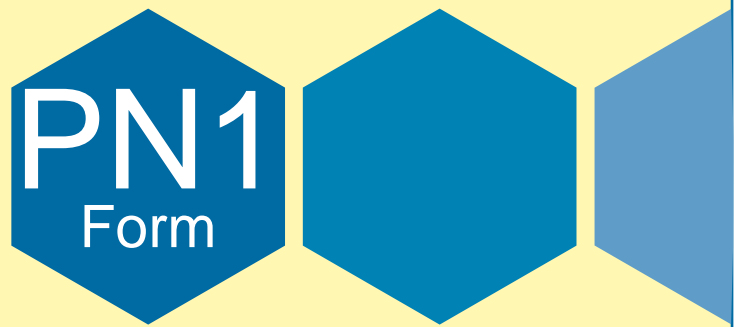


# Application for Student Finance 2023/24



You can apply online at **[www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)**


Your forename(s)


Your surname

Customer Reference Number (if you have one)

You should complete this form if you are a new student studying one of the following courses:

- A full-time or sandwich course of higher education
- A full-time Initial Teacher Training (ITT) course
- A part-time ITT course
- A flexible ITT course that lasts at least 6 weeks
- A diploma or degree course in a health-related discipline and you are eligible to apply for an income-assessed bursary from the National Health Service (NHS), Department of Health (DoH) or the Student Awards Agency Scotland (SAAS)
- An accelerated degree course in England

**We have provided guidance notes to help you 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 can be found in the guidance notes.**

## When do I need to send my form?

To make sure you receive your first payment at the start of term, you **must** return this form and all of the evidence we need by **5 April 2023**.

We will do our best to process your application as soon as possible, however if the deadline date has passed, your first payment may not be ready for the start of term.

If your application form is returned more than 9 months from the start of your academic year it won't be processed, and you may lose your full entitlement to student finance for this academic year.

To find out how we'll use the information you provide go to **[www.studentfinanceneni.co.uk/privacy-notice](http://www.studentfinanceneni.co.uk/privacy-notice)** 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.

# Section 1 - finance available

**You can apply for the following student finance by completing this form:** 

- |                         |                               |                                |
|-------------------------|-------------------------------|--------------------------------|
| • Maintenance Grant     | • Student Contribution Loan   | • Travel Grant                 |
| • Special Support Grant | • Adult Dependants' Grant     | • Childcare Grant              |
| • Maintenance Loan      | • Parents' Learning Allowance | • Disabled Students' Allowance |
| • Tuition Fee Loan      | • Bursaries and Scholarships  |                                |

You can find more detailed information on what is available and what you might be entitled to at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)

## You can apply in 5 easy steps

Depending on your circumstances you may not need to complete all the steps

# 1

### For all students


- Complete sections 2-6.
- If you are applying for a loan you need to tell us how much you want by completing the loan request section on page 26.
- You **do not** need to complete section 6 if you are only applying for a Tuition Fee Loan.



After you've completed step 1 and if you only want to apply for a Tuition Fee Loan and/or a Maintenance Loan not based on household income you can go directly to **Step 5**.

# 2

### For students who want student finance based on household income

- Complete sections 7 and 8.
- If you think you qualify for Special Support Grant, please tick this box.
- Detailed information about who can qualify for Special Support Grant and what evidence needs to be provided can be found in the notes. 

# 3

### For students who have dependants

- Complete section 9.
- You should complete this section if you have any children or adult dependants and want to apply for financial help in relation to them.



If you are a single independent student you should now go to **Step 5**.

# 4

### For students who want student finance based on household income

- Complete section 10.
- Depending on your answers in section 10 you may need to ask your **parent(s) or partner** to provide details about their income in section 11 so we can work out what your full entitlement to student finance will be.
- If you do not wish to apply for student finance based on household income, your parent(s) or partner do not need to complete section 11.

# 5

### For all students

- Make sure that you read and sign the **terms and conditions on pages 33 and 34**. If you ask someone to complete section 11, make sure that they sign **their declarations on page 45**.

## Section 1 - finance available

Continued

### Other student finance available

#### Childcare Grant (CCG)

If you want to apply for CCG you need to:

- complete and return this form **and**
- complete an Application For Help With Childcare Costs (CCG1).

You can download the CCG1 form at:

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

#### Disabled Students' Allowance (DSA)

- If you want to apply for DSA you need to: complete and return this form **and**
- complete a Disabled Students' Allowance Application Form (DSA slim).

You can download the DSA slim form at:

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

#### What if I have further questions?

If you have further questions you can:

- go to **[www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)**
- read '2023/24 A guide to Financial Support for Full-Time Students in Higher Education'
- call us on **0300 100 0077**

#### Where do I send my form?

You must return your completed form to your local Student Finance NI (SFNI) office. You can find their address at **[www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)**



**Remember to pay the correct postage or we may not receive your form.**

## Section 2 - personal details

### Personal details

**a** Title Mr Mrs Miss Ms

Forename(s)

Surname

Any previous names you may be known by

Sex Male Female

Day

Month

Year

Date of birth

Please complete the following questions with the details exactly as stated on your birth certificate or passport.

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

Nationality

### Identity evidence details

**b1** Do you hold a valid UK or ROI passport?  Yes No **if 'No' go to b4**

**b2** What type of valid passport do you hold?   **UK – provide your UK passport details** **go to b3**

**ROI – send us your original ROI passport** **go to c**

**Both:**  
– provide your UK passport details; or **go to b3**

– send us your original ROI passport **go to c**

## Section 2 - personal details

Continued

### UK Passport details only

b3

Provide the following details from your UK passport which must be currently valid and not expired.

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. **Do not input non-UK passport details here.**

Passport number

Forename(s)

Surname

Date of issue

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

Date of expiry

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

go to c

If you have provided your UK passport details, **do not** send your original UK passport to us.

b4

Send your original non-UK passport or Biometric Residence Permit;

or

Send your original UK or ROI birth or adoption certificate **and** a completed Birth/Adoption Certificate form.

