalf and any replacement(s) under Article 4(3) of the Education (Student Support) (Northern Ireland) Order 1998 as amended or replaced from time to time (the "Order").
- 4. I understand these terms, the Order and the regulations made under Article 3 of the Order will apply to any student finance provided to me by the Lender.
- I understand that "student finance" in these terms means financial support by way of grant(s) and/or loan(s) made by the Lender under the regulations.
- I understand that the Student Loans
   Company Limited ("SLC") and the Education
   Authority ("EA") carry out certain functions
   on behalf of the Lender.

#### My Obligations

- 7. I understand that if I have:
  - i. reached the age of 18 years; and
  - ii. have entered into agreement(s) for a loan under the Order before I reached the age of 18 years,

I am agreeing to "ratify" any and all such student loans by signing these terms.

- This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to "ratify" any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.
- I agree to give SLC and EA any information they need in support of this application for student finance and to seek repayment.
- 2. I agree to tell SLC and EA immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC and EA about any changes in my personal details (including my National Insurance number) and contact details I have provided.
- I agree that if I get an overpayment of student finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.
- 11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Order and the regulations. I understand that I will repay my loan(s) through the United Kingdom ("UK") tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
- 12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/ are contract(s) between me and the Lender. I understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.

#### Section 7 Terms and Conditions – continued

13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.

#### **Legal Action and Applicable Law**

14. In the event of any legal action, I agree that the laws of Northern Ireland will apply and that the courts of that part of the UK will hear any legal action. If my address is outside the UK the laws of the part of the UK where my education provider is situated will apply and the courts of that part of the UK will hear any legal action. I agree that the Lender has the right to take legal action against me in any other court with jurisdiction.

#### **Sharing Information**

- 15. If I am in breach of these terms and/or the regulations I agree that the Lender may share information held about me and my account with third parties, including the government or a government agency of another country, who may help to locate me and/or help take action to recover any payments I owe.
- 16. I confirm where I have provided any personal information about any other person in my student finance application, I have done so with their consent.
- 17. I understand that SLC will process my personal data in line with the Privacy Notice available at

www.studentfinanceni.co.uk/privacynotice which may be updated from time to time.

#### Disabled Students' Allowances ("DSAs")

This section applies if I apply for DSAs this academic year.

- 18. I understand that any equipment I receive through DSAs must be used for my course of study and that I am responsible for paying any repair costs.
- 19. I understand SLC reserves the right to pay the suppliers of any approved equipment and support directly. I will be notified if SLC will make payments directly to suppliers on my behalf.

#### **Alternative Funding**

- 20. I confirm that I have not previously received any loan(s) for a Postgraduate Master's degree where this was provided out of funds from another UK government authority.
- 21. I confirm that I have not previously received a base grant or contribution to costs grant for a Postgraduate Master's degree under the Education (Student Support) Postgraduate Master's Degrees (Wales) Regulations 2019.

Your signature (in ink)	Today's date
X	Day Month Year



# **Section 8 Finalising your application**

8.1	Have you answered <b>all</b> the questions that apply to you?	No – if you don't complete a section or question you've been asked to this could delay your application.  Yes
8.2	Have you signed and dated your terms and conditions in Section 7?	No – you must sign the terms and conditions, we can't process your application without it.  Yes
8.3	Have you included <b>all</b> the supporting documents or completed additional forms we've asked for?  Check to make sure you have all the right documents and additional forms to support your application. The notes will tell you exactly what you need to send depending on your situation.	No – gather <b>all</b> the documents we've asked for before you return your application, it won't be accepted without them.  Yes – now read the information on the next page to find out where and when to return your completed application form.

### How to return your Postgraduate Tuition Fee Loan application

### 1 – Got everything we need?

You'll need to send all the supporting documents we've asked for **and** any additional forms you've been asked to complete. We can't process your application without them.

# 2 - Check your postage

Make sure what you're sending is weighed and the correct postage is fully paid.

Remember to ask for proof of postage.

# 3 - Return your application on time

Send us your completed application as soon as possible to make sure your funding is in place for the start of your course.

Send it to:

Student Finance NI
Postgraduate Office
Ballee Centre
Ballee Road West
Ballymena
BT42 2HS

### **Voluntary Questions**

The following questions are voluntary – you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support. The information will be used to help the Department for Economy develop their policies in the future. Student Finance Northern Ireland will also use the information to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

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	
Gender	Male	Female
	Transgender	Other
Sexual Orientation	Bisexual Gay	Lesbian
	Heterosexual/Straight	Prefer not to say
Marital Status	Single	Married/Civil Partnership
	Separated	Divorced
	Widowed	Cohabiting
	Other (please specify)	
Carers	No caring responsibilities	
	Care for own children	
	Care for other relative	
	Other (please specify)	
Disability	Do you consider yourself to have/have had a disability?	
	If yes; what is, or was, the na	ture of the disability?
Please indicate which	ethnic group you consider	yourself to belong to
	Chinese Irish Travell	er Black/African Caribbean
	Indian Pakistani	White
	Asian other (please specify)	
	Other (please specify)	
Please tick the age category to which you belong		
	16 – 24 🗌 25 –	34
	35 – 44 Over	45

Thank you for your co-operation.