

## Application form for continuing Postgraduate students 2020/21

[www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)

The quickest and easiest way to apply is online at [www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)

### About this form

You should complete and return this form if you are a continuing Postgraduate Tuition Fee Loan Student. If you self-funded your previous year you will need to complete the Application Form for new Postgraduate students.

### 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.

### Privacy Notice

To find out how we'll use the information you provide go to [www.studentfinanceneni.co.uk/privacynotice](http://www.studentfinanceneni.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.studentfinanceneni.co.uk](http://www.studentfinanceneni.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](mailto: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** The maximum amount of Postgraduate Loan for tuition fees available to you this year depends on the length of your course and other factors.
- 2** We started charging interest on your loan from the date we made the first payment to your university.
- 3** The interest rate 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](http://www.gov.uk/repaying-your-student-loan)**
- 4** You'll start making repayments to your loan when your income is above **£19,390** per year. You'll repay **9%** of anything you earn over this amount.
- 5** If your loan hasn't been repaid within 25 years, it'll be written off.
- 6** You need to register at your university again before we can pay your tuition fees.

### 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

# Section 1 Your details



This icon means there is additional information below the question.

## 1.1 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.

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.

Title  
 Mr  Mrs  Miss  Ms  
 Doctor  Professor

Forename(s)

Surname/family name

Sex  
 Male  Female

Date of Birth  
Day      Month      Year  
 /  /

## 1.2 Customer Reference Number

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

## 1.3 Contact details

Provide an email address so we can keep you up-to-date 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.

Mobile phone number

Home phone number

Email address

## Section 1 Your details

### 1.4 What is your home address?

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

Home address (give your full address details)

Postcode

Country

### 1.5 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 **section 2**

Yes – give details

Term-time address

Postcode

Country

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

Day      Month      Year  
  /   /

## Section 2 Your Postgraduate course



This icon means there is additional information below the question.

2.1 Will you be studying at exactly the same university or college and on exactly the same course that you were attending in the previous academic year?

Yes – go to **section 3**

No

2.2 Give details about the postgraduate course you are now studying

University name

University address

Name of campus/location

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 2 Your Postgraduate course



This icon means there is additional information below the question.

2.3 How long is your course?

- 1 year
- 2 years
- 3 years

2.4 What year of your course are you starting this year?

- Year 1
- Year 2
- Year 3

2.5 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 – read the notes below to find out what to send.

2.6 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'

- No
- Yes – you should contact us on **0300 100 0493** before completing your application.



If you're not studying a distance learning course due to you or a family member being in the armed forces you must be living in Northern Ireland on the first day of your course to be eligible for a Postgraduate Loan.

You may be eligible for support to study a distance learning course if you or your family member is currently serving both in and 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:**

- A spouse or civil partner living with a member of the UK Armed Forces serving in the UK or overseas
- A dependant parent living with either;
- A child who is a member of the UK Armed Forces serving in the UK or overseas
- The child's spouse or civil partner who is a member of the UK Armed Forces serving in the UK or overseas

If you are studying in a different country from where you live you can only get a Postgraduate Loan if you study less than 50% of your course in that country.

**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 3 Loan request section

### Information about your loan

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

#### 3.1 How much would you like to borrow?

- You can borrow up to £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.
- You can't borrow more than the tuition fee being charged for each year of your course.

#### Example: Dan is doing a 2 year course costing £7,000

##### Year 1

The first year of Dan's course costs £4,000. He asks for the maximum and his university gets paid **£4,000**.



##### Year 2

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 4 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.

### 4.1 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)

### 4.2 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 5 Terms and Conditions

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



If you cannot sign the form it must be signed on your behalf by your attorney.

The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.

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

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at [www.studentfinancenl.co.uk/terms-and-conditions](http://www.studentfinancenl.co.uk/terms-and-conditions)
2. 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.
5. 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.
6. 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.
8. I agree to give SLC and EA any information they need in support of this application for student finance and to seek repayment.

9. 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.
10. 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.
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.

## Section 5 Loan Declaration - continued

### 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/privacy-notice](http://www.studentfinanceni.co.uk/privacy-notice) 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.

Customer Reference Number

Your signature (in ink)

Today's date

Day                      Month                      Year  
 /  /



## Section 6 Finalising your application

**6.1** Have you answered **all** 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

**6.2** Have you signed and dated your terms and conditions in Section 5?

- No – you must sign the terms and conditions, we can't process your application without it.
- Yes

**6.3** Have you included **all** the supporting documents or completed additional forms we've asked for?

**Sections 1 and 2** might ask you to send supporting documents depending on your situation.

**Section 2** may also have instructed you to complete an additional form to provide further information.

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 **all** 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 continuing 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**