### Previous loans

c

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

Yes

No

if 'No' go to d1

If 'Yes', are you behind with the repayments?

Yes

No

### Armed Forces

d1

Are you a member of the Armed Forces serving outside Northern Ireland?

Yes

No

d2

Are you a family member of someone in the Armed Forces serving outside Northern Ireland?  (for example: spouse or child)


Yes

No

## Section 2 - personal details

Continued

### Contact details

We'll use this address to send you any letters or to return your evidence. This can require a signature, so please provide a secure address and avoid using temporary or PO Box addresses. You can update your address at any time by logging into your online account or by calling us. 

### Contact address

Postcode

Contact telephone  
number


Mobile phone number


Email address

### Current relationship status

Please tick one box:

Single (never married/civil partnership and not living with a partner)

Living with a partner 

If you're **under** 25 and have been married/in a civil partnership before, and are now living with a partner, you should still tick the box for the relevant marital status below. 


If you're **over** 25, have been married/in a civil partnership before, and are now living with a partner, you should tick 'Living with a partner'.

Married/civil partnership 

Please give the date of marriage/civil partnership

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

Separated 

Divorced/dissolved civil partnership 

Widowed/surviving civil partner 

## Section 3 - residence

**a1** Where do you normally live when you're not studying

If you have a BFPO address, you should give this. We use this address to make sure you're completing the correct student finance application.

**Address**

Postcode

if 'No' go to a2

**a2** Are you a UK national?

**No**

if 'No' go to a3

**Yes**

if 'Yes' go to b1

**a3** Are you an Irish citizen?

**No**

if 'No' go to a4

**Yes** – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

**No**

if 'No' go to a4

**Yes**

if 'Yes' go to b2

**a4** Are you the family member of a UK national, and both you and your UK national family member were living:

- in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018; or
- in the EEA or Switzerland on 31 December 2020?

**No**

if 'No' go to a5

**Yes** – have both you and your family member been resident in the UK, Gibraltar, EEA or Switzerland for three years prior to the first day of the first academic year of your course?

**No**

if 'No' go to a5

**Yes**

if 'Yes' go to b2

## Section 3 - residence

Continued

a5

Have you been granted settled status or pre-settled status under the EU Settlement Scheme? ☐n ☐e

**No**

if 'No' go to a6

**Yes – settled status**

Please provide your share code

now go to b2

**Yes – pre-settled status**

Are you an EU national who has been resident in the UK and Islands for three years prior to the first day of the first academic year of your course?

**No**

if 'No' go to a6

**Yes**

Expiry date of pre-settled status

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Please provide your share code

now go to b2

a6

Are you the child of a Swiss national?

☐n ☐e

**No**

if 'No' go to a7

**Yes** – were you resident in the UK, Gibraltar, EEA or Switzerland for three years prior to the first day of the first academic year of your course?

**No**

if 'No' go to a7

**Yes** – provide your:

Expiry date for pre-settled status

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Share code

If your parent or step-parent has settled or pre-settled status under the EU Settlement Scheme, provide their:

Date of birth

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Expiry date if they have pre-settled status

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Share code

now go to b2



## Section 3 - residence

### Continued

a7

Are you or your:

- husband, wife, civil partner;
- parent(s), step-parent; or
- child, step-child
- other direct ascending or descending line family member

an EEA or Swiss national who is working, or has worked or is looking for work in the UK?

☐n ☐e

Have you been resident in the UK, Gibraltar, the EEA and Switzerland for the three years prior to the first day of the first academic year of your course? ☐n

**No**

if 'No' go to a8

**Yes** – I have been working or looking for work in the UK.

**Yes** – my family member has been working or looking for work in the UK. My family member is my:

husband/wife/civil partner

parent(s)/step-parent

child/step-child

other direct ascending or descending line family member  
- only applicable to EEA worker family members.

**No**

if 'No' go to a8

**Yes** – provide details of your/your family member's employment. You should also provide details of your previous study.

# Section 3 - residence

Continued

a7 continued

If you/your family member are currently working, will you/your family member continue to work during your studies?

No

if 'No' go to a8

Yes – provide details:

Provide **your**:

Expiry date of pre-settled status

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

Share code

now go to b2

Provide **your family member's**:

Date of birth

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

Expiry date if pre-settled status

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

Share code

now go to b2

## Section 3 - residence

Continued

a8

Are you the child of a Turkish worker who is working in the UK? ☐n ☐e

**No**

if 'No' go to a9

**Yes** – has your Turkish worker parent/step-parent been granted extended leave to remain in the UK after 31 December 2020 by the Home Office?

**No**

if 'No' go to a9

**Yes** – were you and your Turkish worker parent/step-parent living in the UK by 31 December 2020?

**No**

if 'No' go to a9

**Yes**

if 'Yes' go to b2

a9

Have you or your family member been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)? ☐n ☐e

**No**

if 'No' go to a10

**Yes – please confirm:**

I have been granted leave under the ARAP or ACRS.

I have been granted leave in line with my family member. My family member is my:

husband/wife/civil partner

parent or step-parent

Provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

**No**

go to section 4

**Yes**

if 'Yes' go to b3

## Section 3 - residence

### Continued

a10

Do you have 'settled status' in the UK? ☐n ☐e

- If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, answer "No" to this question and go to a16.
- If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, answer "no" to this question and go to a19.

