

Application for student support 2017 - 2018

SAS3

Who should fill in this form?

You should fill in this form if you are doing an HNC, HND, degree or an equivalent course or a Professional Graduate Diploma in Education (PGDE).

Instructions for filling in the form

Use **black** ink and write in CAPITAL LETTERS. If you need help filing in the form, call our helpline on 0300 555 0505. You can also visit our website at www.saas.gov.uk or e-mail us at www.saas.gov.uk/contact.htm

If you have been living in Scotland for less than one year, please fill in Annex 1 at the back of this form. **You do not need to fill in Annex 1 if you are an EU national (other than a UK national).**

If you do not fill in the form correctly, you may not receive your money for the start of your course.

The declarations

There are three declarations on the form

- All students must sign the first declaration on page 8.
- If you want a student loan, you must sign the declaration on page 10.
- If you are a dependent student and you want more than the £4,750 loan, your parents etc must sign the declaration on page 12.
- If you are married or live with a partner and you want more than the £4,750 loan, your husband, wife, civil partner or partner must sign the declaration on page 12.

Data Protection Statement

SAAS will use the information provided in this form for the purpose of processing your application for support. Further information on how we collect, hold and process your information can be found at the end of this form in the SAAS basic privacy statement. The full SAAS privacy statement can be found at http://www.saas.gov.uk/privacy_data_protection_index.htm. We have a duty to appropriately manage public funds and we will use the information provided in this form to prevent and detect crime including Fraud. We will share this information with other bodies for these purposes.

Section A What support are you claiming?

Place a cross (x) in the boxes below to tell us what support you want for session 2017-2018 (put a cross in all that apply).

If you don't select a level of funding you are entitled to, we cannot automatically give you this. For example, if you want your tuition fees paid or a bursary, there is not a section in the application form for you to claim this, so it is vitally important that you select this below as this is our only indication that you want this type of funding. If you want a loan, as well as selecting the level of loan you want below, there is section within this form for you to fill in. If you are not sure what funding you are entitled to claim, contact us on 0300 555 0505.

	Funding	Do you want to claim this funding?		
A.1	Tuition fees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If you are eligible for free tuition to study in Scotland, you must put a cross (x) in the YES box.
A.2	EU tuition fees only	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
A.3	Is your household income £34,000 or above (a loan of up to £4,750 is available to you)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fill in section H
A.4	Is your household income below £34,000 (you must give us your household income)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fill in sections H, I, and J
A.5	Young or Independent Students' Bursary	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fill in sections I and J
A.6	Living-costs grants (Dependants' grant for adult dependants, Lone Parents' Grant)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fill in section F
A.7	Disabled Students' Allowance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	See section F
A.8	Care experienced students' bursary	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please see our website for further details

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Section B Your personal details

Your personal numbers

B.1 Have you previously applied for an award from us (including a fees-only award)? Yes No Cross (x) one box only

B.2 If you answered 'Yes' to question B.1, please give your SAAS reference number Use the eight digit number on your letter of award

B.3 If you answered 'Yes' to question B.1, please give your SLC student support number Use the nine digit number after the SAAS prefix

B.4 National Insurance number (you must enter this)

Name

B.5 Title Mr Mrs Ms Miss If Other (please specify)

B.6 Last name

B.7 First names

Name at birth, if different from above

B.8 Last name

B.9 First names

Birth details

B.10 Date of Birth / /

If you have a UK birth certificate, in which district was it issued? (you must enter this)

B.11

B.12 Are you? Male Female Cross (x) one box only

B.13 Marital status Single Married Divorced Separated Widowed Partner/Civil Partner

B.14 Date you got married or moved in with your partner / /

Full postal address of your normal home (not your term-time address)

B.15 House number or name

B.16 Postcode (UK only)

B.17 Rest of address including the street, town and country

Contact information

B.18 Where will you be staying during term time? Parents' home Elsewhere Cross (x) one box only

B.19 Home phone number (including the code)

B.20 Mobile phone number

E-mail address

Bank or building society details (you must enter these unless you are applying only for EU tuition fees to be paid)

B.21 Sort code - -

B.22 Account number

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If this is the first time you are applying to us for funding, or you did not apply to us for support last year because you had a break in study, you should now fill in section C.

