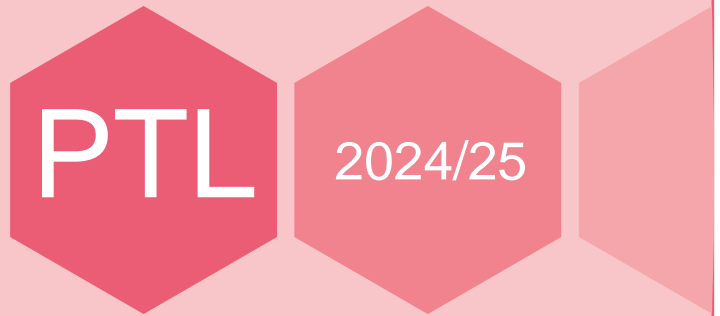


PTL Application

Tuition Fee Loan, Tuition Fee Grant and Course Grant application form for new and returning part-time students 2024/25



About this form

Complete and return this form if you're studying a part-time course and want to apply for student finance from Student Finance Northern Ireland.

You should apply online at www.studentfinancenir.co.uk if you want to get your application to us quicker.

If you're an Open University (OU) student, complete this form.

Tick the box if you're an OU student.

What sections to complete

New students need to complete sections 1 to 4 and read, sign and date the terms and conditions.

Returning students need to complete sections 1, 2 and 4 and read, sign and date the terms and conditions.

Depending on what support you want to apply for, you'll also need to complete some further sections.

If you want to:	Sections you need to complete
Apply for a Tuition Fee Loan only	6 and 10
Apply for Grants only	7 to 10
Apply for Tuition Fee Loan and Grants	6 to 10

You can find more information in the part-time booklet 'A Guide to Financial Support for Part-Time Students in Higher Education' available at www.studentfinancenir.co.uk

The booklet will tell you more about:

- who can get funding for part-time courses;
- how and when you'll get paid;
- how you'll repay your loan and when you'll start repaying.

It's important that you read and understand all this information before you apply.

If you're not sure if your course is eligible for student finance you should speak to your university.

Privacy Notice

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

You may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them.

For more information about this, read our Privacy Notice.

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

Use the PTL notes to help you complete your application

- ❗ Where you see this icon it means there's additional information in the notes that can help you.
- 📎 Where you see this icon it means we need you to send documents as supporting evidence. You can find details in the accompanying notes.

Read the notes – if you don't answer a question or section correctly or you don't include the documents we need this will delay your application.

Disabled Students' Allowance

You can apply for Disabled Students' Allowance (DSA) if you have a disability which meets the definition of a disability under the Disability Discrimination Act 1995 including a:

- long-term health condition
- mental health condition
- specific learning difficulty, for example – dyslexia

DSA is paid in addition to your other student finance. It helps you pay the extra course-related costs you may have because of your disability. It doesn't have to be repaid. How much you get depends on your individual needs.

If you want to apply for DSA you'll need to:

- complete and return this PTL form and
- complete a Disabled Students' Allowance Application form (DSA Slim).

You can download the DSA Slim form from www.studentfinancenl.co.uk

Tick the box below if you want us to send you a DSA Slim form instead.

Send me a DSA Slim form

Additional help and information

For the most up-to-date information about student finance you should go to www.studentfinancenl.co.uk

If you can't find the information you need online you can call us on **0300 100 0077**.

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).

Section 1 - your details

1.1 Customer Reference Number

(if you have one)

1.2 Personal details

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

If your name has changed from your birth certificate or passport then send us supporting evidence confirming the change. Give details of any previous names you've had on the additional notes page at the end of this form.

Title

Mr Mrs Miss Ms

First Name

Surname


Gender

Male Female

Date of birth

Day Month Year
 / /

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

Nationality 

1.3 National Insurance number

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

 - - 

If you're a new student, please go to 1.4

If you're a returning student, please go to 1.8

Section 1 - your details - continued

1.4 Do you hold a valid UK or ROI passport? ⓘ

Yes

No – go to 1.7

1.5 What type of valid passport do you hold? ⓘ

UK – provide your UK passport details

go to 1.6

ROI – send us your original ROI passport

go to 1.8

Both:

– provide your UK passport details; or

go to 1.6

– send us your original ROI passport

go to 1.8

1.6 **UK passport details**

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.

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
<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 1.8

1.7 If you don't have a valid UK passport you can send us:

- your original valid ROI passport; or
- a photocopy of your UK birth or adoption certificate and a completed Birth/Adoption Certificate form.

