studentfinance*ni*

Application for grants for part-time study **2015/16**

PTG1

Your forename(s) _____ Your surname _____

The answers you give on this form will help us decide whether you are eligible to receive a grant and, if so, how much you are entitled to.

This form should be completed in conjunction with the PTG1 notes. The notes will give you extra information to help you complete the form correctly so that there are no delays with processing your application due to incorrect answers, missing information or lack of evidence.

You should refer to the notes each time you see. n

You will have to send evidence with your application whenever you see. e Details about the evidence you need to send can be found in the PTG1 notes.

Both new and continuing students should make sure that your local studentfinance*ni* office receives your application within nine months of the first day of the academic year of your course. n

Disabled Students' Allowances (DSAs) n

If you want to apply for DSAs you need to complete this form then complete a DSA application form.

Please send me a DSA form ☐

Have you received grants or DSAs **for this programme of study** before? Yes ☐ No ☐

Applying for part-time Student Finance

Who should complete this form?

New and continuing part-time students and full-time distance learners*

What sections do I need to complete?

All students need to complete sections 1, 2, 4, 5, 7 & 8 and the declaration

Does my university/college need to complete anything?

Yes, they need to complete section 6

I am applying for the first time, do I need to complete anything else?

Yes, you also need to complete section 3

Where do I return my application?

Education and Library Boards (ELBs) have been replaced by a single Education Authority (EA) with regional offices as from 1 April 2015. The address of your local EA regional office can be found on the ELB finder available at **www.studentfinanceni.co.uk**

* If you study full-time you should only complete this form if you are studying through distance learning by choice and not because you have a disability which prevents you from attending your university or college in person.

section

1 personal details

a

Customer Reference Number (if you have one) n

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Forename(s)

Surname

Sex Male ☐ Female ☐

Date of birth DAY MONTH YEAR

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

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

Nationality

b

Marital status

Please tick one box. You only need to send evidence if your marital status has changed since your last application.

- ☐ Single
- ☐ Living with a partner n
- ☐ Married/civil partnership → Please give the date of marriage/civil partnership e
  DAY MONTH YEAR
- ☐ Separated e
- ☐ Divorced/dissolved civil partnership e
- ☐ Widowed/surviving civil partner e

Will you be 25 or over on the first day of the academic year? Yes ☐ No ☐

c

Contact details

Please give your current home address. If you know it, please also give your term-time address. n

Home address

Term-time address

Postcode

Postcode

Home phone number

Date on which you will move to this address
DAY MONTH YEAR

Mobile phone number

Email address

section

2 previous loans or financial support

a Will you be getting funding from any other source to meet the costs of your course in 2015/16? n

Yes ☐ No ☐

If 'Yes', please give details of this funding.

b Have you received a grant for part-time study for this programme of study for any academic year up to and including 2014/15?

Yes ☐ No ☐

If Yes **go to section 4**

c Do you hold an honours degree from an educational institution in the UK/ROI? n

Yes ☐ No ☐

d1 Have you completed an undergraduate or postgraduate course of higher education in any country since leaving school in which you achieved a qualification? n

Yes ☐ No ☐

If No **go to g**

d2 If 'Yes', please give the following details: n

Institution name

Course name

Level of qualification gained

e Is your current course higher in level than any qualification you have achieved in any country since leaving school?

Yes ☐ No ☐

If 'No', you will not qualify for part-time funding.
Please do not continue with this application.

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

Yes ☐ No ☐

If No **go to section 3**

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

Yes ☐ No ☐

section

3

residence

Have you previously applied for student finance for this programme of study? Yes ☐ No ☐ **If Yes go to section 4**

a1 Are you a UK or ROI national? e n Yes ☐ No ☐ **If Yes go to b1**

a2 Are you an EU national? e Yes ☐ No ☐

a3 Are you the child of a Swiss national? e Yes ☐ No ☐ **If No go to a5**

a4 Will your Swiss national parent be living in the UK on the first day of the academic year? n e Yes ☐ No ☐ **If Yes go to b2**

a5 Are you or your:
- husband, wife, civil partner; or
- parent(s), step-parent; or
- child, son or daughter-in-law, child's civil partner

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK? Yes ☐ No ☐ **If No go to a6**

If 'Yes', please give details below. e n

You should also give details of your previous studies.