Section C Your residence eligibility

You only need to fill in this section if you are applying to us for the first time or you are applying to us after a break in study of one year or more.

Personal details

C.1	Country of Birth	UK	<input checked="" type="checkbox"/>	Other (give details)																					
C.2	Nationality	British	<input checked="" type="checkbox"/>	Other (give details)																					
C.3	Country you normally live in	Scotland	<input checked="" type="checkbox"/>	England	<input checked="" type="checkbox"/>	N. Ireland	<input checked="" type="checkbox"/>	Wales	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>	Cross (x) one box only													
	If 'Other' please tell us which country you normally live in																								

Relevant date

C.4 Please say which period your course begins in 1 Aug – 31 Dec 2017 1 Jan – 31 Mar 2018 Cross (x) one box only

The start date of the period you chose in question C.4 is your relevant date. Later questions will refer to it.

Ordinary resident

C.5 Have you been ordinarily resident in the UK continuously for three years immediately before your relevant date given in C.4? Yes No If 'Yes', go to C.7
If 'No' got to C.6

C.6 If you answered 'No' to question C.5, in which country or countries have you been living for the three years before your relevant date given in C.4?

C.7 Have you been, or will you be, ordinarily resident in Scotland on your relevant date given in C.4? Yes No Cross (x) one box only

C.8 Will you be or were you living in Scotland for at least 12 months immediately before the 1st August 2017? If you answer no, please fill in Annex 1 at the back of this form. Yes No Cross (x) one box only

C.9 If you are, or were, under 25 on your relevant date given in C.4, what is your parents address on that date?

C.10 If you are or were under 25 on your relevant date given in C.4, have either of your parents been living outside the UK at any time during the three years before this? Yes No

C.11 If you answered 'Yes' to question C.10, in which country or countries outside the UK have your parents been living for the three years before your relevant date given in C.4?

Do I need to send in documents about my residence?

If you are not a UK national or a national of another EU member state, you must send us a copy of any documents you have from the Home Office that confirms your status in the UK. For example, your UK Residence Permit (UKRP), your entry clearance visa, your Application Registration Card (ARC), or your Home Office letter.

If you have been ordinarily resident in Scotland for less than 1 year prior to the relevant date, please fill in Annex 1 at the back of this form. You do not need to fill in Annex 1 if you are an EU national (other than a UK national).

You should now fill in section D.

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Section D Your education and employment

You only need to fill in this section if you are applying to us for the first time or you are applying to us after a break in study of one year or more.

Education details

D.1 In which country was the last school you went to? Scotland Other (give details)

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D.2 The year you left this school

Y	Y	Y	Y
---	---	---	---

D.3 Have you been in full-time or part-time education at any time since leaving school? Yes No

D.4 If you answered 'Yes' to question D.3, please give us details of any college or university where you have been a student since leaving school.

Name of college or university and town	Dates		Course title	Full time or part time	EU public award-making body	Qualifications gained
	From	To				

You should include any extra details on a separate piece of paper and attach it to this form. Cross (X) this box if you are continuing on a separate sheet

Employment and unemployment details

D.5 Have you been employed or unemployed at any time over the past three years before your relevant date given in C.4? Yes No

Name of your employer or write 'unemployed'	Dates		Job title	Town where you lived
	From	To		

You should include any extra details on a separate piece of paper and attach it to this form. Cross (X) this box if you are continuing on a separate sheet

If you are NOT starting your course straight after leaving secondary school, you must tell us, in the tables above, what you have been doing between leaving secondary school and starting your course of higher education. Please do not leave any period unaccounted for, if you do, this will cause a delay in us processing your application and you receiving the money you are due at the start of your course.

You should now fill in section E.

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Section E College or University and course details

College or University details

E.1 Full name of the college or university you will be studying at in session 2017-2018

(You must enter this)

Course details

E.2 Full qualification level and title of your course

(You must enter this)

E.3 When will you /did you start this course? / /

E.4 How many years in total does your course take to complete?

