sfe

student finance england

DSA1 Notes

Notes for Disabled Students' Allowance application form

2023/24

These notes will help you answer the questions on the application form and tell you what evidence you need to send and whether it needs to be photocopies or originals. Where we ask you to send original evidence, this must be the version issued by the organisation who gave it to you. We cannot accept photocopies of the documents.

Where can I find more information about Disabled Students' Allowance?

Visit **www.gov.uk/studentfinance**

How can I contact you?

You can telephone us on **0300 100 0607**

You can email us at: **dsa_team@slc.co.uk**

Make sure you email us from the address you add to page 5 of the form. You must include your full name and customer reference number in your email. This will help us to answer your query without any delays.

Alternative formats

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

- **brailleandlargefonts@slc.co.uk**

or you can telephone us on

- **0141 243 3686**

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

Section 1 Personal details

Notes

Personal details

a If you have been granted 'Leave to Remain' as a Stateless Person, you can answer 'None' or 'Stateless' in the Nationality box.

Identity evidence details

b2 If your passport expiry date has passed you will need to send a photocopy of your UK birth or adoption certificate.

Any original evidence you send with your application form will be returned to you as soon as possible.

Previous loans

c If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.

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 don't know who your debt owner is please call **0300 100 0632** for advice.

If you have any Income Contingent Repayment (ICR) loans, please call **0300 100 0611** for advice.

Armed Forces

d1 &2 You may be eligible for support to study a distance learning course outside of England if you or your family member (who you live with) is currently serving outside England in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- A spouse or civil partner living with a member of the UK Armed Forces serving outside England
- A child, step-child or adoptive child living with a member of the UK Armed Forces serving outside England
- A dependant parent living with either;
  - A child who is a member of the UK Armed Forces serving outside England
  - The child's spouse or civil partner who is a member of the UK Armed Forces serving outside England

Section 1 Personal details

If you are in the Armed Forces e

You need to send a letter confirming your name, your address (or BFPO address) and which country you were ordinarily resident in before you were based at your current location. It must also confirm the country you're currently based in.

If your family member is in the Armed Forces, you need to send a letter confirming the following:

- their name
- their address (or BFPO address)
- your name
- their relationship to you
- where they're currently based
- if you have been ordinarily resident in the UK, which country they were ordinarily resident in before they were based at their current location
- if you've never been ordinarily resident in the UK, which country they signed up for the Armed Forces in

The letter you send must be signed, stamped and dated by the Armed Forces Unit Records Office.

Contact details

e If your contact address is different, please also provide this. If you provide a contact address, all correspondence we issue will be sent to that address.

If you contact the DSA team by email, you should use the email address you've told us about here.

Evidence e

Question	Evidence of	Evidence item requested
b3	**Identity**	Original non-UK passport. Original Biometric Residence Permit. Photocopy of UK birth or adoption certificate. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.
b3	**Name change** Required if your name has changed from that which appears on your birth certificate or passport.	A photocopy of: Change of name deed Marriage/divorce certificate Civil partnership/dissolution certificate A final or conditional order

Section 3 Residence

Notes

a1 UK national

You are a UK national if you have a UK passport or are eligible to apply for one.

If you have provided your UK passport details in section 2, you do not need to send any further evidence of your UK nationality.

If you are resident in a British Overseas territory and are unable to send an original copy of your passport or UK birth certificate, your local authority can confirm they have seen this and email a scanned copy of it to the appropriate British consulate for it to be posted to SLC on your behalf.

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 were ordinarily resident when you/they enlisted, unless you 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.

a2 Irish citizen

If you hold a UK passport, you should provide your passport details in section 2 as you do not need to send further evidence of your nationality.

a3 Family member of a UK national

By family member, you must be the:

- husband, wife, civil partner;
- child or step-child

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.'

a4 Settled or pre-settled status under the EU Settlement Scheme

To prove your immigration status, you need to provide us with a share code. Go to **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.

a5 Child of a Swiss national

To get student finance as a child of a Swiss national, your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme, and be resident in the UK on the first day of the academic year. You must have pre-settled status and be ordinarily resident in the UK, Gibraltar, EEA or Switzerland for three years prior to the first day of your first academic year.

Go to the residency status section on page 10 to find out when your academic year starts.

To prove your immigration status, you need to provide us with a share code. To prove your parent or step-parent's immigration status, you need to provide us with their date of birth and share code. Go to **www.gov.uk/view-prove-immigration-status** to generate the codes. Once generated, the codes will expire after 90 days. You should return the 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 parent or step-parent.

a6 EEA or Swiss worker

By family member, you must be the:

- husband, wife, civil partner;
- parent(s), step-parent (only applicable to EEA worker family members);
- child or step-child;
- other ascending or descending line family member (only applicable to EEA worker family members)

A direct descendant is defined as the biological child, grandchild, greatgrandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

Other family relationships are excluded from the definitions above.

