

PTGN Application

Grant application form for new
part-time students
2017/18

About this form

Who should complete this form?

Complete this form if you're living in Wales and

- you're a part-time student applying for student finance for the first time **and**
- your course started before 1 September 2014 **or**
- you're a full-time distance learning student applying for student finance for the first time and your course started before 1 September 2012.

If you're an Open University (OU) student applying for student finance for the first time you need to contact the OU to get an application form.

What sections should you complete?

All students	Complete sections 1 to 5, 8 , and read, sign and date the student declaration in section 9 .
Partner (husband, wife, civil partner or partner)	Complete sections 7 and 8 , and read, sign and date the partner declaration in section 9 .
University or college	Complete, sign and stamp section 6

Some of the questions in the form will have additional information to help you answer the question. Whenever you see this icon ⓘ you should read the accompanying notes.

We might need you to send documents as supporting evidence for your application. Whenever you see this icon ⓘ you should read the accompanying notes to find out what you need to send.

Additional student finance

You may also be able to apply for additional financial support if:

- you have children or adults who depend on you financially
- you have a disability, including a mental health condition or specific learning difficulty

If you want to apply for additional student finance you need to tell us on page 2.

You can find out more about student finance and download our part-time guides at:
www.studentfinancewales.co.uk



SFW/PTGN/1718/A

facebook.com/sfwales



twitter.com/SF_Wales



Disabled Students' Allowances (DSAs)

If you want to apply for DSAs you'll need to:

- complete and return this form **and**
- complete a Disabled Students' Allowances Application Form (DSA1). You can download the DSA1 form at: www.studentfinancewales.co.uk

Tick the box below if you want us to send you a DSA1 form instead.

Send me a DSA1 form

Parents' Learning Allowance (PLA) and Adult Dependents' Grant (ADG)

If you want to apply for PLA or ADG you'll need to:

- complete and return this form **and**
- complete a Grants for Dependents Application Form For Part-time Students (PTGFD). You can download the PTGFD form at: www.studentfinancewales.co.uk

Tick the box below if you want us to send you a PTGFD form instead.

Send me a PTGFD form

Childcare Grant (CCG)

If you want to apply for CCG you'll need to:

- complete and return this form **and**
- complete a Grants for Dependents Application Form for Part-time Students (PTGFD) **and** an Application For Help With Childcare Costs For Part-Time Students form (PTCCG1). You can download the PTGFD and PTCCG1 form at: www.studentfinancewales.co.uk


Tick the box below if you want us to send you a PTGFD and PTCCG1 form instead.

Send me a PTGFD and PTCCG1 form


To find out more about additional student finance and read our part-time guides go to: www.studentfinancewales.co.uk

If any information we ask for is missing or unclear we may not be able to process your application and you won't receive any funding.

1 Your personal details

1.1 Customer Reference Number 
(if you have one)

1.2 Personal details

Complete these details exactly as stated on your birth certificate or passport. If your name has changed from your birth certificate or passport send us supporting evidence confirming the change. Give a note of any other previous names you've had on a separate sheet of paper and attach it to this form. 

Title

Mr Mrs Miss Ms

Forename(s)

Surname

Gender

Male Female

Date of birth

DAY MONTH YEAR


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

Nationality

1.3 Marital status

Tick one box that best describes your current marital status.


Single


Living with a partner 


Married/civil partnership

Give the date of marriage/civil partnership

DAY MONTH YEAR

Separated 

Divorced/dissolved civil partnership 

Widowed/surviving civil partner 


1 Your personal details – continued

1.4 Do you hold a valid UK passport?

You must prove your identity. The easiest way to do this is by giving information from your passport.

UK passport expired?

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to give other evidence as explained in the accompanying notes.

No – you'll have to send alternative evidence 

Yes – complete the following details exactly as stated in your passport

Date of issue

DAY MONTH YEAR

Date of expiry

DAY MONTH YEAR

Passport number

Forename(s)

Surname

1.5 Will you be 25 or over on the first day of the academic year?

No

Yes

1.6 Address details

Give your current home address.

Give your term-time address if you know it. If you give a term-time address we'll send correspondence to that address. You can update your address(es) at any time by contacting us.

