

# PTL application notes

for part-time tuition fee only students studying in Northern Ireland **2024/25**

## About these notes

These notes should be read alongside your PTL application form.

## completing your form

### Timescale for returning your form

This form should be returned within nine months of the start of your academic year, otherwise you may lose your entitlement to student finance.

### Returning your form

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

### Send your completed form to:

**Student Finance Services**  
**PO Box 89**  
**Darlington**  
**County Durham**  
**United Kingdom**  
**DL1 9AZ**

**Make sure you pay the correct postage.**

## find out more

### Further questions?

- speak to your university or college
- visit: [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)
- read our guide for part-time fees only students (available on the Student Finance Northern Ireland website)
- call us on **0141 243 3570**

## other information

### Braille/other formats

You can order forms and guides in Braille, large print or audio by emailing your name, address and Customer Reference Number along with what form and format you require to:

**brailleandlargefonts@slc.co.uk** or you can call us on **0141 243 3686**.

Please note, this email address and telephone number can only deal with requests for alternative formats of forms and guides.

# Notes on how to complete your application form

Complete all the questions you are asked. If any information is missing or unclear we may not be able to process your application and you will not receive any funding.

## Submitting evidence

When providing evidence you can send either the original evidence item or a certified copy of the evidence. A certified copy is a photocopy of an original document which must have been stamped, dated and signed as being a true copy of the original by a person of good standing in the community, for example, a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must not be a relative and must provide their name, job title, address and contact number.

If you are sending certified copies of evidence you should ask the person certifying your evidence to complete the certifier information page at the back of the form.

## 1 your personal details

### 1.1 Customer Reference Number



Your Customer Reference Number is your personal reference number and is 11 digits long. You will have one of these if you have previously had a student loan or any other student finance from the Student Loans Company (SLC). You may also have one if you have given financial information for another student's application. If you do not have one, or do not know what your Customer Reference Number is, leave this blank.

### 1.2 Personal details



You must send:

- change of name deed, if appropriate.
- marriage/divorce certificate, if appropriate.
- civil partnership/dissolution order, if appropriate.
- a final or conditional order, if appropriate.

### 1.3 National Insurance number



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

- your National Insurance number card or letter.
- a payslip.
- an income tax document such as a P45 or P60.
- a form from your local Jobcentre Plus, Jobcentre or Social Security Office.

If you've never been given a National Insurance number, leave the National Insurance number box blank. **Go to [www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number)** to apply for one. If you don't provide a National Insurance number, we'll only pay your first Tuition Fee Loan payment. We won't make the second or third payments until we get your valid National Insurance number.

## 3 residence

### 3.2 UK national



If you answer 'Yes' to this question, you must provide your UK passport details on the form, or send your birth certificate as evidence of your nationality. If you were born outside the UK and have a British birth certificate issued by a British Consulate, send this instead of your passport, a letter or other document.

#### **Armed forces**

If you, your parents or partner are members of the armed forces, you must apply for student finance in the UK country where you/they enlisted unless they are permanently living in another area of the UK.

We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

### 3.3 Family member of a UK national



By family member, you must be the:

- husband, wife, civil partner;
- child or step-child; or
- other direct descendant

of a UK national.

If you are claiming student finance as the direct descendant of a UK national, the term means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.'

If you are the family member of a UK national, you must send:

- your original birth or adoption certificate;
- your family member's passport or birth or adoption certificate; and
- proof of your relationship with your UK national family member, if this is not already confirmed by your birth or adoption certificate.

## 3 residence

### 3.4 Irish citizen



If you answer 'Yes' to this question, you must send your original ROI or EU passport.

### 3.5 Non-UK or non-Irish family member of an Irish citizen



By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent or other direct relative in the ascending line;
- child or step-child or other direct descendant (you must be under 21 years of age or dependent on the Irish citizen)

of an Irish citizen.

You must provide evidence to confirm your family member is an Irish citizen and your relationship to them by sending their original ROI passport or national identity card and your birth certificate or marriage certificate (if this shows proof of their Irish citizenship and your relationship to them).

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme award from the Home Office, and a share code. Go to [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status) to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child or step-child.