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have settled or pre-settled status through the EU Settlement Scheme.

To prove your immigration status, you need to provide us with a share code. To prove your family member's immigration status, you need to provide us with their date of birth and share code. Go to **www.gov.uk/view-prove-immigration-status** to generate the codes. Once generated, the codes 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 family member.

You do not need to provide a share code if you:

- are an Irish citizen; or
- have a Frontier Worker Permit.

Your family member does not need to provide a share code if they have a Frontier Worker Permit.

If your child, son or daughter-in-law or child's civil partner is the worker you must be dependent on them.

If your parent is the EEA or Swiss worker, the term 'child' means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA or Swiss worker parent has died or left the UK and the child is staying on in the UK to finish their education.

a7 Child of a Turkish worker

To get student finance as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course.

a8 Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

If you or your:

- husband, wife, civil partner;
- child or step-child

have been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS), you will have received a letter from the Home Office confirming this.

You need to send identity evidence and proof of your status. If you're applying as the family member of a person who has leave, they need to send proof of their status and proof of their relationship to you.

You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

a9 'Settled status'

'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have been granted 'Indefinite Leave to Remain'.
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office.

If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, provide details at question a14. If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, provide details at question a17.

a10.1 Ukraine Scheme

To prove that you have leave in the UK under a Ukraine Scheme you need to provide us with a share code. Go to **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 you give us your share code you do not need to send identity evidence unless it is required as proof of relationship.

If you do not have a share code you should provide evidence to confirm your immigration status. Send us your Biometric Residence Permit. If you do not have a Biometric Residence Permit you should send your passport with a vignette confirming your leave or your 'permission to travel' document.
We will only use your Biometric Residence Permit, passport or 'permission to travel' document to validate your identity and residency status, no other data from it will be used or stored.

a10.2 Family member of a Ukraine national

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

has been granted leave in the UK under a Ukraine Scheme you will need to provide their share code and date of birth or send evidence confirming their immigration status. You will also need to send proof of your relationship to them.

You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

a11 Refugee status

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

have successfully applied for refugee status in the UK under the terms of the 1951 United Nations Convention on Refugees, and you or they have been granted refugee status, the Home Office will have sent you or them a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

Expiry date

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

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

a12 Humanitarian Protection

If you or your:
- husband, wife, civil partner
- parent(s), step-parent

have been granted Humanitarian Protection, you, or they, will have received a letter and an immigration status document from the Home Office confirming this.

If you are claiming student finance as the dependent child or step-child of a person granted Humanitarian Protection, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

a13 Stateless Person

If you or your:

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

have been granted 'Leave to Remain' as a Stateless Person in the UK, you or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the child or step-child of a person granted 'Leave to Remain' as a Stateless Person, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted 'Leave to Remain' as a Stateless Person, you must have been their husband, wife or civil partner at the time of their application.

a14 Victim of domestic violence or abuse

If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, you will have received a letter from the Home Office confirming this.

a15 Section 67 of the Immigration Act 2016

If you have been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, or are the dependant child of someone who has, you, or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the dependent child or step-child of a person granted 'Leave to Remain' under section 67 of the Immigration Act 2016, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

a16 Calais leave

If you have been granted Calais leave in the UK, or are the dependent child of someone who has, you, or they, will have received an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

Section 3 Residence

a17 Bereaved partner

If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, you will have received a letter from the Home Office confirming this.

a18 Long residency

&19 To be eligible for support under the long residence category you must have lawful ordinary residence in the UK for the three year period before the first day of the first academic year of your course and must be resident in England. This means you must have held a form of Leave to Remain issued by the Home Office for the whole of the three year period before the first day of the first academic year of your course.

If you are under 18 on the first day of the first academic year of your course, you must also have lived in the UK for at least seven years.

If you are 18 or above on the first day of the first academic year of your course, you must also have lived in the UK for at least half of your life or 20 years.

b2 Residency status

&b3 If you have refugee status you should provide your address details from the point your status was granted or up to a maximum of three years if your status was granted prior to that point.

Date study begins between	Date academic year begins
1 August until 31 December inclusive	1 September
1 January until 31 March inclusive	1 January
1 April until 30 June inclusive	1 April
1 July until 31 July inclusive	1 July

Section 3 Residence

Evidence e

Question	Evidence of	Original evidence item required
a1	**UK nationality**	If you were born outside the UK and have a British birth certificate issued by a British Consulate, send a copy of your passport, a letter or other document.
a2	**Irish citizenship**	Your ROI or EU passport.

a3	**Family member of a UK national**	• Your family member's passport; and
		• Proof of your relationship with your family member. This may be:
		  • your marriage or civil partnership certificate; or
		  • a birth certificate showing your name and your family member's name; and
		  • the marriage or civil partnership certificate if you or your family member's are a step-parent or step-child.

a4	**Settled or pre-settled status under the EU Settlement Scheme**	• 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. • If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.
a5	**Parent/step-parent's Swiss nationality and your relationship to them**	• Confirmation of your EU Settlement Scheme award from the Home Office; **and** • Your parent or step-parent's passport or national identity card (confirming their Swiss nationality); and • Your birth certificate or equivalent.