If you're a non-UK national, we'll ask you for some identity information at section 3. ⓘ

Section 1 - your details - continued

Continued

1.8 Marital status

Tick one box that best describes your current marital status

Single


Living with a partner


Married/civil partnership


Give the date of marriage/civil partnership

Day Month Year

- -

Divorced/dissolved civil partnership 

Widowed/surviving civil partner 

Separated 

1.9 Address details

All correspondence we issue will be sent to this address. You can update your address at any time by logging into your online account or by calling us.

Contact address

Postcode

Contact phone number

Mobile phone number

Email address

1.9.1 Contact details

Give your current contact details.

Section 2 - previous support and qualification history

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

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

No

Yes – give details

2.2 Have you received a loan and/or grant for part-time study for this programme of study for any academic year up to and including 2023/24?

No

Yes – go to section 4

2.3 Do you have a degree from an educational institution in the UK, ROI or overseas? ⓘ

No

Yes – is this an honours degree?

No

Yes

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

No

Yes – are you behind with the repayments?

No

Yes – you can't apply for student finance until you resolve this. Call **0300 100 0611** for Income Contingent Repayment (ICR) loans. If you have any Mortgage Style (MS) loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you do not know who your debt owner is call **0300 100 0632** for advice.

Section 2 - previous support and qualification history

Continued

2.5 Have you studied any previous undergraduate or postgraduate course of higher education in any country, since leaving school, in which you received a qualification?

No - go to section 3

Yes

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

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

Section 3 - residence

In this section we'll ask you about your residency status and you'll need to send evidence of this with your application.

You can find more information about the evidence you need to send in the Application Notes.

Make sure you send your evidence with your application, we can't process it if you don't.

If you're a returning student, you don't need to complete this section. Please go to Section 4.

Part A

3.1 Where do you normally live when you're not studying? **i**

Address

Postcode

Now go to 3.2

3.2 Are you a UK national? **e**

No

if 'No' go to 3.3

Yes

if 'Yes' go to c1

3.3 Are you an Irish citizen? **i** **e**

No

if 'No' go to 3.4

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 3.4

Yes

if 'Yes' go to c2

3.4 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? **i** **e**

No

if 'No' go to 3.5

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

No

if 'No' go to 3.5

Yes

if 'Yes' go to b1

Section 3 - residence

Continued

3.5 Have you been granted settled status or pre-settled status under the EU Settlement Scheme?  

No

if 'No' go to 3.6

Yes – settled status

now go to b1

Yes – pre-settled status

Are you an EU national who has 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 3.6

Yes

Expiry date of pre-settled status (if applicable)

Day Month Year

now go to b1

Section 3 - residence

Continued

3.6 Are you the child of a Swiss national?



No

if 'No' go to 3.7

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

No

if 'No' go to 3.7

Yes – provide **your**:

Expiry date of pre-settled status
(if applicable)

Day Month Year

If your **parent or step-parent** has settled or pre-settled status under the EU Settlement Scheme, provide their:
Expiry date if they have pre-settled status (if applicable)

Day Month Year

now go to b2

3.7 Are you or your:

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

No

if 'No' go to 3.8

Yes – 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?

No

if 'No' go to 3.8

Yes – Is the person who is working, has worked or is looking for work in the UK

You

go to 3.7.1

Your family member

go to 3.7.2

Section 3 - residence

Continued

3.7.1 I am working, have worked or am looking for work

Provide your expiry date if they have pre-settled status (if applicable)

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

Provide details - you should also provide details of your previous study.

If you are currently working will you continue to work during your studies? If yes give details.

now go to b1

3.7.2 My family member is working, has worked or is looking for work and I am their:

husband, wife, civil partner

parent(s), step-parent

child, step-child - only applicable to EEA worker family members.

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

Provide **your**:

Expiry date of pre-settled status (if applicable)

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

Provide **your family member's**:

Expiry date of pre-settled status (if applicable)

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

Provide details of your family member's employment. If they are currently working will they continue to work during your studies? If yes give details of employment.

now go to b2

Section 3 - residence

Continued

3.8 Are you the child of a Turkish worker who is working in the UK? ⓘ ⓘ

No

if 'No' go to 3.9

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 3.9

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

No

if 'No' go to 3.9

Yes

if 'Yes' go to b2

3.9 Have you or your family member been granted leave under the Afghan Relocation and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)? ⓘ ⓘ

No

if 'No' go to 3.10

Yes – I have been granted leave under the ARAP or ACRS

Provide your:

Date latest status granted

Day Month Year

Date this status is due to expire (if applicable)

Day Month Year

now go to b3

Yes – My family member has been granted leave under the ARAP or ACRS. My family member is my:

husband, wife, civil partner

parent(s), step-parent

Provide:

Date latest status granted

Day Month Year

Date this status is due to expire (if applicable)

Day Month Year

now go to b4

Section 3 - residence

Continued

3.10 Do you have settled status in the UK?



- If you or your parent or step-parent have been granted 'Indefinite Leave to Enter or Remain' in the UK as a victim of domestic violence or abuse tick no here and go to question 3.17.
- If you or your parent or step-parent have been granted "Indefinite Leave to Remain" in the UK as a bereaved partner tick no here and go to question 3.20.

No

if 'No' go to 3.11

Yes – provide your:

Date latest status granted

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

if 'Yes' go to b1

3.11 Have you or your:

- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted leave under a Ukraine Scheme?

By Ukraine Scheme we mean:

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

No

if 'No' go to 3.12

Yes – I have been granted leave under a Ukraine Scheme

Provide your:

Date latest status granted

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

Date this status is due to expire (if applicable)

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

now go to b3

Yes – My family member has been granted leave under a Ukraine Scheme. My family member is my:

husband, wife, civil partner

parent(s), step-parent

Provide:

Date latest status granted

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

Date this status is due to expire (if applicable)

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

now go to b4

Section 3 - residence

Continued

- 3.12 Have you or your:
- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted refugee status by the UK government? **i** **e**

No

if 'No' go to 3.13

Yes – I have been granted refugee status in the UK

Provide your:

Date latest status granted

Day Month Year

Date this status is due to expire (if applicable)

Day Month Year

now go to b3

Yes – My family member has been granted refugee status in the UK

Provide:

Date latest status granted

Day Month Year

Date this status is due to expire (if applicable)

Day Month Year

now go to b4

Section 3 - residence

Continued

3.13 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? ⓘ ⓘ

No

if 'No' go to 3.14

Yes – I have been granted Discretionary leave

Provide your:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b3

Yes – My family member has been granted Discretionary leave

Provide:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b4

3.14 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? ⓘ ⓘ

No

if 'No' go to 3.15

Yes – I have been granted Discretionary leave

Provide your:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b3

Yes – My family member has been granted Discretionary leave

Provide:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b4

Section 3 - residence

Continued

3.15 Have you or your:

- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted Humanitarian Protection? **i** **e**

No

if 'No' go to 3.16

Yes – I have been granted Humanitarian Protection
Provide your:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b3

Yes – My family member has been granted Humanitarian Protection

Provide:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b4

3.16 Have you or your:

- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted 'Leave to Remain' as a Stateless Person? **i** **e**

No

if 'No' go to 3.17

Yes – I have been granted leave to remain as a Stateless Person
Provide your:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b3

Yes – My family member has been granted leave to remain as a Stateless Person

Provide:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b4

Section 3 - residence

Continued

3.17 Have you been granted 'Indefinite Leave to Enter or Remain' in the UK as the victim of domestic violence or abuse, or are you the child of someone who has?



No

if 'No' go to 3.18

Yes – I have been granted leave to enter or remain in the UK as a victim of domestic violence or abuse

Provide your:

Date latest status granted

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

Date this status is due to expire (if applicable)

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

now go to b3

Yes – My family member has been granted leave to enter or remain in the UK as a victim of domestic violence or abuse

Provide:

Date latest status granted

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

Date this status is due to expire (if applicable)

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

now go to b4

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

No

if 'No' go to 3.19

Yes – provide your:

Date latest status granted

Day	Month	Year
<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"/>

if 'Yes' go to b3

Section 3 - residence

Continued

3.19 Have you been granted 'Calais leave' in the UK, or are you the dependent child of someone who has? **i** **e**

No

if 'No' go to 3.20

Yes – provide your:

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

if 'Yes' go to b3

3.20 Have you been granted 'Indefinite Leave to Enter or Remain' as a person who has been a bereaved partner, or are you the child of someone who has? **i** **e**

No

if 'No' go to 3.21

Yes – I have been granted leave to enter or remain as a person who has been a bereaved partner

Provide your:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b3

Yes – My family member has been granted leave to enter or remain as a person who has been a bereaved partner

Provide:

Date latest status granted

Day Month Year

Date this status is due to expire
(if applicable)