### 3.6 Non-UK or non-Irish family member of a person of Northern Ireland



By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent or other direct relative in the ascending line;
- child, step-child or other direct descendant (you must be under 21 years of age or dependent on the person of Northern Ireland)

of a person of Northern Ireland.

You must provide evidence to confirm your family member is a person of Northern Ireland and your relationship to them by sending their original ROI or UK passport or and your birth certificate or marriage certificate that shows your relationship to them.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme award from the Home Office, and a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child or step-child.

### 3.7 Settled or pre-settled status under the EU Settlement Scheme



To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code.

When giving your share code, we will check the details with the Home Office and confirm the information you have provided.

- If you are providing a share code, send confirmation of your EU Settlement Scheme award from the Home Office.
- If you are unable to provide a share code, send your EU passport or national identity card.

## 3 residence

### 3.8 Family member of a person with settled status



By family member, you must be the:

- husband/wife/civil partner;
- child or step-child or other direct descendant (you must be under 21 or dependent on the UK national) of a person with settled status in the UK.

Settled status that was not granted under the EU Settlement Scheme means that your family member can live in the UK permanently without the Home Office placing any restrictions on how long they may remain.

Your family member is free from any restriction if any of the following apply:

- they are a British citizen.
- they have been granted 'indefinite leave to remain'.
- they have a right of abode in the UK.

If you are the family member of a person with 'settled status' in the UK you must send:

- your original passport or birth or adoption certificate;
- your family member's original passport, Biometric Residence Permit, or a letter from the Home Office confirming their immigration status; and
- your birth, adoption or marriage certificate, if this shows proof of your relationship to them.

### 3.9 UK national or family member of a UK national who is resident in Gibraltar



By family member, you must be the:

- husband, wife, civil partner;
- child or step-child or other direct descendant (you must be under 21 or dependent on the UK national) of a UK national who is a resident in Gibraltar.

If you're a UK national, you must send your original UK passport, or original UK birth or adoption certificate.

If you're the family member of a UK national, you must:

- send your valid passport, or original birth or adoption certificate;
- provide evidence to confirm your family member is a UK national; and
- prove your relationship to your UK national family member by sending their original UK passport, or original UK birth or adoption certificate and your birth certificate or marriage or civil partnership certificate (if this shows proof of their UK nationality and your relationship to them).

### 3.9 EU national or family member of an EU national who is resident in Gibraltar

By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other ascending line direct relative;
- child or step-child or other direct descendant (must be under 21 years of age or dependent on the EU national)

of an EU national who is a resident in Gibraltar.

If you're an EU national, you must send your valid EU passport, or valid national identity card (if this is proof of your EU nationality).

If you're the family member of an EU national, you must:

- send your valid passport, or valid national identity card (if this is proof of your nationality);
- provide evidence to confirm your family member is an EU national; and
- prove your relationship to your EU national family member by sending their national identity card or passport and your birth certificate or marriage certificate (if this shows proof of their EU nationality and your relationship to them).

## 6 your loan request

### 6.1 Tuition Fee Loan



We will pay your Tuition Fee Loan directly to your university or college in three instalments within the academic year. The first payment of the Tuition Fee Loan is made after we receive confirmation from your university or college that you are in attendance on your course.

#### Tuition Fee Loan liability



You will be liable for your Tuition Fee Loan two weeks after the first day of term 1, and at the start of terms 2 and 3, not the date when the instalments are paid to your university or college.

Interest will be charged from the day we pay the Tuition Fee Loan to your university or college.

Liability	% of total Tuition Fee Loan that you will be liable for
Term 1	25%
Term 2	50%
Term 3	100%

#### Interest



Interest is added to your loan balance from the day the first loan payment is made to your university or college.

You can find out more about this and the current interest rate at: [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

#### Applying for a loan at a later date or changing the amount requested



If you are unsure when your term starts please contact your university or college.

You can apply for a Tuition Fee Loan at any time in the academic year provided you are within the time limit. The time limit for applying is usually nine months from the start of your academic year.

You can download a Tuition Fee Loan Request Form at: [www.studentfinanceni.co.uk](http://www.studentfinanceni.co.uk)



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

### 7.1 Marital status



Your partner is defined as follows:

- your husband/wife
- your civil partner
- your opposite sex partner if you live with your partner as though you were married or
- your same sex partner if you live with your partner as though you were in a civil partnership.