Home address

Postcode

Term-time address

Postcode

Date you'll move to your term-time address

DAY MONTH YEAR

1 Your personal details – continued

1.6.1 Contact details

Give your current contact details.

Home phone number

Mobile phone number

Email address

2 Previous support and qualification history

2.1 Will you be getting funding from any other source to meet the costs of your course in this academic year?

Tell us about any payments you may receive from your employer, bursaries or any other assistance. Examples of other assistance are day release arrangements, help with travel and other course costs, or help with childcare.

No

Yes – give details and specify an amount

2.2 Have you received a grant for part-time study for this programme of study for any academic year up to and including 2016/17?

No

Yes

2.3 Do you have a degree from an educational institution in the UK? ⓘ

No

Yes - Is this an honours degree?

No

Yes

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

No

Yes – are you behind with the repayments?

No

Yes – you can't apply for student finance until you resolve this. Call **0300 100 0611** for Income Contingent Repayment (ICR) loans. 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 do not know who your debt owner is call **0300 100 0632** for advice.

3 Residence

3.1 Are you a UK national? ⓘ

No

Yes – Did you give your valid UK passport details in 1.4?

No – send evidence ⓘ – go to 3.8

Yes – you don't need to send any other nationality evidence – go to 3.8

3.2 Are you an EU national?

No

Yes – send evidence ⓘ

3.3 Are you the child of a Swiss national? ⓘ

No – go to 3.4

Yes – Will your Swiss national parent be living in the UK on the first day of your academic year?

No

Yes – send evidence ⓘ – go to 3.9

3.4 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? ⓘ


No – go to 3.5

Yes – give details of employment
send evidence ⓘ

give details of your previous studies

3 Residence – continued

3.4.1 If you're currently working, are you going to continue working during your studies?

- No – go to 3.9
- Yes – give details – send evidence 


– go to 3.9


3.5 Do you have 'settled status' in the UK? 

- No
- Yes – when did you get this status?

DAY MONTH YEAR


send evidence  – go to 3.9


3.6 Have you or your:
• husband, wife, civil partner or
• parent(s), step-parent
been granted 'refugee status' by the UK Government? 

- No
- Yes – when does this status expire? 

DAY MONTH YEAR


send evidence  – go to 3.9

3.7 Have you or your:
• husband, wife, civil partner or
• parent(s), step-parent
been granted 'leave to enter or remain' in the UK as a result of a failed asylum application or discretionary leave where no application for asylum has been made? 

- No
- Yes – when does this status expire? 

DAY MONTH YEAR

send evidence  – go to 3.9

 If you're not a UK national and you've not been asked to send any evidence in this section you might not be eligible for student finance from Student Finance Wales. Before you continue with this form visit: www.studentfinancewales.co.uk for more information.

3.8 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?

- No – go to 3.10
- Yes – go to 3.9

3 Residence – continued

3.9 Give details of your residence for the three years before the start of the first academic year of your course ⓘ

Make sure you give full details for the three years prior to the start of the first academic year of your course. If you leave any gaps your application may be delayed until we get the information we need.

Full address

From

DAY MONTH YEAR

To

DAY MONTH YEAR

Why were you there?

Full address

From

DAY MONTH YEAR

To

DAY MONTH YEAR

Why were you there?

3.10 Did you move to Wales wholly or mainly for the purposes of receiving education?

No

Yes – you need to call us on **0300 200 4050**.

4.1 University or college details

If your course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university.

Name

Full address

4.1.1 If the course is franchised to another university or college, give the name and address of the other university or college

Name

Full address

4.1.2 Give the full name of your course

You should check the name of your course with your university or college. If the course details you give us can't be confirmed yet, your student funding may be delayed. Don't enter your module name(s) here.

4.2 Qualification you expect to gain

For example, BA (Hons) English

4.3 Course start date

MONTH

YEAR

4.4 Course end date

MONTH

YEAR

4.5 Course length 

Years

4 About your course – continued

4.6 Current year of course in academic year 2017/18

4.7 Are you undertaking a full-time distance learning course? ⓘ

No

Yes - are you living overseas because you, or a family member you live with, are in the Armed Forces?