Day Month Year

now go to b4

Section 3 - residence

Continued

3.21 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? ⓘ ⓘ

No

if 'No' go to 3.22

Yes – you need to send supporting documents. Read the notes to see what you need to send.

if 'Yes' go to 3.23

3.22 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? ⓘ ⓘ

No

if 'No' see below

Yes – you need to send supporting documents. Read the notes to see what you need to send.

if 'Yes' go to 3.23

3.23 What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

Given names

Family names

Document number

Nationality on your proof of identity

now go to b1

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

Section 3 - residence

Continued

Part B

b1 Provide details for yourself

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

Given names

Family names

Document number

Nationality on your proof of identity

You need to provide your address history - go to c2

Section 3 - residence

Continued

b2 Provide details for yourself and your family member

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

What proof of identity does your family member have?

If you are providing family members details you acknowledge that you must inform them. We will verify their details with the Home Office to confirm your identity, nationality, and residency

Give these details exactly as they are on your family member's proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

Given names

Family names

Document number

Nationality on your proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

Given names

Family names

Date of birth

Day Month Year

Document number

Nationality on your proof of identity

You need to provide your address history - go to c2

Section 3 - residence

Continued

b3 Provide details for yourself

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

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

Biometric residence card

Biometric residence permit

Passport

National identity card

Given names

Family names

Document number

Nationality on your proof of identity

No

if 'No' go to section 4

Yes

if 'Yes' go to c3

Section 3 - residence

Continued

b4 Provide details for yourself and your family member

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

What proof of identity does your family member have?

If you are providing family members details you acknowledge that you must inform them. We will verify their details with the Home Office to confirm your identity, nationality, and residency

Give these details exactly as they are on your family member's proof of identity

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

Biometric residence card

Biometric residence permit

Passport

National identity card

Given names

Family names

Document number

Nationality on your proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

Given names

Family names

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"/>
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Document number

Nationality on your proof of identity

No

if 'No' go to section 4

Yes

if 'Yes' go to c3

Section 3 - residence

Continued

Part C

c1 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

if 'No' go to c4

Yes

if 'Yes' go to c2

c2 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. **i**

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 c4

Section 3 - residence

Continued

- c3 Provide your address history from the date you got your latest status to the first day of the first term of your course, or for the three years before the first day of the first term of your course whichever is less.**

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 Section 4

Section 3 - residence

Continued

c4 At any time since 1 September 2021 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, EEA or Switzerland? ⓘ

Full Address

From

Day Month Year
□ □ □ □ □ □ □ □

To

Day Month Year
□ □ □ □ □ □ □ □

Why were you there?

Full Address

From

Day Month Year
□ □ □ □ □ □ □ □

To

Day Month Year
□ □ □ □ □ □ □ □

Why were you there?

No

if 'No' go to section 4

Yes

if 'Yes' give details below

Full Address

From

Day Month Year
□ □ □ □ □ □ □ □

To

Day Month Year
□ □ □ □ □ □ □ □

Why were you there?

Full Address

From

Day Month Year
□ □ □ □ □ □ □ □

To

Day Month Year
□ □ □ □ □ □ □ □

Why were you there?

Section 4 - your part-time course

4.1 University or college details

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

University name

Full university address

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

University name

Full university address

4.2 Give the full name of your course

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

4.3 Qualification you expect to gain.

For example BA (Hons) English

4.4 When did you start the first year of your course?

Month Year
 /

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

Month Year
 /

Section 4 - your part-time course

Continued

4.6 When will you finish the final year of your studies?


Month Year
 /

4.7 Course length 

years

4.8 Current year of course 

Make sure you tell us what year of your course you're going into not the year of your studies.



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

£

4.10 Is this a distance learning course? 

If 'Yes' you can only get this loan if you are living in Northern Ireland on the first day of your first academic year, unless you or a family member are in the Armed Forces. Read the notes to find out which family members qualify and for more information.

No

Yes - are you living outside of Northern Ireland, because you or a family member you live with are in the Armed Forces?  

No

Yes

What you need to know

The part-time student finance you can apply for depends on what your course intensity will be in academic year 2024/25:

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

What your university or college need to do

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

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

Section 5 - your university or college

University or college section

Our Privacy Notice sets out who will use the information provided on this form and what they will use it for. Before signing this form please read our Privacy Notice online at: www.studentfinanceneni.co.uk/privacynotice

Designated university or college staff should check the student's answers to section 4 before completing, signing and stamping this section.

Course fee to be charged to the student for the 2024/25 academic year.