E.5 Which year of this course are you going into? 1st 2nd 3rd 4th 5th 6th 7th

E.6 When will you finish your course? /

Further study details

E.7 Are you repeating any period of study this year? Yes No

E.8 Are you studying abroad for some or all of this year? Yes No

E.9 Is your period of study abroad a compulsory part of your course? Yes No

E.10 Is this part of an ERASMUS exchange? Yes No

E.11 Which country will you be studying in?

E.12 Are you a language assistant? Yes No

E.13 Give the dates you will be studying abroad? From / /

To / /

E.14 Are you doing a placement this year? Yes No

E.15 Is the placement a paid placement? Yes No

E.16 Give the dates you will be on placement? From / /

To / /

Further course details

E.17 Are you doing a PGDE? Yes No

E.18 If you are doing a PGDE, is this secondary or primary education?

E.19 If you are doing secondary education, please tell us which subject?

You should now fill in sections F (if this applies) and section G.

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Section F Living-costs grants

You only need to fill in this section if you answered 'Yes' to question A.6 on page 1. If you answered 'Yes' to question A.7 on page 1, you should read question F15 below.

Dependants' Grant

F.1 Do you want to claim this grant? Yes No If 'Yes', please give us details of your dependant below.

Husband's or wife's or civil partner's or partner's

F.2 Last name

F.3 First name

F.4 Date of birth / /

F.5 Relationship to you Husband or partner Wife or partner Cross (x) one box only

Please use the boxes below to give us an estimate of your husband's, wife's, civil partner's or partner's income (continue on a separate piece of paper if required). If your course starts in the autumn term, we need an estimate of their income for the period 1 August 2017 to 31 July 2018. If your course starts in the winter term, we need an estimate of their income for the period 1 January 2018 - 31 December 2018. If they do not have any income, enter zeros in the 'amount' boxes below.

If their income is from benefits, you only need to tell us about this if it is a replacement living cost benefit. For example, Working Tax Credit, Income Support, Incapacity Benefit, Employment and Support Allowance (the new name for incapacity benefit), War Pension, War Widows Pension, Severe Disablement Allowance etc. We do not need to know about additional living cost benefits such as Child Benefit, Child Tax Credit, Disability Living Allowance, Attendance Allowance etc.

F.6 First source of income Amount £ , .

F.7 Second source of income Amount £ , .

F.8 Third source of income Amount £ , .

Lone Parents' Grant

F.9 Do you want to claim this grant? Yes No

Child's details (you only need to give us the details of one of your children)

F.10 Last name

F.11 First name

F.12 Date of birth / /

F.13 Relationship to you Son Daughter Stepson Stepdaughter Brother (child)
Sister (child) Nephew (child) Niece (child) (Cross (x) one box only)

Care experienced accommodation grant

F.14 Do you want to claim this grant? If 'Yes' we will send you a form to fill in Yes No

Disabled Students' Allowance

F.15 If you want to claim for expenses because you have a disability, you can download a form from our website, or pick one up from your college or university.

You should now fill in section G.

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Section G Details of your income

Sources of income

G.1 Will you have any other income for the year commencing on your relevant date given in C.4? Yes No

G.2 If you answered 'yes' to question G.1, please give us an estimate of your own income from all sources in the boxes below (continue on a separate piece of paper if required). You should include income from maintenance payments you receive direct from your parent but do not include income from employment. If your course starts in the autumn term, we need an estimate of your income for the period 1 August 2017 to 31 July 2018. If your course starts in the winter term, we need an estimate of your income for the period 1 January 2018 to 31 December 2018. You should give the amount after income tax has been deducted, and after taking away any deductions you are allowed against income tax. If you do not have any income, enter zeros in all the 'amount' boxes below.

If you are in receipt of benefits, we only need to know if this is a replacement living cost benefit. For example, Working Tax Credit, Income Support, Incapacity Benefit, Employment and Support Allowance (the new name for incapacity benefit), War Pension, War Widows Pension, Severe Disablement Allowance etc. We do not need to know about additional living cost benefits such as Child Benefit, Child Tax Credit, Disability Living Allowance etc, Attendance Allowance.