Section 3 Residence

Question	Evidence of	Original evidence item required
a5	**Residency of Swiss national parent/ step-parent**	• A letter signed by your parent to confirm they are/were living in the UK on the first day of your academic year; **and** • Bank statement; **or** • Payslip (showing home address); **or** • Tenancy agreement/Mortgage statement; or • Recent utility bill; **or** • Local Authority correspondence; **or** • Government department correspondence.
a6	**EEA or Swiss nationality**	• Confirmation of your EU Settlement Scheme award from the Home Office; **and** • Your family member's passport or national identity card.
a6	**Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK**	• P60 or letter from employer; **or** • Audited accounts, tax returns or details of income if self-employed; **or** • Letter from employer confirming intention to continue working while studying; **or** • P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.
a7	**The child of a Turkish worker**	• A Home Office letter **and** an immigration status document, normally a passport or Biometric Residence Permit; **and** • Your parent's passport or national identity card. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.
a7	**Turkish worker's employment in the UK**	• Your parent's contract of employment as proof of their employment in the UK.

Section 3 Residence

Question	Evidence of	Original evidence item required
a8	**Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)**	We need one of the following as proof of identity: • Original valid Home Office travel document; or • Original Biometric Residency Permit; or • Original valid passport. and one of the following as proof of residency status: • Original Home Office travel document; or • Original Biometric Residency Permit; or • Original Immigration Status Document; or • Original Home Office letter confirming the category of leave and the date this was granted.
a8	**Relationship to person granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS) if it is not you**	• Proof of your relationship to the person who has been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS).
a9	**'Settled status'**	• Confirmation of your immigration status For example, your UK passport, Biometric Residence Permit or Home Office letter. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

Section 3 Residence

Question	Evidence of	Original evidence item required
a10	**Ukraine scheme**	To prove that you have leave in the UK under a Ukraine Scheme you need to provide us with a share code. If you do not have a share code we need one of the following as proof of identity and residency status: • Original Biometric Residence Permit; **or** • Original Home Office travel document; **or** • Original valid passport with a vignette. **One** of the following as proof of your family member's residency status: • Original Biometric Residence Permit; **or** • Original Home Office permission to travel document; **or** • Original valid passport with a vignette. **and** one of the following as proof of your relationship to them: • your marriage or civil partnership certificate; **or** • your birth certificate; **and** • the marriage or civil partnership certificate if they are your step-parent. We will only use your Biometric Residence Permit, passport or 'permission to travel' document to validate your identity and residency status, no other data from it will be used or stored.
a11	**Refugee status**	• A Home Office letter and an immigration status document, normally a passport or Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.
a11	**Relationship to person holding Refugee status if it is not you**	• Proof of your relationship to the person who has been granted refugee status.
a12	**Humanitarian Protection**	• A Home Office letter **and** an immigration status document, normally apassport or Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

Section 3 Residence

Question	Evidence of	Original evidence item required
a12	**Relationship to person holding Humanitarian Protection status if it is not you**	• Proof of your relationship to the person who has been granted Humanitarian Protection status.
a13	**Stateless Person**	• A Home Office letter **and** an immigration status document, normally a passport or Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.
a13	**Relationship to person holding Stateless Person status if it is not you**	• Proof of your relationship to the person who has been granted Stateless Person status.
a14	**Indefinite Leave to Remain in the UK as the victim of domestic violence or abuse**	• A Home Office letter **and** an immigration status document, normally a passport or Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity and residency status no other data from it will be used or stored.
a15	**Leave to Remain in the UK under section 67 of the Immigration Act 2016**	• A Home Office letter **and** an immigration status document, normally a passport or Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.
a15	**Relationship to person holding this status if it is not you**	• Proof of your relationship to the person who has been granted 'Leave to Remain' under section 67 of the Immigration Act 2016.
a16	**Calais leave in the UK**	• A Home Office letter **and** an immigration status document, normally a passport or Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

Section 3 Residence

Question	Evidence of	Original evidence item required
a16	**Relationship to person holding this status if it is not you**	• Proof of your relationship to the person who has been granted this status.
a17	**Indefinite Leave to Remain in the UK as a bereaved partner**	• A Home Office letter **and** an immigration status document, normally a passport or Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.
a18 and a19	**Immigration status in the UK**	• A Home Office letter **and** an immigration status document, normally a passport or Biometric Residence Permit. We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.
a18 and a19	**If on the first day of the first academic year you'll be:** • **under 18 and have lived in the UK for at least seven years** **or** • **18 or above and have lived in the UK for at least half of your life or 20 years**	School letter and records on headed paper, signed by the Deputy Head or Head Teacher within the school. The letter and records should confirm dates you were in attendance of the school. • Letter from a GP. • Confirmation of university/college attendance. • Council tax bill. • Payslips/P60/P45/self-assessed tax return. • Confirmation of employment from your employer. This should be on company headed paper and signed by a senior member of staff with contact details provided.