**No**

if 'No' go to a11

**Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

now go to b2

a11

Have you been granted limited leave to enter or remain under a Ukraine Scheme? ☐n ☐e

By Ukraine Scheme we mean:

- the Ukraine Family Scheme;
- the Homes for Ukraine Sponsorship Scheme; or
- the Ukraine Extension Scheme

**No**

if 'No' go to a12

**Yes** – provide your:

Share code (if you have one)

If you don't have a share code, provide your:  
Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

now go to b3

a12

Have you or your:

- husband, wife, civil partner; or
  - parent(s), step-parent
- been granted refugee status by the UK government? ☐n ☐e

**No**

if 'No' go to a13

**Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

**No**

go to section 4

**Yes**

if 'Yes' go to b3

## Section 3 - residence

### Continued

a13

Have you or your:

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

been granted Discretionary 'Leave to Remain' in the UK as a result of a failed asylum application? ☐n ☐e

**No**

if 'No' go to a14

**Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

**No**

go to section 4

**Yes**

if 'Yes' go to b3

a14

Have you or your:

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

been granted Discretionary 'Leave to Remain' in the UK and no application for asylum has been made? ☐n ☐e

**No**

if 'No' go to a15

**Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

**No**

go to section 4

**Yes**

if 'Yes' go to b3

## Section 3 - residence

Continued

a15

Have you or your:

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

been granted Humanitarian Protection?

☐n ☐e

**No**

if 'No' go to a16

**Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

**No**

go to section 4

**Yes**

if 'Yes' go to b3

a16

Have you or your:

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

been granted 'Leave to Remain' as a Stateless Person? ☐n ☐e

**No**

if 'No' go to a17

**Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

**No**

go to section 4

**Yes**

if 'Yes' go to b3

## Section 3 - residence

Continued

a17

Have you been granted 'Indefinite Leave to Remain' in the UK as the victim of domestic violence or abuse? ☐n ☐e

**No**

if 'No' go to a18

**Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

**No**

go to section 4

**Yes**

if 'Yes' go to b3

a18

Have you been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, or have you been granted leave in line as the dependent child of someone who has?

☐n ☐e

**No**

if 'No' go to a19

**Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

**No**

go to section 4

**Yes**

if 'Yes' go to b3

## Section 3 - residence

### Continued

<b>a19</b>	Have you been granted 'Calais leave' in the UK, or have you been granted leave in line as the dependent child of someone who has? <input type="checkbox"/> n <input type="checkbox"/> e	<b>No</b> <b>Yes</b> – provide your: Home Office reference number  Date latest status granted 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"/> Date this status is due to expire 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"/> Have you lived outside the UK and Islands since your latest status was granted?  <b>No</b> <b>Yes</b>	<b>if 'No' go to a20</b>        <b>go to section 4</b> <b>if 'Yes' go to b3</b>
<b>a20</b>	Have you been granted 'Indefinite Leave to Remain' as a person who has been a bereaved partner? <input type="checkbox"/> n <input type="checkbox"/> e	<b>No</b> <b>Yes</b> – provide your: Home Office reference number  Date latest status granted 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"/> Have you lived outside the UK and Islands since your latest status was granted?  <b>No</b> <b>Yes</b>	<b>if 'No' go to a21</b>        <b>go to section 4</b> <b>if 'Yes' go to b3</b>
<b>a21</b>	On the first day of the first academic year of your course will you be under 18 and will you have been living in the UK for seven years? <input type="checkbox"/> n <input type="checkbox"/> e	<b>No</b> <b>Yes</b>	<b>if 'No' go to a22</b> <b>if 'Yes' go to b1</b>
<b>a22</b>	On the first day of the first academic year of your course will you be over 18 and will you have lived in the UK for at least 20 years, or at least half of your life? <input type="checkbox"/> n <input type="checkbox"/> e	<b>No</b> <b>Yes</b>	<b>if 'No' see below</b> <b>if 'Yes' go to b1</b>



If you have answered 'No' to all questions check notes for more information on what to do next.



# Section 3 - residence

Continued

- 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?
- No**  
**Yes**

if 'No' go to b4  
if 'Yes' go to b2

- b2** Give details of your residence for the three years before the start of the first academic year of your course. There should be no gaps in the dates you give us.

Full Address

Full Address

From

Day Month Year  
□ □ □ □ □ □ □ □

To

Day Month Year  
□ □ □ □ □ □ □ □

Why were you there?

From

Day Month Year  
□ □ □ □ □ □ □ □

To

Day Month Year  
□ □ □ □ □ □ □ □

Why were you there?

Full Address

Full Address

From

Day Month Year  
□ □ □ □ □ □ □ □

To

Day Month Year  
□ □ □ □ □ □ □ □

Why were you there?

From

Day Month Year  
□ □ □ □ □ □ □ □

To

Day Month Year  
□ □ □ □ □ □ □ □

Why were you there?

now go to b4

# Section 3 - residence

Continued

b3

Provide your address history from the date you got your latest status to the first day of the first academic year of your course, or for the 3 years before the first day of the first academic year of your course, whichever is less. n

Full Address

Full Address

From

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

To

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

Why were you there?

From

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

To

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

Why were you there?

Full Address

Full Address

From

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

To

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

Why were you there?

From

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

To

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

Why were you there?

now go to b4

# Section 3 - residence

Continued

b4

At any time since 1 September 2020 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 UK, Gibraltar, the EEA or Switzerland?

Full Address

From

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

To

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

Why were you there?

Full Address

From

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

To

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

Why were you there?

No

Yes

if 'No' go to section 4

if 'Yes' give details below

Full Address

From

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

To

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

Why were you there?

Full Address

From

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

To

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

Why were you there?

## Section 4 - about your course and your university or college



In this section, give details of your first choice university/college and course. You can update these details later once your university/college and course is confirmed.

a

### University or college details

University or college name and address

UCAS personal identification number

UCAS university or college code

UCAS campus code (if applicable)

b1

### Course details

Course name

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

UCAS course code

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

Course start date

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

Course end date

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

Course length (years)

b2

Will you be studying in England?

Yes

No

if 'No' go to b3

Is this an accelerated degree course?

Yes

No

b3

Year of course

Foundation

Third year

First year

Fourth year

Second year

Other (give details)

## Section 4 - about your course and your university or college

Continued

b4

**Full** tuition fee amount for this academic year £

If you are unsure about the tuition fee amount you will be charged, please contact your university or college.

If the course is franchised to another university or college, give their address below.