G.3	First source of income	<input type="text"/>	Amount £	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.	<input type="text"/> <input type="text"/>
G.4	Second source of income	<input type="text"/>	Amount £	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.	<input type="text"/> <input type="text"/>
G.5	Third source of income	<input type="text"/>	Amount £	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.	<input type="text"/> <input type="text"/>

Independent status

G.6 Are you eligible to be classed as an independent student? Yes No

If you meet the conditions to be classed as an independent student, you do not need to fill in sections I and J. You must send us evidence to prove you meet the independent conditions. Please see our website for more details.

If you are married, in a civil partnership or live with a partner, and you want more than the £4,500 loan, you should make sure your husband, wife, civil partner or partner fills in sections I and J.

Care experienced status

G.7 Are you eligible to be classed as a care experienced student? Yes No

If you meet the conditions to be classed as a care experienced student, you do not need to fill in sections I and J. You must send us evidence to prove you meet the care experienced eligibility conditions. Please see our website for more details.

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Declaration and undertaking (all students must sign this)

The award is made under the Student Allowances (Scotland) Regulations 2007:

All the information I have entered and submitted on this form is complete and accurate, to the best of my knowledge and belief.

I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.

I will inform SAAS immediately if my circumstances change in any way (including the receipt of funding from another public body) that might affect any amount which I have received, may receive or had paid on my behalf.

I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled.

I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.

I will inform SAAS immediately if I do not enrol, or I withdraw from my course of study.

I understand that the information I have provided will be used for the prevention and detection of crime and I understand SAAS will share this information with other bodies for these purposes.

I have read and understand the privacy statement on Fraud and the Data Protection Act 1998. I understand that SAAS will use the information I have provided and will collect other information, as set out in the privacy statement; and they will use this information to confirm that I am and continue to remain eligible for an award and that the amount of the award is correct. I understand that I must keep myself up to date of any changes to the privacy statement.

G.8

Your signature

You must sign here

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

We may prosecute you if you give false information

If you want a student loan you should now fill in section H.

If you want a bursary, you MUST tick box A.5 on the first page, if you don't do this, we cannot give you a bursary. You MUST also fill in section I and J. If you do not want the student loan or a bursary, you should not fill in section K.

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Section H Loan request for academic year 2017-2018

You only need to fill in this section if you answered 'yes' to questions A.3 or A.4 on page 1.

Loan amount

H.1 Do you want to apply for the highest amount available to you? Yes No

H.2 If you answered 'No' to question H.1, what amount do you want to apply for? £

Contacts

You MUST give the names and addresses of two contacts below, one of whom should normally be a relative, partner, next of kin or guardian. The other can be a friend. The contacts must NOT both live at the same address.

First contact

H.3 Last name

H.4 First name

H.5 Relationship to you Mother Father Husband or partner Wife or partner Sister Brother Other Cross (x) one box only

H.6 If 'other' please say

H.7 House number or name

H.8 Postcode (UK only)

H.9 Rest of address including street, town and country

H.10 Phone number (including the code)

Second contact (remember your second contact (family or friend) must not live at the same address as your first contact. If you give us two contacts that live at the same address, we will have to ask you for another contact. This will delay you receiving your student loan.

H.11 Last name

H.12 First name

H.13 House number or name

H.14 Postcode

H.15 Rest of address including street, town and country

H.16 Phone number (including the code)

Term-time address (only fill this in if it is different from your home address at B15 to B17 and if you will be studying in the UK)

H.17 House number or name

H.18 Postcode

H.19 Rest of address including street, town and country

H.20 Do you want the Student Loans Company to send correspondence to this address rather than your home address? Yes No

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Section H Loan request for academic year 2017-2018 (continued)

Your age at the start of your course

H.20

Are you aged under 60 on the first day of the first academic year (normally 1 august of your course)?