Section 4 About your course and university or college

b Course name n

If the new course details you give us can't be confirmed yet, your student funding may be delayed.

If you're not sure if your course is an approved Higher Technical Qualification, speak to your university or college. Certain Level 4 and 5 courses that are not approved Higher Technical Qualifications cannot attract Higher Education student finance, therefore, you won't be eligible for Tuition Fee Loan, Maintenance Loan, Grants for Dependants, or Disabled Students' Allowance. You may instead be eligible for Advanced Learner Loan. Go to **www.gov.uk/advanced-learner-loan** to find out more.

Note, not all approved Higher Technical Qualifications will qualify for Higher Education student finance and you may instead be eligible for Advanced Learner Loan. For more information speak to your university or college..

Course length

If you're studying part-time and want to apply for DSA you must meet one of the following:

If you started your part-time course before 1 September 2012, you must be planning to complete your course in no more than twice the time it would take you to finish it if you were studying full-time. For example, if the course you are studying takes 3 years to complete on a full-time basis, you must complete it in no more than 6 years studying part-time.

If you start your part-time course on or after 1 September 2012, you must be planning to complete your course in no more than four times the time it would take you to finish it if you were studying full-time in order to receive support. For example, if the course you are studying takes 3 years to complete on a full-time basis, you must complete it in no more than 12 years studying part-time.

c Term details

You should select 'Work placement' if you will be working in the UK or abroad as part of your course during this academic year or your placement is part of a sandwich course.

d2 Turing Scheme or Taith

If you're applying for funding from the Turing Scheme or Taith, you can't get a payment for the same travel expense from both SFE Travel Grant and the Turing Scheme or Taith.

e Placement details

If you don't know where your placement will be yet you should let us know as soon as possible.

Question	Evidence of	Evidence item requested
e	**Unpaid placement type**	• Photocopied evidence confirming the location of your unpaid placement.

Section 5 Your university or college

Notes

The Equality Act 2010 has made it illegal for universities and colleges to discriminate against disabled students by treating them less favourably in their admissions policies or the services they provide. Under the Act, universities and colleges must make reasonable adjustments so that disabled students are not at a substantial disadvantage compared with other students who are not disabled.

This means that you can tell your university or college about your disability, mental health condition or specific learning difficulty in complete confidence to make sure that you receive the support you need. However, if you do not want to tell your university or college, you should include a letter explaining why you did not want to pass the form to your university or college to complete this section. You should also include a university acceptance letter or similar confirming you've been accepted onto the course.

Section 6 Your disability

Notes

a You meet the definition of a person with a disability under the Equality Act 2010 if you have a physical, sensory or mental impairment which has a substantial* and long term adverse effect on your ability to carry out normal day-to-day activities (including education).

*more than minor or trivial.

Evidence

Question	Evidence of	Evidence item requested (only send photocopied medical evidence)
a	**Physical, sensory, long term health conditions or mental health conditions**	• A written statement or letter from a doctor or appropriate qualified medical professional which confirms a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.

a	**Specific Learning Difficulty (SpLD) (for example, dyslexia)**	• A diagnostic report, written in accordance with the 2005 SpLD Working Group Guidelines, from either:
		  • A Practitioner Psychologist or
		  • A suitably qualified specialist teacher, holding a SpLD Assessment Practicing Certificate.

a	**Autistic Spectrum Disorders**	• A written statement or letter from a doctor or appropriate qualified medical professional which confirms a substantial and long term adverse effect on your ability to carry out normal day-to-day activities. **or** • Statement of Special Educational Needs (SEN) issued by a Local Authority.

Terms and Conditions

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

You must notify SLC about any change in your circumstances which may affect your entitlement to financial support. The most common change of circumstance for students would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending the course and do not intend, or are not allowed, to return for the rest of the academic year;
- you transfer to a different course at the same, or a different, university or college;
- you transfer from a full-time to a part-time course;
- you repeat part or all of a year of your course; or
- the date of the start or end of your course changes.

Privacy Notice

SLC and the Department for Education 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.gov.uk/studentfinance**

If you don't have internet access, please call us on **0300 100 0607** and we can send a copy to you.