If you are currently working, will you continue working during your studies? Yes ☐ No ☐

If 'Yes', please give details. e n

go to b2

a6 Do you have 'settled status' in the UK? e n Yes ☐ No ☐ **If No go to a7**

If 'Yes', give the date you received this status. DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐ **go to b2**

a7 Have you or your:
- husband, wife, civil partner; or
- parent(s), step parent

been granted 'refugee status' by the UK Government? e n Yes ☐ No ☐ **If No go to a8**

If 'Yes', and if applicable, give the date this status is due to expire. n DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐ **go to b2**

a8 Have you or your:
- husband, wife, civil partner; or
- parent(s), step parent

been given 'leave to enter or remain' in the UK as a result of a failed asylum application? e n Yes ☐ No ☐

If 'Yes', and if applicable, give the date this status is due to expire. DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐

go to b2

! If you answered 'No' to all the questions in this section you are not eligible for student finance from Student Finance*ni*.

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? Yes ☐ No ☐ If No go to b3

b2 Give details of your residence for the three years before the start of the first academic year of your course. n

Full address			Why were you there?
	From	DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐	
	To	DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐	
	From	DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐	
	To	DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐	

If you require further space to provide your answer, please give the details requested above in the Additional notes pages at the back of this form.

b3 At any time since 1 September 2012 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 EEA or Switzerland? Yes ☐ No ☐

If 'Yes', please give details below.

Full address of where they lived when away.			Why did they live there?
	From	DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐	
	To	DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐	
	From	DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐	
	To	DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐	

section 4

about your course

a **University/college name and address**

If the course is at a university that is made up of a number of colleges, give us the name of the college first, followed by the name of the university (for example, Stranmillis College, Queen's University Belfast).

Postcode

b If the course is franchised to another university/college, give the address of the other university/college.

Postcode

c Give the name of the course you will be undertaking in 2015/16. Give the course subject (for example, Information Systems). If you are following a combined studies or modular course, list all the subjects. n

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

e Course start date MONTH YEAR

f Course end date MONTH YEAR

g Course length (years) n

h Current year of course in academic year 2015/16?

First ☐ Second ☐ Third ☐ Fourth ☐ Fifth ☐ Sixth ☐ Seventh ☐ Eighth ☐

i Are you undertaking a distance-learning course? n Yes ☐ No ☐

section

5 your UK bank or building society account details

UK bank/building society account details

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 or bursary (if applicable) being delayed. n

Sort code ☐☐ – ☐☐ – ☐☐

Account number ☐☐☐☐☐☐☐☐

Building society roll number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

section

6

your university or college

Student information

Student circumstance	University or college action required
You are a new student or this is your first application for student finance	To confirm that you have been undertaking your course in academic year 2015/16 for a minimum of two weeks
You are a continuing student	To confirm that you have enrolled on your course for academic year 2015/16

- **If your university or college does not complete this section this will delay your application for student finance.**

go to section 7

University or college section

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 2015/16 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 **a** ☐

University or college in section 4 question **b** ☐

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.
- 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 2015/16.

Number of PT units	**Unit of measure** (delete as applicable)
	credits/credit points/ modules/other

- 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.

Number of FT units	**Unit of measure** (delete as applicable)
	credits/credit points/ modules/other

section

6

continued

your university or college

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 2015/16 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 DAY MONTH YEAR

University or college stamp

section 7

about your husband, wife, civil partner or partner

Please give details of your husband, wife, civil partner or partner.

a

Relationship to you Husband ☐ Wife ☐ Civil Partner ☐ Partner ☐

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Forename(s)

Surname

Date of birth DAY ☐☐ MONTH ☐☐ YEAR ☐☐☐☐

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

b

Home address

Postcode

Contact telephone number

c

Please ask your husband, wife, civil partner or partner to provide their Customer Reference Number, if they have one ☐☐☐☐☐☐☐☐☐☐☐☐

section

8 financial details

a If you or your husband, wife, civil partner or partner are receiving one or more of the following state benefits, tick the appropriate box. e n

- Housing benefit ☐
- Local Housing Allowance ☐
- Housing benefit (Rates Rebate) ☐
- Income Support ☐
- Income-based Jobseeker's Allowance ☐
- Income-related Employment Support Allowance ☐

If you have ticked any of the boxes above **go to the Declarations on page 14**

When providing your financial details in this section you must answer **every question**, entering the amount of income received. You must provide financial details and evidence for **tax year 2014-15**. The only exception to this is if your course starts in July 2016 in which case you need to provide financial details and evidence for tax year 2015-16.