Postcode

**Course type (please tick one box):** ☐ n

c

Full-time undergraduate

### Initial Teacher Training (ITT) courses

Flexible postgraduate ITT

Part-time undergraduate ITT

Part-time ITT  
(excluding first degrees)

Full-time postgraduate ITT

#### Answer both questions

Number of weeks you will be studying full-time in this academic year. ☐ e

Number of weeks you will be on full-time teaching practice in this academic year. ☐ e

### Other course types

Full-time distance learning

Full-time foundation degree

Full-time involving a placement  
(sandwich course)

Do you have a disability which prevents you from attending your university or college in person? ☐ e

Yes No

d

### Term details

Where will you live during this academic year?

Term 1	Living with parent(s)	Elsewhere or own home
Term 2	Living with parent(s)	Elsewhere or own home
Term 3	Living with parent(s)	Elsewhere or own home

## Section 4 - about your course and your university or college

### Continued

**e** Where will you spend most of your time this academic year? ☐

Term 1	University or college	Study abroad	Work placement
Term 2	University or college	Study abroad	Work placement
Term 3	University or college	Study abroad	Work placement

if you have ticked 'University or college' for all 3 terms **go to section 5**

**f1** Will you be undertaking a placement as part Erasmus+ exchange programme? Yes No

**f2** Will you be undertaking a placement as part of the Turing Scheme or Taith? ☐ Yes No

#### Placement details

**g** Where will your placement be? ☐ Placement name and address

Abroad

UK/ROI

Don't know

Is the placement: Postcode

paid

unpaid

If 'unpaid', please tick which type:

a hospital, Public Health Service Laboratory or a Primary Care Trust;

a Health Authority, Strategic Health Authority, Local Health Board, Special Health Authority, Health Board, Special Health Board or a Health and Social Services Board; a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, or a voluntary organisation providing facilities or carrying out similar activities;

the prison or probation sector or after-care services;

unpaid research in a UK/ROI or overseas institution; or

an unpaid placement that is not listed above. ☐

## Section 5 - previous financial support and other information

### Previous study ☐

Undergraduate and postgraduate courses of higher education are those of Higher National Certificate (HNC) level or above. Where course details are requested, you should not include A Level/AS Level examinations or equivalent.

**a1** Have you started an undergraduate or postgraduate course of higher education in any country since leaving school? ☐

Tick 'Yes' even if you did not complete the course.

Yes

No

if 'No' go to b1

**a2** Did you achieve a qualification?

Yes

No

if 'No' go to a4

**a3** Please tick the relevant box(es) to show which qualifications you have achieved. If your qualification was achieved abroad tick other ☐

Degree **with** Honours e.g. BA (Hons), BSc (Hons);

Degree **without** Honours e.g. BA, BSc;

Foundation Degree/Diploma of Higher Education (DipHE)/Higher National Diploma (HND);

Higher National Certificate (HNC)/Certificate of Higher Education (CertHE);

Postgraduate Certificate in Education (PGCE);

Graduate Diploma/Certificate;

Masters Degree;

Postgraduate Diploma/Certificate;

Other (please give details)

# Section 5 - previous financial support and other information

## Continued

**a4** Please give course details below. Do not mention any course that you studied part-time where you did not achieve a qualification; or any course that was entirely self-funded at a private institution where you did not achieve a qualification. ☐

Title of course (for example BA History or BA (Hons) History)	Name of university or college	Town/country of university or college	Date started (MM YYYY)	Date left (MM YYYY)	Did you achieve a qualification?	
					Yes	No
					Yes	No
					Yes	No

If you did not achieve a qualification for any course listed above, why was this? ☐

**b1** In this academic year, are you eligible to apply for a bursary, excluding social work bursary from any of the following? ☐

- National Health Service (NHS)
- Department of Health (DoH)
- Student Awards Agency Scotland (SAAS)

Yes    No    **if 'No' go to section 6**

**b2** If 'Yes', is this bursary ☐

Income assessed

Non-income assessed



## Section 6 - your UK bank or building society account details

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

You do not need to provide your bank or building society account details if you are only applying for a Tuition Fee Loan or Student Contribution Loan.

Please note that missing or incorrect bank or building society details will result in your Maintenance Loan, bursary (if applicable) or any grant payments being delayed.

You can update your bank details at any time by logging into your student finance online account at **[www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)**

Sort code

Account number

Building society roll number (if applicable)

# Loan request section

If you are applying for a **Maintenance Loan**, a **Tuition Fee Loan** or **Student Contribution Loan** you need to complete this section to tell us how much you want to apply for.

## National Insurance number <sup>n</sup>

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.

## Maintenance Loan <sup>n</sup>

Amount of Maintenance Loan Maximum available to you

you would like to apply for:

If you wish to apply for less than the maximum available to you, please state the amount

Tick

£

## Tuition Fee Loan <sup>n</sup>

Your tuition fee is set by the university or college you go to. You can apply for a Tuition Fee Loan to cover your fees. This will be paid directly to your university or college.

**Make sure you find out from your university or college how much they will be charging before you apply for a Tuition Fee Loan.**

Amount of Maintenance Loan Maximum available to you

you would like to apply for:

If you wish to apply for less than the maximum available to you, please state the amount

Tick

£

## Student Contribution Loan <sup>n</sup>

The Student Contribution Loan is for students studying on an undergraduate higher education course at a relevant institution of higher education in the Republic of Ireland.

Amount of Maintenance Loan Maximum available to you

you would like to apply for:

If you wish to apply for less than the maximum available to you, please state the amount

Tick

£

## Contact details

We need you to give the name and address of two additional contacts. We'll only contact them if we can't get in touch with you, for example if you move address and forget to tell us. By entering these details, you're confirming you've told your additional contacts about this and they're happy for the Student Loans Company Ltd (SLC) to contact them if necessary.

### Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Country

### Contact 2 (Contact 2 must live at a different address from Contact 1)

Forename(s)

Surname

Relationship to you

Address

Postcode

Country

## Section 7 - dependent and independent students

**This section determines whether you are a dependent or an independent student. This is important as it establishes whose income we need to take into account from your household before we calculate your entitlement.**

- |           |   |     |    |  |
|-----------|---|-----|----|--|
| <b>a1</b> | Will you be 25 or over on the first day of the academic year?   | Yes | No | if 'Yes', you are an independent student, <b>go to section 8</b>               |
| <b>a2</b> | Have you been married or in a civil partnership at any time before the first day of the academic year?  | Yes | No | if 'Yes', you are an independent student, <b>go to section 8</b>               |
| <b>a3</b> | Will you have care of a person under the age of 18 on the first day of the academic year? <input type="checkbox"/> n <input type="checkbox"/> e | Yes | No | if 'Yes', you may be considered an independent student, <b>go to section 8</b> |

**b** Please tick the relevant box if any of the following apply to you.

Your parents cannot be found or it is not reasonably practicable to get in touch with them.

You are irreconcilably estranged from (have no contact with) your parents and this will not change. ☐n

At any point from the age of 16 to the start of your course, you have not been under the legal care of your parents; and, for three months or more, you have been in the custody or legal care of, or have been given accommodation by, a local authority. ☐n

Both your parents have died.

You have applied for student finance before, and the parent who was assessed for a contribution has died.

Your parents are living outside the UK, Gibraltar or EU and the assessment of their financial circumstances would place them in jeopardy.

Your parents are living outside the UK, Gibraltar or EU and it would not be reasonably practicable or possible for them to send you money.

**If you have ticked any of the boxes above, you will be contacted for evidence and, subject to this, you may be considered independent.**

if you have ticked any of the boxes above **go to section 8**

# Section 7 - dependent and independent students

Continued

**C** Have you supported yourself financially for a total of three years or more prior to the start of the first academic year of your course? ☐

Yes No

If 'No' you will be considered a dependent student, go to section 8

If 'Yes', you may be considered an independent student. Please give details below.

Name and address of your employer or benefit office	Did you work full or part-time?	From	To	Amount of salary, wages or benefit you have recieved (state whether it was weekly, monthly or yearly)
		(MM YYYY)	(MM YYYY)	<input type="checkbox"/>

## Section 8 - student financial details

If you leave any questions blank we will not be able to process your application. If a question does not apply to you, please enter 'None' or 'N/A' as the answer.

### Unearned income

a

Taxable **unearned** income is any income you receive from the following sources:

- Bank or building society gross interest
- Property, lettings or rent
- Dividends or investments
- Trusts or sponsorships
- Any other payment received for attending the course

Please estimate the total taxable unearned income, before deductions, that you expect to receive for this academic year.

£

What is the source of this income?

### Payments from an employer

b

Will your employer be releasing you to attend your course this academic year?

Yes

No

if 'No' go to d

If 'Yes', how much will your employer pay you for time spent attending your course during this period?

£

c

During this academic year, will you or your employer pay any money into a pension fund on your behalf?

Yes

No

If 'Yes', how much are the payments during this period?

£

### Dependent children

d

Give details of any children who will be wholly or mainly financially dependent on you during this academic year.

Your child's income should include their net income from all sources, after Income Tax and social security contributions, for tax year 2021-22.

Child's full name

Date of birth

Relationship to you

Who will they live with?

(DD MM YYYY)

## Section 9 - Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

**! Only complete this section if you want to apply for Parents' Learning Allowance, Adult Dependants' Grant or Childcare Grant <sup>n</sup>**

**a** Are you a lone parent? Yes No **if 'Yes' go to d**

**b** Are you under 25, living with a partner and applying for Childcare Grant or Parents' Learning Allowance? Yes No **if 'No' go to d**

**c** Give the total estimated income after Income Tax and National Insurance deductions in this academic year for: <sup>n</sup>

You £

Your partner £

How much of this will be Child Tax Credit or Universal Credit for this academic year?

You £

Your partner £

**Only answer this question if you are applying for Childcare Grant.**

**d** During the academic year, do you or your partner expect to receive:

- the childcare element of Working Tax Credit or Universal Credit; or
- Tax-Free Childcare from HM Revenue and Customs (HMRC); or
- a healthcare bursary or Scottish Healthcare Allowance. <sup>n</sup>

Yes No

**! If 'Yes', you can't get Childcare Grant and receive childcare support from one of these sources at the same time. You can still apply for Childcare Grant, however, you'll only get it if you stop receiving support from these sources.**

**e1** Are you applying for Adult Dependants' Grant? Yes No **if 'No' go to section 10**

**e2** Who is your adult dependant?

husband

wife

civil partner

or partner (if you are over 25)

**go to section 10**

other adult dependant

**go to e3**

**e3** Will your adult dependant's income be more than £3,873 in this academic year?

Yes No

**! If 'Yes' you won't be able to receive Adult Dependants' Grant**

## Section 9 - Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

Continued

e4 Give your adult dependant's income for tax year 2021-22

### Income

All salary or wages and self employed income  
(including income from property)

£

All income from pensions, (including private,  
occupational and state)

£

All gross taxable income and interest from savings,  
investments and dividends

£

Taxable state benefits

£

All other taxable income (including redundancy  
payments and compensation for loss of job)

£

### Deductions

Private pension contributions and Additional Voluntary  
Contributions (AVCs)

£

Allowable expenses on which they claimed tax relief

£

## Section 10 - about your family

If you are a **dependent student** go to **question a**.

If you are an **independent student with a partner**, please read and sign the **terms and conditions** on **pages 33 and 34** and then pass this form to your partner to complete **section 11**.

If you are a **single independent student**, go to the **terms and conditions on pages 33 and 34**.


**a** With which parent do you normally live, or have more contact?

Mother      Father

or


Both      N/A


**b** What is the relationship status of this parent at the time of applying?

Single (never married/civil partnership and not living with a partner) 

Living with a partner

Married/civil partnership

Separated 

Divorced/dissolved civil partnership 

Widowed/surviving civil partner

### What you need to do next

Read and sign the **terms and conditions on pages 33 and 34** and then pass this form to your parent(s).

