

June 2008

Dear Cert Ed / PGCE (PCET) Applicant

Guidance Notes for Completing PN1 form.

The following information is provided for information only and is based on our understanding of the Student Finance Direct system. If you are in doubt about any of the points below, please contact the student grants section of your Local Education Authority who should be able to advise you.

Because the Cert Ed / PGCE (PCET) course is considered a part time Initial Teacher Training (ITT) course of more than six but less than ten weeks, by completing your PN1 form you will be entitled to a non means-tested maintenance grant of £630. This grant will automatically be generated when your form is accepted, and the money will be paid into your bank account, details of which you will provide on the PN1 form.

The £630 grant is the minimum amount available and is not means tested. The maximum amount is £1417 and the difference between the minimum and maximum amount is means tested on the income of the household in which you live. That would include your spouse or partner (or parents you are aged under 25 and regarded as dependant on them) for the tax year that ended in April 2008. A single independent student would get the full grant so long as their taxable unearned income for the academic year 2008/9 is below about £10,000. Only you can decide whether to provide the additional financial information about your income.

The tuition fees for the Cert Ed / PGCE (PCET) are set at £900 for the 2008 -2009 academic year, and you will be responsible for providing this to the University. You may choose to use your grant to pay part of the fees, but you will need to either provide the difference yourself or ask your employer to pay the difference.

In addition to the grant mentioned above, you may also choose to apply for one or more loans. Loans have to be repaid.

You may apply for a maintenance loan and / or a tuition fee loan. You do not have to declare your income for either of these, but you do have to complete a Loan Request Form.

If you apply for a maintenance loan the money will be paid to you and it will eventually have to be paid back.

If you apply for a tuition fee loan it is paid direct to the University in two instalments (February and May), and will have to be paid back after your course is completed.

Please give very careful consideration to whether you want to apply for a loan. Simply completing the PN1 form with the correct information as supplied in this Idiots' Guide will generate the minimum grant. Completing a Loan Request Form will generate money, but this will have to be paid back at some time in the future.

Completing the PN1 Form

The PN1 form is completed by everyone applying for a student finance, whether it is an eighteen year old going to university or you coming on a Cert Ed / PGCE course. You may either apply on line, or via a paper version, which is obtainable either from your LEA or as a download from the Student Finance Direct website. The form is to be found at:

www.studentfinancedirect.co.uk/forms

You can also apply on-line at **www.direct.gov.uk/studentfinance**

Please read the instructions on the PN1 form and the separate PN1 notes. You may use the notes below to help you, but it is what the form calls for that is important. Note that you should complete the form in **BLACK INK** and **BLOCK CAPITALS**. **Put N/A or "None" if a question does not apply to you.**

You are applying for a part-time course in **initial teacher training (ITT)** and not all of the PN1 form will apply to you.

These notes only refer to items that might give rise to questions – if the item requires an obvious, straightforward answer – just give it!

We have tried to make this Guide as accurate and useful as possible, but it comes with no guarantees. If you have questions about the process, the PN1 form, or your entitlement, please contact your Local Education Authority's Student Grants or Awards Unit.

Please keep copies of all the forms you send off, and any correspondence about your application. It may be necessary to amend your form at some future date, and you need to know what was on your original submission.

Section	Guidance
Section 1	This lists the finance available to applicants. If you feel you are entitled to either the Disabled Students Allowance or the Special Support Grant , tick the box and complete the relevant sections listed. If you wish to apply for a Loan , complete the relevant sections listed and the Loan Request Form . Please read the appropriate notes carefully.
Section 2 a, b and c (Page 5)	Complete all the information requested.
a	You must send your local authority your <u>original</u> passport or, your <u>original birth</u> certificate, which they will return. If you send your birth certificate you must also send a signed birth certificate form, which can be down-loaded from the website. Please read the notes for this section.
c	If you are over 25 and married, tick the relevant box and enter your date of marriage. If you will be under 25 on 1/9/08 and are married , read the notes accompanying the PN1 . You will need to send in your original marriage certificate
Section 3	
a1	If you answer "yes" to this question, you must send your passport or birth certificate as evidence of your nationality. If you were born outside the UK and have a British Birth Certificate issued by a British Consulate, send this instead of your passport or a letter or other document. Then go to b1 (page 7)
a2	If you answer "yes" to this question, you must send your passport or national identity card as evidence of your EU nationality.
a3 - 7	Read the notes and complete these sections as appropriate
b1 - 3	It is most likely that the answer to b1 and b3 is "No" - if it isn't read the notes and complete appropriately

