

**2024/25**

**EUPTLC**

Tuition Fee Loan application  
notes for continuing part-time tuition  
fee only students studying in Wales

## About these notes

These notes should be read alongside your Tuition Fee Loan application form.

## completing your form

### Timescale for returning your form

This form should be returned within nine months of the start of your academic year, otherwise you may lose your entitlement to student finance.

### Returning your form

Your application for student finance will be assessed by Student Finance Services on behalf of Student Finance Wales. Return your completed form to them at the address opposite.

### Send your completed form to:

**Student Finance Services**  
**PO Box 89**  
**Darlington**  
**County Durham**  
**United Kingdom**  
**DL1 9AZ**

**Make sure you pay the correct postage.**

## find out more

### Further questions?

- speak to your university or college
- visit: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)
- read our part-time guide
- call us on **0141 243 3570**

## other information

### Braille/other formats

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

**[brailleandlargefonts@slc.co.uk](mailto:brailleandlargefonts@slc.co.uk)** or you can call us on **0141 243 3686**.

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

# Notes on how to complete your application form

Complete all the questions you are asked. If any information is missing or unclear we may not be able to process your application and you will not receive any funding.

## Submitting evidence

When providing evidence you can send either the original evidence item or a certified copy of the evidence. A certified copy is a photocopy of an original document which must have been stamped, dated and signed as being a true copy of the original by a person of good standing in the community, for example, a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must not be a relative and must provide their name, job title, address and contact number.

If you are sending certified copies of evidence you should ask the person certifying your evidence to complete the certifier information page at the back of the form.

## your personal details

### 1.1 Customer Reference Number



Your Customer Reference Number is your personal reference number and is 11 digits long. You will have one of these if you have previously had a student loan or any other student finance from the Student Loans Company Ltd (SLC). You may also have one if you have given financial information for another student's application. If you do not have one, or do not know what your Customer Reference Number is, leave this blank.

### 1.2 Personal details



You must send:

- Change of name deed, if appropriate.
- Marriage/divorce certificate, if appropriate.
- Civil partnership/dissolution order, if appropriate.
- A final or conditional order, if appropriate.

## 2 about your university or college and course

### 2.1 Tuition Fee amount charged



If you are not sure how much you are being charged for tuition fees, ask your university or college to confirm this.

## 3 your loan request

### 3.1 Tuition Fee Loan



We will pay your Tuition Fee Loan directly to your university or college in three instalments within the academic year. The first payment of the Tuition Fee Loan is made after we receive confirmation from your university or college that you are in attendance on your course.

#### Tuition Fee Loan liability



You will be liable for your Tuition Fee Loan two weeks after the first day of term 1, and at the start of terms 2 and 3, not the date when the instalments are paid to your university or college.

Interest will be charged from the day we pay the Tuition Fee Loan to your university or college.

Liability	% of total Tuition Fee Loan that you will be liable for
Term 1	25%
Term 2	50%
Term 3	100%

#### Interest



Interest is added to your loan balance from the day the first loan payment is made to your university or college.

You can find out more about this and the current interest rate at: [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

#### Applying for a loan at a later date or changing the amount requested



If you are unsure when your term starts please contact your university or college.

You can apply for a Tuition Fee Loan at any time in the academic year provided you are within the time limit. The time limit for applying is usually nine months from the start of your academic year.

You can download a Tuition Fee Loan Request Form at: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

## 4 Terms and Conditions

### Power of Attorney



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

### Privacy Notice



SLC and the Welsh Government 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.studentfinancewales.co.uk/privacynotice](http://www.studentfinancewales.co.uk/privacynotice)**

If you don't have internet access, please call us on **0300 200 4050** and we can send a copy to you.

# Next steps in your student finance journey

1

**You** complete and return your application form to us, along with any evidence, as soon as possible. **Make sure you read, sign and date the declaration.**

**You are here**

2

**We** process your application. If any information is missing or incorrect we will get in touch. When we have all the information we need, we will send you a Student Finance Entitlement letter.

3

**You** show your Student Finance Entitlement letter to your university or college (if they ask to see it).

4

**We** pay your Tuition Fee Loan directly to your university or college after they tell us that you are attending your course.