### What your parent(s) need to do

The parent(s) you normally live with should complete **section 11**. If the parent indicated in 'a' is married, in a civil partnership or living with a partner, their partner must also complete **section 11**.

If the parent indicated in 'a' is Divorced/dissolved civil partnership, Separated or Widowed/a surviving civil partner but currently living with a partner their partner must also complete **section 11**.



# Terms and Conditions

These terms and conditions ("terms") and applicable legislation apply to all of the student finance available to students for the academic year 2023/24.

I understand that I must read the specific terms about the student finance products available because they will affect me if I apply for them at any time in this academic year.

**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.studentfinanceni.co.uk/terms-and-conditions](http://www.studentfinanceni.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.

## 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' Allowance ("DSA")

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

18. I understand that any equipment I receive through DSA 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.

### Childcare Grant ("CCG")

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

20. I understand that if I do not provide the evidence of childcare costs within the timescales set, I may lose my entitlement. If my childcare costs are different from the estimates I have provided, further payments of my CCG may increase or decrease accordingly. If no further CCG payments are due to be paid to me, I may be liable to repay any difference.

21. I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
22. I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from:
  - (i) the childcare element of Working Tax Credit;
  - (ii) the childcare element of Universal Credit;
  - (iii) Tax-free Childcare; or
  - (iv) a healthcare bursary or Scottish Healthcare Allowance;and I agree to tell the EA and SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC may share my personal data with HMRC to check whether I get childcare support.

Customer Reference Number

Your full name

(in block capitals)

Your signature

X

Today's  
date

Day

Month

Year



The relevant person(s) you indicated in section 10 must complete section 11 as well as the declaration(s) on page 46.

**Please pass this form to them now.**

If you are a single independent student, please turn to page 47 to finalise your application.

## Section 11 - financial details for tax year 2021-22 for parents and partners

### Who needs to complete this section?

Section 10 of this form tells you who needs to complete this section.

### What details do I need to provide in this section?

You need to tell us some personal details and what your financial income was for tax year 2021-22. You **must** tell us your 2021-22 income details as we cannot accept amounts from any other tax year. We need your income amounts so we can work out what the student(s) you are supporting is entitled to.

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

The student 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 the student(s) you are supporting may be entitled, we will share some of your personal and financial details with them. For more information about this, read our Privacy Notice.

### About this section

**Section 11 is split into five parts:**

**Part A** - Tell us your name and address and some other personal information.

**Parts B and C** - Answer every question.

**Part D** - Answer every question and tell us about any income deductions for tax year 2021-22 where appropriate.

**Part E** - Tell us about any children who are financially dependent on you.

### How to complete this section

#### If you are a single parent of the student

Enter your information as Person 1, leave Person 2 blank.

#### If there are two parents, or a parent and partner, in the student's household

Complete this section with information for both Person 1 and Person 2.

#### If you are an independent student with a partner

Your partner needs to enter their information as Person 1, leave Person 2 blank.

**If you're self assessed – read page 24 of the notes for more information.** 

**If you're not self assessed – you can use your P60 to complete this section.**

### What happens if my household income has dropped since tax year 2021-22?

If your household income has dropped by 5% or more since tax year 2021-22 you can apply for a 'Current Year Income Assessment'.

This means we would use your expected income for tax year 2023-24 instead of your actual income from tax year 2021-22 when calculating the student's entitlement. However, there must be at least a 5% drop in the **overall household income** (not just your own income) between these two tax years for us to do this and we will ask for evidence of your 2023-24 income at the end of that tax year.

## Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

### Part A – Your personal details

#### Person 1

Your Customer Reference Number  
(If you have one)

Relationship to the student

Title

Forename(s)

Surname

Date of birth //

Place of birth (name of town or village exactly as it appears on your birth certificate or passport)

Contact address

Postcode

Contact telephone number

Email address

#### Person 2

Your Customer Reference Number  
(If you have one)

Relationship to the student

Title

Forename(s)

Surname

Date of birth //

Place of birth (name of town or village exactly as it appears on your birth certificate or passport)

Contact address

Postcode

Contact telephone number

Email address

You do not have to disclose your financial information to the student.

If you would like to provide it separately, download an Assessment of Financial Circumstances form 2023/24 from [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk) and return it to us.

# Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

## Part B - Your financial information for tax year 2021-22

### Instructions

- Please give gross financial details for tax year **6 April 2021 to 5 April 2022**.
- Answer 'Yes' or 'No' to every question, if you answer 'Yes' please provide the income amount.
- Where you tell us an amount, you must provide evidence to support it. <sup>e</sup>

**! Please note that if you leave any questions blank we will not be able to process this application.**

	Person 1		Person 2	
<b>Q1</b> Did you receive Working Tax Credit, Child Tax Credit or Universal Credit?	Yes	No	Yes	No
<b>Q2</b> Did you receive Income Support or ESA?	Yes	No	Yes	No
<b>Q3</b> Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions? <sup>n</sup>	Yes	No	Yes	No
<b>a</b> Total income from salary / wages	£ <input type="text"/>		£ <input type="text"/>	
<b>b</b> Total income from taxable state benefits	£ <input type="text"/>		£ <input type="text"/>	
<b>c</b> Total income from occupational pension(s) <small>If you receive a lump sum pension, only declare the amount you received that you paid tax on.</small>	£ <input type="text"/>		£ <input type="text"/>	
<b>d</b> Total income from private pension(s) <small>If you receive a lump sum pension, only declare the amount you received that you paid tax on.</small>	£ <input type="text"/>		£ <input type="text"/>	

<sup>e</sup> **Financial evidence required** - Please provide financial evidence for each individual amount entered above. The following table summarises the evidence you need to send to support the amounts you have given, we can accept clear copies of this evidence.