Yes

No

Student loan declaration (if you want a loan you must sign this)

We pass your loan information to the Student Loans Company Limited (SLC) so they know how much to pay on your behalf. The SLC need the information we give them to process your application for a student loan. They will handle the payments and recovery as appropriate and are the data controller for that information. The SLC will have to keep your personal information for these purposes. The SLC may use your information to maintain or develop their systems. They will also give information to Department for Work and Pensions to confirm your National Insurance number and for the purposes of benefit verifications personal details and will work with HM Revenue and Customs to collect loan repayments.

This loan is made under made under the Education (Scotland) (Student Loan) Regulations 2007, as amended

I will tell SAAS and the Student Loans Company (SLC) immediately if my circumstances change in any way that might affect the level of funding to which I am entitled.

I will repay any amounts that are lent to me, together with interest and any penalties and charges that apply, in line with the relevant legislation as amended from time to time.

In the event that I leave the United Kingdom, I will tell SAAS and the SLC and provide them with my new and any subsequent contact details until my loan is fully repaid

I understand that the law under which the loan(s) are made to me shall be governed by Scots law and I will submit to the jurisdiction of the courts of Scotland provided that this shall not limit the Scottish Ministers' rights to take proceedings against me in another court of competent jurisdiction.

I understand that SLC will check my National Insurance number and relevant information with the Department for Work and Pensions (DWP). If I do not know your National Insurance number, or if the DWP cannot confirm the number you give, DWP will trace your number and give it to SAAS and the SLC.

SAAS and the SLC will share information with each other about your tuition fee loan award.

I understand that the information I have provided will be used for the prevention and detection of crime and I understand SAAS and SLC will share this information with other bodies for these purposes.

I have read and understood the booklet Student loans - A guide to terms and conditions [http://www.saas.gov.uk/_forms/slc_terms_conditions.pdf]

H.21

Your signature

If you want a loan, you must sign here.

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Please also check that you have signed the declaration on page 8

If you make a false statement or declaration to get a loan, your application will not be valid and we may prosecute you.

IMPORTANT - Your loan contacts above MUST live at a DIFFERENT address, if they don't, you must enter a different loan contact now before sending us your form. If you don't do this, we will have to contact you for a new loan contact. This will delay us processing your application and you may not receive your loan for the start of your course

If your household income is less than £34,000, you should now fill in section I and J.

If your household income is £34,000 or above, you should now fill in section K.

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Section J Gross income and deductions allowed

If you are a parent, step parent, parent's partner or husband, wife or civil partner, you must give details of your total gross income from all sources from the financial year ended 5 April 2016. You must fill in every box. If none, please enter '0.00' and tell us why you don't have any income in the box below.

Reason for zero income

Gross income

	Person 1		Person 2	
J.1 PAYE for year ending 5 April 2016 from salary, wages, commission, bonuses and overtime	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
J.2 Net profit from self-employed income for year ending between 6 April 2015 and 5 April 2016	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
J.3 Income from property and land	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
J.4 Income from private, employer's or retirement pensions	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
J.5 State benefits, including pensions and allowances (not child benefit, or child tax credits)	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
J.6 Interest from bonds and trusts,	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
J.7 Interest from bank and/or building society and/or investments	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
J.8 Dividends received	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
J.9 Other Income	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	

Deductions allowed from household income

J.10 Maintenance payments paid to another household for a student	£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>	
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Declaration for household income

- As far as I know, the information I have given on this form is complete and accurate
- I agree to give you more information you ask for.
- I will tell you immediately if my circumstances change in any way that might affect this application for funding.
- I understand that if I give you false information, or do not give you complete information, you may prosecute me or withdraw the funding.
- I understand that the information I have provided may be used for the prevention and detection of crime and I understand that SAAS may share this information with other bodies for these purposes.

J.12 Signature of Person 1 or 2

If you have filled in section I and J, you must sign here

Date / /

We may prosecute you if you give false information.

Please also check if the student named in Section B has signed the declaration on page 8 and if he or she wants a loan, the declaration on page 10.

You should only send clear photocopies of the documents (such as P60's) to support the information on page 12 if the student named in section B is applying for the first time, or if they are returning to higher education after a break in study. Do not send us original documents.