Section 4	
a1	"University of Southampton, Highfield, Southampton, SO17 1BJ"
a2 (Franchise Centre)	Put the name and address of the franchise centre - Alton College, Andover College, IoW College, B&P College, Southampton City College, Totton College DE TSA candidates put "Army School of Education, Worthy Down, near Winchester, Hants." Cosham (Dame Judith Centre) students leave this blank - you are registered on the University of Southampton course.
a3	"Certificate in Education (PCET) if you are not a graduate or PGCE (PCET)" if you are a graduate

a4	“Education”
a5	Application number - Leave blank - You won't have your own UCAS number University UCAS code S27 Course code and campus code - leave blank
b	£900
c	“09/2008” “When will you finish?” Students entering Year 1 of the Cert Ed/PGCE enter “08/2010” Students entering directly on to Year 2 of the Cert Ed/PGCE (i.e. from C&G 7407 or direct entry into Year 2) enter “08/2009” “How many years does this course last for?” 1 or 2 depending on the above
d	Tick First or Second year, depending on the above
e	Both Cert Ed and PGCE students must tick “Part-time ITT (initial teacher training)” DO NOT TICK FLEXIBLE POSTGRADUATE ITT Put 6 weeks in full-time study and 2.5 weeks in full-time teaching practice The University of Southampton will provide supporting documentation
f	Leave blank
g	Tick “Elsewhere or own home” (unless you are living with your parents!)
h	Tick “University or College” for each term
i	Ignore – This should not apply to anyone
j - l	Tick “No”
Section 5	The answer to these questions will depend on your individual prior circumstances. Complete this section as appropriate, making sure to tick “No” if that is the case.
Section 6	You must complete this section so that your money will be paid into an account. Remember: You will be responsible for paying your course fees direct to the University. Failure to do so will mean that you will not be able to proceed to Year 2 (if applicable) or receive your Certificate on completion. [Read the Notes section with the PN1]
Loan Request Form	Remember – by having filled in the PN1 form, and <u>not</u> applying for any loan, you will be granted the minimum of £630. You do not have to apply for a separate Loan . If you do apply for a loan, it will have to be repaid. This decision is entirely up to you. If you want to apply for a loan the Loan Request Form must be completed in full giving the names of two contacts who each live at a different address and then sign the declaration overleaf. If you are <u>not</u> applying for a loan, tear out the page and keep it safe in case you decide to apply for one later.
Section 7 a1 & a2	If you are over 25, tick “Yes” at a1 and go to Section 8 If you are, or have been married, before the start of the course, tick “Yes” at a2 and go on to Section 8 If you are under 25, complete parts b, c and d
c & d	Complete as appropriate
Sections 8, 9, and 10,	You need to complete these sections, referring to the separate PN1 Notes booklet for guidance. These sections will enable the LEA to decide whether you are only eligible for the non-means-tested Grant or an addition Maintenance Grant . Because our students come from such diverse backgrounds and financial situations, we are afraid that we can't really advise you on the completion of these sections.
Declaration – Page 23	Print your name, sign and date the Student Declaration. If You have named people in Section 10, their names need to appear in Section 11 and 12

Voluntary Questions Page 28	Complete this section if you wish to do so.
Checklist Page 28	Use the checklist provided to identify what you needed to do and that you have done it. The form should be sent to the Student Support Section at your Local Education Authority – address on the form.
Send the form, with the required documentation as per the checklist, to the Students Grant section at your Local Education Authority. Please ensure that you put on the correct postage – otherwise your form will be destroyed by the Post Office.	

These notes are for guidance purposes only.
 Please check with your LEA if you have further questions.

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