Income type	Tax year 2021-22 evidence items you can send
Salary, taxable state benefits, occupational / private pension(s)	A copy of your P60
Wages and occupational pension(s)	A copy of your Month 12 wageslip or Week 53 wageslip
Taxable state benefits - if you were unemployed for the full tax year 2021-22	A copy of your P60U or a letter from the Department for Communities

## Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

	Person 1		Person 2	
	Yes	No	Yes	No
<b>Q4</b> Did you receive any income from a state retirement pension?				
<b>a</b> Total lump sum amount received	£ <input type="text"/>		£ <input type="text"/>	
<b>b</b> Total non-lump sum amount received	£ <input type="text"/>		£ <input type="text"/>	

**e Financial evidence required** - Please provide financial evidence for the amount(s) entered above. The following table summarises the financial evidence you need to send, we can accept clear copies of this evidence.

Income type	Tax year 2021-22 evidence items you can send
Your pension payments	Confirmation from the Department for Communities A copy of your P60 A copy of your BR735 Confirmation from the Benefits Agency
Your pension payments if you were Self Assessed and completed an online tax return	A copy of your full finalised online tax return An accountant's letter or accounts validated by your accountant
Your pension payments if you were Self Assessed and completed a short paper tax return	A copy of your full finalised SA200 form An accountant's letter or accounts validated by your accountant
Your pension payments if you were Self Assessed and completed a full paper tax return	A copy of your full finalised SA100 form An accountant's letter or accounts validated by your accountant

	Person 1		Person 2	
	Yes	No	Yes	No
<b>Q5</b> Did you receive any income from savings and investments? <b>n</b>				
<b>a</b> Total <b>interest</b> from UK banks, building societies and unit trusts	£ <input type="text"/>		£ <input type="text"/>	
<b>b</b> Total income from UK life insurance gains, securities and partnerships	£ <input type="text"/>		£ <input type="text"/>	
<b>c</b> Total income from UK investments and dividends	£ <input type="text"/>		£ <input type="text"/>	
<b>d</b> Total income from foreign investment and dividends	£ <input type="text"/>		£ <input type="text"/>	

**e Financial evidence required** - Please provide financial evidence for the amount(s) entered above. The following table summarises the financial evidence you need to send, we can accept clear copies of this evidence.

## Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

Income type	Tax year 2021-22 evidence items you can send
Interest from UK banks, building societies and unit trusts	Bank / building society statements Copies of dividends Half yearly statements
Income from savings and investments if you were Self Assessed and completed an online tax return	A copy of your full finalised online tax return An accountant's letter or accounts validated by your accountant
Income from savings and investments if you were Self Assessed and completed a short paper tax return	A copy of your full finalised SA200 form An accountant's letter or accounts validated by your accountant
Income from savings and investments if you were Self Assessed and completed a full paper tax return	A copy of your full finalised: SA100 and SA101 forms; plus your SA104F or SA104S form (where applicable); or SA106 form An accountant's letter or accounts validated by your accountant

	<b>Person 1</b>	<b>Person 2</b>
<b>Q6</b> Did you receive any taxable benefits in kind? <input type="checkbox"/>	Yes    No	Yes    No
Total income received from taxable benefits in kind	£ <input type="text"/>	£ <input type="text"/>

**Financial evidence required** - Please provide financial evidence for the amount entered above. The following table summarises the financial evidence you need to send.

Income type	Tax year 2021-22 evidence items you can send
Taxable benefits in kind if your salary was £8500 or more <input type="checkbox"/>	A copy of your P11D

**Q7** Did you receive any other income during tax year 2021-22 that you **haven't** yet told us about?

**Person 1** Yes

**Go to Part C**

No

**Go to Part D**

**Person 1** Yes

**Go to Part C**

No

**Go to Part D**



# Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

## Part C - Other income

### Instructions

- Complete Part C in the same way you completed Part B giving gross financial details for tax year **6 April 2021 to 5 April 2022**.
- Where any amount is entered you must provide evidence to support it. A table has been provided at the end of Part C to summarise what financial document(s) you need to send.

	Person 1		Person 2	
	Yes	No	Yes	No
<b>Q1</b> Did you receive any income from self-employment? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>a</b> Total adjusted profit for business	£ <input type="text"/>		£ <input type="text"/>	
<b>b</b> Total adjusted profit for partnership	£ <input type="text"/>		£ <input type="text"/>	
<b>Q2</b> Did you receive any income as a Minister of religion? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total taxable income minus expenses that are not included on your P60 or P11D	£ <input type="text"/>		£ <input type="text"/>	
<b>Q3</b> Did you receive any other taxable income or lump sum? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total income received	£ <input type="text"/>		£ <input type="text"/>	
<b>Q4</b> Did you receive any income from property letting? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total income received	£ <input type="text"/>		£ <input type="text"/>	
<b>Q5</b> Did you receive any income from UK trusts? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total income received	£ <input type="text"/>		£ <input type="text"/>	



## Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

	Person 1	Person 2
<b>Q6</b> Did you receive any foreign income? <input type="checkbox"/>	Yes No ▼	Yes No ▼
Total income received	£ <input type="text"/>	£ <input type="text"/>
<b>Q7</b> Did you receive any income from an overseas pension? <input type="checkbox"/>	Yes No ▼	Yes No ▼
Total income received	£ <input type="text"/>	£ <input type="text"/>
<b>Q8</b> Did you receive any other overseas income and gains? <input type="checkbox"/>	Yes No ▼	Yes No ▼
Total income received	£ <input type="text"/>	£ <input type="text"/>

### Financial evidence you need to send for tax year 2021-22

☐ Please provide financial evidence for each individual amount you entered in Part C. The following table summarises the financial evidence you need to send.

How you submitted your 2021-22 details to HM Revenue & Customs (HMRC)	Document(s) you need to send – tax year 2021-22
Online tax return	An accountant's letter or accounts validated by your accountant or a copy of your full finalised online tax return
Short paper tax return	An accountant's letter or accounts validated by your accountant or a copy of your full finalised SA200 form
Full paper tax return	An accountant's letter or accounts validated by your accountant or a copy of each individual form that any amount you told us about is recorded on. Depending on your tax circumstances you may need to send us a copy of your full finalised: SA100 – Main tax return form SA101 – Additional information SA102M – Ministers of religion SA103S – Self-employment short version SA103F – Self-employed full version SA103L – Lloyds underwriters SA104F – Partnership full version SA104S – Partnership short version SA105 – UK Property SA106 – Foreign SA107 – Trusts

## Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

### Part D – Income deductions

#### Instructions

- Complete Part D in the same way you completed Part B giving gross financial details for tax year **6 April 2021 to 5 April 2022**.