Application for student support 2017 - 2018

SAS3

You should now fill in section K.

Section K Checklist

Filing in the form

Please use the check list below to help you make sure you have filled in all the sections that apply to you. Give us all the details we ask for. If you do not, we may have to return your form to you. This means that you may not receive your money for the start of your course.

Has the form been signed?

- Have you signed the declaration on page 8?
- Have you signed the declaration on page 10 (this only applies if you want a student loan)?
- Have your parents, parent's partner, step-parent or your husband, wife, civil partner or partner signed on page 12?

Sending us documents

Generally, you only need to send clear photocopies of your documents with your first application. Do NOT send us originals as we destroy all documents after 30 days.

Put a cross (x) in the boxes to tell us what documents you are sending with this application. You must not attach the documents using pins or staples. Please send a clear photocopy of the following.

- K.1 Evidence to confirm that you or your parents (which ever applies) are divorced or separated.
- K.2 Evidence to confirm you are a lone parent.
- K.3 The documents to confirm your parents', parent's partner, step parent's or your husband's, wife's, civil partner's or partner's income and allowable deductions.
- K.4 Evidence to confirm that you qualify not to have you parents etc income taken into account (you are independent of them).
- K.5 Evidence of your immigration status if you are not a UK national or a national from another EU member state
- K.7 Evidence of your status as a Care Experienced Student
- K.6 Total number of documents enclosed

Need help

If you have any questions about this application, please contact us before sending it to us. Please call the helpline on 0300 555 0505 or e-mail us at www.saas.gov.uk/contact.htm

Sending your form to us

Please send your filled-in application form and any documents to:

The Student Awards Agency for Scotland
Saughton House
Broomhouse Drive
Edinburgh
EH11 3UT

Please make sure you use the correct postage. If you do not, there is likely to be a delay with processing your application. We will not accept a faxed copy of your application form.

Application for student support -2017-2018

SAS3

Annex 1

If you have been living in Scotland for less than 12 months before 1 August 2017, you must give us the details we ask for below. WE DO NOT need your to fill in the details below, if you are a non-UK EU NATIONAL.

If you do not answer all the question below, we will have to send the form back to you. This will delay the process of your application.

1. First and last name Date of birth / /
2. Nationality (if dual nationality, give us both, for example, British and Irish
3. What date did you/ will you become ordinarily resident/move permanently to Scotland? / /
4. What is your reason(s) for coming to Scotland?
5. Have you previously lived in Scotland? Yes No
6. If you answered 'Yes' to question 5 , please give us the details, as asked for in the table below, of all the address' (past and present) that you have lived at in Scotland

Address in Scotland	Dates	
	From	To

7. Did you come to Scotland alone, with family or with friends, please specify?
8. If you came with your parents, please give us details, in the table below, of all their periods of employment, self-employment and unemployment in Scotland

Name of employer or write 'unemployed' or 'self-employed'	Dates		Job title
	From	To	

9. Does any other member of your family live with you at the same address in Scotland? Yes No
10. If you answered 'Yes' to question 9, please tell us who?
11. Do you or your parents/spouse/partner/civil partner own the house in Scotland where you live? Yes No
12. If you answered 'Yes' to question 11, please answer questions 13 and 14, if you answered 'No' please answer question 15
13. Who owns the house in Scotland where you live?
14. When was the house in Scotland where you live, purchased?
15. Do you or your parents/ spouse/partner/civil partner rent the house in Scotland where you live? Yes No
16. If you answered 'Yes' to question 15, please answer questions 17 and 18, if you answered 'No' please answer question 19
17. Whose name is on the tenancy/lease agreement?
18. When did you move into this property? / /
19. Does a friend or another member of your family, (for example, your aunt, uncle, brother or sister) own or rent the house in Scotland where you live? Yes No
20. If you answered 'Yes' to question 19, please answer questions 21 and 22
21. What relationship to you is the person that owns or rents the house? (e.g. aunt, sister, friend etc)
22. When did they move into, this house? / /

Application for student support –2017-2018

SAS3

Annex 1 (continued)

23. Do you plan to stay at the address that you have given as your permanent address on your application form for the duration of your course? Yes No

24. If you answered 'No' to question 23 please tell us why?

25. What address will you be living at during the Christmas, Easter and Summer vacations?

26. If you are married, in a civil partnership or live with a partner, does your husband, wife, civil partner or partner live with you in Scotland? Yes No

27. If you answered 'Yes' to question 26, please give us details, in the table below, of all their periods of employment, self-employment and unemployment in Scotland. If you answered 'No' please go to question 28.