SLC or UCAS code for the university or college.

If the student is studying at a franchised institution, please indicate which institution the fee should be paid to:

University or college in section 4 question **4.1**

University or college in section 4 question **4.1.1**

I confirm to the best of my knowledge and belief that:

- the student named in section 1 is undertaking the course named in section 4;

Number of PT units **Unit of measure**
(select applicable)

- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a **part-time (PT) basis** in academic year 2024/25;

	credits	modules	other
	credit points		

Number of FT units **Unit of measure**
(select applicable)

- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent full-time (FT) course within one academic year.

	credits	modules	other
	credit points		

Section 5 - your university or college

Continued

Intensity of study is calculated by taking the number of part-time units (given on previous page) that the student intends to study in academic year 2024/25 and dividing it by the number of units (given on previous page) that the student would complete in one academic year if the course were studied on a full-time basis. The result is then expressed as a percentage.

The **intensity of study** for this course is
$$\frac{\text{PT units}}{\text{FT units}} \times 100 =$$

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

The equivalent full-time course would last _____ years.

It is possible for the student to complete the course in no more than twice the length of time required to complete the equivalent full-time course.

Your full name
(in BLOCK CAPITALS)

Your position
Your phone number
(including area code)

Your email address

Your signature Date

University or college stamp



Before you continue...

What you need to do

Check below to find out what sections you need to complete, this will depend on what you're applying for.

If you want to apply for a Tuition Fee Loan only

Complete sections 6 and 10

If you want to apply for a Tuition Fee Grant or Course Grant only

Complete sections 7 to 10

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

Complete sections 6 to 10

Section 6 - your loan request

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

Any Tuition Fee Loan you borrow will be paid directly to your university or college.

If you want the maximum available to you tick the box

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

(enter amount)

6.2 Contact details

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

Contact 1

First name(s)

Surname

Relationship to you

Address

Postcode

Home phone number

Contact 2

First name(s)

Surname

Relationship to you


Address

Postcode

Home phone number

Section 7 - about your husband, wife, civil partner or partner



- Please select the option below which describes your current living situation.
- If you are married, in a civil partnership or living with a partner, please go to **7.1** 
- If you are not married, in a civil partnership or living with a partner, please go to **Section 8**.

7.1 Your husband, wife, civil partner or partner's details

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

Relationship to you

Husband

Wife

Civil partner

Partner

Title

Mr

Mrs

Miss

Ms

First name(s)

Surname

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"/>
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Place of birth (the name of the town or village)

Contact address

Postcode

Contact phone number (including area code)

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 8 - financial details

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

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

No - go to 8.2

Yes - tick the appropriate box(es) and send evidence dated within 4 weeks of submitting this application ⓘ

Income Support/Universal Credit

Rate Rebate Scheme

Housing Benefit

Income-based Jobseeker's Allowance (JSA)

Income-related Employment and Support Allowance (ESA)

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

Section 8 - financial details

Continued

Use this page to enter the amount of income received from **6 April 2023 to 5 April 2024**. If you have no income for any of the income types listed, enter £0 or 'N/A'. **We can't process your application if any boxes are blank.**

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

**Amount received before tax (Gross income)
from 6 April 2023 to 5 April 2024**

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

Section 8 - financial details

Continued

8.8 Give details of any children who will be wholly or mainly financially dependent on you during academic year 2024/25. 

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year 2023-24.

Child's full name	Date of birth DD MM YYYY	Relationship to you	Who will they live with?	Income tax year 2023-24

Section 9 - your UK bank or building society account details

You should only complete this section if you've applied for a Course Grant.

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

Please note that missing or incorrect bank or building society details will result in your grant payment being delayed.

9.1 Account details ⓘ

Sort code

 - -

Account number

Building society roll number (if applicable)



We'll only use the bank or building society details you provide to pay your course grant. Tuition fees will be paid directly to your university or college.

Section 10 - 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 2024/25.

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.studentfinancenir.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 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.

Customer Reference Number

Your full name
(in BLOCK CAPITALS)

Your signature

Today's
date

Day / Month / Year

Confidential Equal opportunities questionnaire

Please read the Equal Opportunities Monitoring information note on page 41 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

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. If you haven't provided your UK passport information, you'll need to send us your original birth or adoption certificate with a completed Applicant's Declaration of Identity form or your original non-UK passport. 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

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 – Part-Time office
Ballee Centre
Ballee Road West
Ballymena
BT42 2HS**

Additional notes

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