	Person 1	Person 2
<b>Q1</b> Did you pay any private pension contributions?	Yes No	Yes No
Total amount you paid	£ <input type="text"/>	£ <input type="text"/>

**Financial evidence required** - Please provide financial evidence for the amount entered above. The following table summarises the financial evidence you need to send.

Contribution type	Tax year 2021-22 evidence items you can send
Your private pension contributions	A copy of your P60 Tax Calculations Confirmation from the Department for Communities of the amount of pension paid
Your private pension contributions if you were Self Assessed	A copy of your full finalised tax return An accountant's letter or accounts validated by your accountant

	Person 1	Person 2
<b>Q2</b> Did you pay any Additional Voluntary Contributions (AVCs)?	Yes No	Yes No
Total amount you paid	£ <input type="text"/>	£ <input type="text"/>

**Financial evidence required** - Please provide financial evidence for the amount entered above. The following table summarises the financial evidence you need to send.

Contribution type	Tax year 2021-22 evidence items you can send
Your Additional Voluntary Contributions (AVCs)	A copy of your P60 Tax Calculations Confirmation from the Social Security Agency
Your Additional Voluntary Contributions (AVCs) if you were Self Assessed	A copy of your full finalised tax return An accountant's letter or accounts validated by your accountant

## Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

	Person 1	Person 2
<b>Q3</b> Did you have any allowable expenses on which you claimed tax relief? <input type="checkbox"/>	Yes No ▼	Yes No ▼
Total amount on which you claimed tax relief	£ <input type="text"/>	£ <input type="text"/>

**Financial evidence required** - Please provide financial evidence for the amount entered above. The following table summarises the financial evidence you need to send.

Expense type	Tax year 2021-22 evidence items you can send
Your allowable expenses on which you claimed tax relief	A copy of your Coding Notice (P2)
Your allowable expenses on which you claimed tax relief if you were Self Assessed and completed an online tax return	A copy of your full finalised online tax return An accountant's letter or accounts validated by your accountant
Your allowable expenses on which you claimed tax relief if you were Self Assessed and completed a short paper tax return	A copy of your full finalised SA200 form An accountant's letter or accounts validated by your accountant
Your allowable expenses on which you claimed tax relief if you were Self Assessed and completed a full paper tax return	A copy of your full finalised: SA100 SA101 and / or SA102 form An accountant's letter or accounts validated by your accountant

# Section 11 - financial details for tax year 2021-22 for parents and partners

Continued

## Part E – Your dependants

Identify any children who will be wholly or mainly financially dependent on you.

### Q1 Child dependants not in further or higher education in academic year 2023/24

Include unearned income for **all** dependants. Only include earned income details for persons aged 16 and over. Do not count casual earnings of persons under 16.

Full name	Date of birth	Income for the year
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(DD MM YYYY)

### Q2 Child dependants in further or higher education in academic year 2023/24

Do **not** include the applicant when completing this question.


If the student is your partner, please include any children they named in section 8 of this form if the children have applied for student finance.

Full name	Date of birth	School, college or university	Course
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(DD MM YYYY)

Are they receiving financial support?  
If so, from which authority or organisation?

# Declaration for parents and partners

Before signing, you should read the Privacy Notice in the notes that accompany this form. 

This application for financial support may be delayed unless you sign and date this 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 the student I am supporting may have their financial support withdrawn and I may be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that my local Student Finance NI (SFNI) office may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

## Person 1

Your full name (in BLOCK CAPITALS)

Your signature

**X**

Today's date

## Person 2

Your full name (in BLOCK CAPITALS)

Your signature

**X**

Today's date

## Deadline

To make sure the student receives their first payment at the start of term, this form **must** be returned with all of the evidence we need by **5 April 2023**.

We will do our best to process this application as soon as possible, however if the deadline date has passed, the first payment may not be ready for the start of term.



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

## Confidential Equal opportunities questionnaire

Please read the Equal Opportunities Monitoring information note on page 47 before completing this questionnaire. Tick all the boxes that apply to you.

**Your answers are voluntary and will not affect your application for student finance.**

A What is your 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 What is your gender?

Male Female Transgender Other

C Which of the following best describes your sexual orientation?

Heterosexual/Straight Bisexual  
Gay Lesbian  
Prefer not to say Prefer to self-describe - give details below

D What is your marital status?

Single Married  
Separated Divorced  
Widowed Cohabiting  
Other – give details below

E What is your carer status?

No caring responsibilities Care for own children  
Care for other relative Other – give details below

F Do you consider yourself to have/have had a disability?

No Yes – give details below

G What is your ethnic origin?

Chinese Irish Traveller  
Black/African Caribbean Indian  
Pakistani White  
Asian other Other – give details below

H How old are you?

16-24 25-34 35-44 Over 45

## Equal Opportunities Monitoring

Under Section 75 of the Northern Ireland Act (1998), the EA 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, political opinion, racial group, age, marital status or sexual orientation;
- (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 EA 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 questions that apply to you.

Enclosed all evidence items. Any original evidence will be returned to you as soon as possible. 

Completed the loan request section if you are applying for a Maintenance Loan, Tuition Fee Loan or Student Contribution Loan.

Signed and dated the terms and conditions.

Asked your parent(s), parent and partner, or your partner to complete section 11 if applying for student finance based on your household income.

When your completed application form with all the relevant evidence has been processed, you will be sent a letter showing the amount of financial support you will receive.



**Remember to pay the correct postage or we may not receive your form.**

**You must return your completed form to your local Student Finance NI (SFNI) office. You can find their address at [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)**