**Separated, divorced or dissolved civil partnership**



You need to send:

- Decree Absolute or
- Dissolution order or
- a final or conditional order or
- a letter from your solicitor confirming your status
- original death certificate

**Widowed or surviving civil partner**

## 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 are not married or in a civil partnership, but are living with a partner as defined in section 7, question 7.1 of these notes, we will take your partner's income into account.



If you or your husband, wife, civil partner or partner are receiving any one of the benefits listed, you must provide evidence to show who is receiving the benefit. You do not need to provide any other financial details. You can send the document you received from the agency or authority telling you about the benefit.

**8.2 Gross income from salary or wages**



Your gross income means income before deductions from:

- salary/wages
- overtime
- bonuses
- commission.

We require these figures for tax year 2022-23, normally this will be the year ending 5 April 2023, but this may differ if your employer or business has a tax year which doesn't end in April, or you start your course in July. Also include any income you received in 2022-23 from employment overseas or any other income you get from abroad which is not covered by UK tax as well as any of the benefits asked for.

Don't include any of the following:

- any personal tax relief
- payments under covenant
- non-taxable income.



Evidence of your earnings can be:

- P60 for 2022-23
- payslips for month 12 or week 53 showing 'Total paid to date' for earnings in the period 6 April 2022 to 5 April 2023
- a letter from your employer confirming your earnings
- written details of all benefits in kind you receive.

## 8 financial details - continued

### 8.3 Income from self-employment



Give the details shown on your self-assessment form for your trading year which ends during the period from 6 April 2022 to 5 April 2023.  
If you can't give us the amounts, you should give an estimate and write 'E' beside the amount on the form.



Evidence of your income from self employment can be:

- a photocopy of your self assessed tax return or
- a letter from your accountant confirming your income

If you're a company director send:

- a photocopy of your P60 and/or
- a photocopy of your P11D or
- independent confirmation of your earnings and directors fees from a chartered or certified accountant or HMRC.

### 8.4 Bank and building society gross interest



Evidence of your income from bank/building society gross interest can be:

- bank or building society statements

### 8.5 Other investment income



Evidence of your income from other investments can be: bank or building society statements or

- annual statement of interest or
- dividend vouchers

### 8.6 Income from property lettings or rent



Evidence of your income from property, lettings or rent can be:

- a photocopy of your self assessed tax return or
- a letter from your accountant confirming your income

#### 8.6.1 How much of this is through the Rent a Room scheme?



We need to know how much of your income from property, lettings or rent is through the Rent a Room scheme as any income from this scheme up to £7,500 per year is tax-free. This means any income from the Rent a Room scheme under this threshold won't count as income for your student finance assessment.



Evidence of your income from the Rent a Room scheme can be:

- a photocopy of your self assessed tax return or
- a letter from your accountant.

## 8 financial details - continued

### 8.7 Any other type of income



Include here any other income you have received, for example:

- state or personal pensions. For personal pensions, please send your P60 or a letter from your pension provider showing your pension payments during the period 6 April 2022 to 5 April 2023
- scholarships, studentships, exhibitions, bursaries, awards, grants and allowances not already given above
- other payments you receive for attending your course during the academic year
- any payments from an employer releasing you for your study during the academic year.
- any salary or wages that you will receive from your employer while you are studying for your course. This includes work you finish before the course begins, or work you are paid for in advance which you will do after your course ends
- redundancy payments or compensation for loss of job. You must include the full amount of your redundancy payment, even if you don't expect to pay tax on it
- fostering or boarding-out allowances where these are regular payments that foster carers receive to meet the cost of keeping a child
- for taxable benefits in kind please send your P11D.



If you've declared any other income types, you need to send us photocopies of evidence to confirm the total amount received during the 2022-23 tax year.

### 8.8 Dependent children



You need to provide details of any child that you have parental responsibility for regardless of whether they are your or your partner's child.

## 9 Terms and Conditions

### Privacy Notice



SLC and the Department for the Economy are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available online at

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

If you don't have internet access, please call us on **0300 100 0077** and we can send a copy to you.

### Power of Attorney



If you cannot sign the form it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.