Name of employer or write 'unemployed' or 'self-employed'	Dates		Job title
	From	To	

28. If you answered 'No' to question 26, please tell us where your husband, wife, civil partner or partner will be living while you study?

29. What nationality is your husband, wife, partner or civil partner?

30. If you are still dependent on your parents, what nationality is your father/step father?

31. If you are still dependent on your parents, what nationality is your mother/step mother?

32. Are any other members of your family, for example, a parent or sibling, at college or university? Yes No

33. If you answered 'Yes' to question 32, please give us details, as requested, in the table below

Name of college or university	Dates		course title	Full time or part time	UK or other EU public award making body	Family relationship to you
	From	To				

34. Please give us any other information, on a separate piece of paper, that you think might be helpful that we have not already asked for

Declaration (you must sign this)

- All the information I have given on this form is complete and accurate, to the best of my knowledge and belief.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I understand that the information I have provided will be used for the prevention and detection of crime and I understand SAAS will share this information with other bodies for these purposes.

Signature: Date:

Application for student support –2017-2018

SAS3

Basic Privacy Statement

Below is a brief summary of the SAAS privacy statement. Our full privacy statement can be found on our website at http://www.saas.gov.uk/privacy_data_protection_index.htm. It explains more about why we need to collect your personal information and what it will be used for.

Why we collection your Information

We need to collect, hold and process information about you to meet our business purposes which include:

- Providing support to learners in Scotland
- Appropriately managing public funds, including crime prevention, detection and investigation,
- Contributing to research and policy developments that support learners and the provision of learning support
- Share Information with Universities and Colleges and other public bodies that allow SAAS to ensure the best outcomes for learners in Scotland.
- Share information for the purpose of crime prevention, detection and investigation with Police Scotland, HMRC, NFI and other organisations.

We collect, hold and process personal information because the processing is necessary for the exercise of our functions as a government department as outlined in legislation that governs student support in Scotland. This is a legitimate condition of processing as outlined under Schedule 2 of DPA, 5(c).

What Information we collect

We collect, hold and process your personal information so that we can assess financial applications for support.

Personal information we process can include: name, date of birth, address, relationship status, email address, phone numbers, bank details, national insurance number, residency eligibility information, education, employment, course information, and income details.

Sensitive personal information we process can include: medical information for assessing Disability Support.

What happens to your Information?

When applying for student funding you supply us with personal information in support of your application. This personal information may be used in a number of ways:

- Assessing eligibility and entitlement to funding
- Prevention or detection of crime, including fraud
- Audit purposes
- Statistical analysis and research
- Improving service levels
- Maintaining and developing systems, processes and policies
- Recovery of Overpayments

SAAS will use your personal information to assess your application, which may be done automatically by SAAS systems or by individuals who work for SAAS. As well as assessing your application, SAAS will use your personal information to ensure payment of funding for which you are eligible.

Fraud Statement

Prevention and Detection of Crime

NFI Level 1

SAAS is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. We will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see http://www.saas.gov.uk/fraud_prevention/national_fraud_initiative.htm or contact the SAAS National Fraud Initiative Key Contact at SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email SAASCFT@gov.scot.

Fraud Prevention Agency Processing Notice

- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering;

Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the full SAAS Privacy Statement that can be accessed at http://www.saas.gov.uk/privacy_data_protection_index.htm .. You can also obtain a copy of the full fair processing notice by writing to us at: SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email SAASCFT@gov.scot

If you require a paper copy of the full Privacy or Fraud Statements please contact us on 0300 555 0505.