If you have no income for a particular source then you must enter '**None**' or '**N/A**' as the income received. Where you enter an amount other than '**None**' or '**N/A**', you must provide evidence of that amount with your application. Evidence of income is necessary before payment can be made. e n

	Type of income	**Amount received before tax (gross income)**	
		You	**Husband, wife, civil partner or partner**
b1	Gross income from salary/wages (before deductions) n	£	£
b2	Income from self-employment (estimate if you are not sure) n	£	£
b3	Bank and building society gross	£	£

Amount received before tax (gross income)

		You	Husband, wife, civil partner or partner
b4	Other investment income before income tax		
	Type	£	£
	Type	£	£
b5	Income from any property, lettings or rent	£	£
	How much of this is through the rent a room scheme?	£	£
b6	Any other type of income		
	Type	£	£
	Type	£	£
	Type	£	£
	Total income	**£**	**£**

c Give details of any children who will be totally or mainly financially dependent on you during the academic year 2015/16.

Child's full name	Date of birth DAY MONTH YEAR	Relationship to you	Who will they live with?	Income from all sources after income tax and social security contributions

Declarations

This application for financial support may be delayed unless you, and the person named in section 7, sign and date the relevant parts.

Before signing, you should read the Data Protection Act in the guidance notes that accompany this form. n

Student Declaration n

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given the EA false information, or have not given them complete information, I may not receive financial support, any support I have received may be withdrawn and I could be prosecuted.
- I agree to give the EA any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell the EA about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay any of this overpayment in full.
- I acknowledge and agree that in the event that I have: (i) reached the age of 18 years; and (ii) have entered into one or more agreements for a loan under section 22 of the Teaching and Higher Education Act 1998 (and relative secondary legislation) before I reached the age of 18 years, upon signing this declaration I am agreeing to ratify any and all such student loans. I understand that ratification of any agreement for a loan made with me before I reached the age of 18 years is a statutory precondition of my eligibility for student support after attaining the age of 18 years.

Your full name
(in BLOCK CAPITALS)

Your signature ✕

Date DAY MONTH YEAR

Your decision about bursary and scholarship data sharing consent will not affect your entitlement to any other financial support available.

If you started your course in academic year 2006/07 or after you may be eligible for a bursary or scholarship. In order for your 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. n

If you **do not** wish your details to be shared for this purpose, please tick this box. ☐

Declaration for partners

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given the EA false information, or have not given them complete information, the student may have their financial support withdrawn and I could be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that the EA may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Your full name
(in BLOCK CAPITALS)

Your signature ✕ Date DAY MONTH YEAR

Your decision about bursary and scholarship data sharing consent will not affect the student's entitlement to any other financial support available.

In order for the applicant's university or college to determine and pay any bursary or scholarship to which they may be entitled, we will share some of your personal and financial details with them.

If you **do not** wish your details to be shared for this purpose, please tick this box. ☐

Now pass this form back to the student.

Go to page 19 to finalise your application.

Additional notes

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

Additional notes

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

Additional notes

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

Confidential

Equal opportunities questionnaire

Please read the Equal Opportunities Monitoring Information note on page 20 before completing this questionnaire.

Tick all the boxes that apply to you.

a **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 **Gender**

Male ☐ Female ☐

c **Marital Status**

Single ☐ Married ☐

Separated ☐ Divorced ☐

Widowed ☐ Cohabiting ☐

Other (please specify) _____

d **Carers**

No caring responsibilities ☐

Care for own children ☐

Care for other relative ☐

Other (please specify) _____

e **Disability**

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

If yes; what is, or was, the nature of the disability?

_____

f **Please indicate which ethnic group you consider yourself to belong to**

Chinese ☐ Irish Traveller ☐ Black/African Caribbean ☐

Indian ☐ Pakistani ☐ White ☐

Asian other (please specify) _____

Other (please specify) _____

g **Please tick the age category to which you belong**

16 - 24 ☐ 25 - 34 ☐

35 - 44 ☐ Over 45 ☐

Thank you for your co-operation.

Equal Opportunities Monitoring

Under Section 75 of the Northern Ireland Act (1998), the Education Authority 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, racial group, age or marital status;

(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 Education Authority 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 the questions that apply to you. **Tick** ☐
- Enclosed all evidence items. Any original evidence will be returned to you as soon as possible. **Tick** ☐
- Signed and dated the relevant declaration(s). **Tick** ☐
- Asked your university or college to stamp and sign the declaration in section 6 and return it to you. We will not be able to deal with your application unless this section has been completed. **Tick** ☐

You can apply for a part-time grant 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 the academic year. Please refer to page 7 of the guidance notes for information on when your academic year begins.

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.

Please remember to pay the correct postage.

Education and Library Boards (ELBs) have been replaced by a single Education Authority (EA) with regional offices as from 1 April 2015. You must return your completed form to your local EA regional office. You can find the address on the ELB finder available at www.studentfinanceni.co.uk