No

Yes - you need to send us evidence. Read the Notes to find out what to send.

4.8 Is your course a part-time postgraduate Initial Teacher Education (ITE) course? ⓘ

No

Yes

5 Your bank or building society account details

5.1 Account details

Sort code

 - -

Account number

Building society roll number (if applicable)

University or college information

We need information from your university or college about your course intensity to work out how much grant you can get.

What you need to do

- Take the next section to your university or college to complete
- Return your completed form to us.

If you have already taken this section to your university or college as part of an application for Grants for Dependants, you don't need to do this again.

What your university or college need to do

Complete the university or college information section to confirm:

- your course details **and**
- your course intensity

Once they've done this they should pass the form back to you so you can return your completed form to us. If your university or college doesn't complete this section it will delay your application for student finance.



Your university or college should only complete the next section once you've enrolled on your course.

6 University or college information

Ask your university or college to complete this section. 

University or college staff should check the student's answers in section 4 before completing, signing and stamping this section.

Course fee charged to this student for 2017/18

£

SLC or UCAS university/college code

I confirm to the best of my knowledge and belief:

- 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 basis in academic year 2017/18
- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent full-time course within one academic year
- it's 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
- the student's course is designated as eligible for financial support under Regulation 90 of the Education (Student Support) (Wales) Regulations 2017

• the equivalent full-time course would last

Years

Unit of measure

Circle the appropriate unit of measure

Credits/ credit points/
modules/ other

Part-time units

Enter number of units

÷

Full-time units

Enter number of units

x 100 =

Student's course intensity is*

* Course intensity is the number of part-time units that the student intends to study in academic year 2017/18, divided by the number of units in an academic year of an equivalent full-time course, expressed as a percentage.

6 University or college information – continued

Your full name (in BLOCK CAPITALS)

Your position

Your phone number (including area code)

Your email address

Your signature

Today's date

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

University or college stamp


7 About your husband, wife, civil partner or partner

If you have a partner (husband, wife, civil partner or partner) ask them to complete their details in this section.

You both need to complete section 8 and 9.

7.1 Customer Reference Number

(if you have one)

Where you see this icon it means there's information in the accompanying 'Grant application notes' to help you. 

7.2 What is your relationship to the student?

Husband Wife

Civil partner Partner

7.2.1 Your details

Title
 Mr Mrs Miss Ms

Forename(s)

Surname

Date of birth
DAY MONTH YEAR

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

Home address

Postcode

Home phone number (including area code)

8 Financial details

8.1 Are you or your husband, wife, civil partner or partner receiving one or more of the state benefits listed? ⓘ

If you or your husband, wife, civil partner or partner are receiving any of the benefits listed, you must provide a photocopy of evidence to show who's getting the benefit.

No – go to 8.2

Yes – Tick the appropriate box(es) and send evidence dated within 4 weeks of submitting this application ⓘ

Universal Credit (**not** Tax Credits)

Income Support

Housing Benefit

Local Housing Allowance

Income-based Jobseeker's Allowance (JSA)

Income-related Employment and Support Allowance (ESA)

Council Tax Reduction

We don't need any other financial details – **go to 8.8**

8 Financial details – continued

Use this page to enter the amount of income received from **6 April 2016 to 5 April 2017**. If you have no income for any of the income types listed, enter '£0' or 'N/A'. **We can't accept your form if any boxes are left blank.**

Where you tell us an amount, you must send us photocopied evidence to support it. You should only send us photocopies of your documents as these will be securely destroyed once checked. If you send us any original documents these will also be destroyed.

Amount received before tax (Gross income) from 6 April 2016 to 5 April 2017

8.2 Gross income from salary or wages

Before deductions  


Student

Husband, wife, civil partner or partner

£

£

8.3 Income from self-employment

Estimate if you're not sure  

£

£

8.4 Bank and building society gross interest

Before tax

£

£

8.5 Other investment income

Before tax

Type

Type

Amount

Amount

£

£

Type

Type

Amount

Amount

£

£

8.6 Income from property, lettings or rent

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

£

£

£

£

8.7 Any other type of income

Type

Type

Amount

Amount

£

£

Type

Type

Amount

Amount

£

£

8 Financial details – continued


8.8 Give details of any children who will be wholly or mainly financially dependent on you during academic year 2017/18.

Your child's income includes their income from all sources after income tax and National Insurance contributions for tax year **2015-16**.

Child's full name	Date of birth DD MM YYYY	Relationship to you	Who will they live with?	Income tax year 2015-16

9 Declarations

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 under the Education (Student Support) (Wales) Regulations 2017.

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 Statement in the notes that accompany this form. 

Student declaration

- I confirm to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand I may not receive financial support, any support I have received may be withdrawn and I could be prosecuted. Any information provided which is found to be materially inaccurate may be regarded as evidence of an attempt to mislead the Student Loans Company (SLC). In such circumstances, SLC may report the matter to the authorities and/or terminate your eligibility for student finance.
- I agree to provide any information as may reasonably be required for the processing of my application, and I agree to provide immediate notice of, and details in relation to, any change in my circumstances that might in any way affect my entitlement to financial support. I understand that if I do not do this, I may not receive any further payment, and may have to repay the financial support I have already received.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this in full and I agree that such overpayment may be recovered by deduction from any future entitlement to financial support.
- I understand if I have provided details of my UK passport, SLC will verify those details with Her Majesty's Passport Office.
- 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

Today's date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

You may be eligible for a bursary or scholarship from your university or college. Your university or college will ask for some information about you and your application to decide if you are eligible for a non-repayable bursary or scholarship. We will automatically share your information with your university or college so they can work out if you are eligible for these awards.

If you **don't** want your details to be shared for this purpose, please tick this box

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

Most universities and colleges won't pay bursaries or scholarships if you don't give consent to share your information.



The person named in section 7 will need to read, sign and date the declaration on the next page.

9 Declarations – continued

Partner declaration

- 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 Student Loans Company (SLC) false information, or have not given them complete information, the student may not receive financial support, any support they have had may be withdrawn and I could be prosecuted. Any information provided which is found to be materially inaccurate may be regarded as evidence of an attempt to mislead SLC. In such circumstances, SLC may report the matter to the authorities and/or terminate the student's eligibility for student finance.
- I agree to provide any further information in relation to the applicant's application for financial support as may reasonably be required, and I agree to provide immediate notice of, and details in relation to, any change in my circumstances that might in any way affect this application for financial support.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

We'll automatically share your personal and financial details with the university or college so they can work out if the student is eligible for a non-repayable bursary or scholarship.

If you **don't** want your details shared for this purpose, please tick this box

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

Most universities or colleges won't pay bursaries or scholarships if you don't give consent to share your information.

10 Voluntary questions

The following questions are voluntary – you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support.

If you answer both questions 10.1 and 10.2, the information will be used to help the Welsh Ministers develop their policies in the future. Student Finance Wales will also use your answer to question 10.2 to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

10.1 Do any of your parents have any higher education qualifications, for example, degrees and diplomas or certificates of higher education?

This includes your natural parents, your adoptive parents, your step-parents, partners of your parents, and your guardians.

- No
- Yes
- Don't know

10.2 How would you describe your ethnic origin?

White

- British
- Irish
- Any other white background

Black or Black British

- African
- Caribbean
- Any other black background

Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background

Chinese or other ethnic group

- Chinese
- Any other

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Before you send your form make sure you've



Completed your passport details on page 4

If you don't have a valid passport, you need to send us alternative evidence. If we can't confirm your identity we can't give you a grant.

Tick



Included all documents we've asked for to support your application

If we don't receive all the information we need your application will be delayed.

Tick



Read, signed and dated the declaration on page 18

If you don't sign the declaration we can't give you a grant. If your partner has given us information, make sure they sign the declaration on page 19.

Tick

Once your form is fully complete and the declaration has been signed and dated, you should return it to:

Student Finance Wales, PO Box 211, Llandudno Junction, LL30 9FU

Make sure that your completed application and all evidence are weighed and the postage costs are fully paid.

Remember to ask for proof of postage!