

2024/25

EUPTLC

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

Who should complete this form?

You **should** complete this form if you:

- qualify for part-time tuition fee support only; and
- are studying in Wales.

To find out how we'll use the information you provide go to www.studentfinancewales.co.uk/privacynotice to read our Privacy Notice before completing this form.

Please read the accompanying notes

Some of the questions in this form will have additional guidance to help you.

- ① Wherever you see this icon you should read the accompanying notes.

Evidence

You might need to send documents as evidence to support your application.

- ② Wherever you see this icon you should check the notes to find out what evidence you need to send.

You may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them. For more information about this, read our Privacy Notice.

Please contact the university or college if you require further information about their bursaries and scholarships.

1 your personal details

1.1 Customer Reference Number ①

1.2 **Personal details**

If your name has changed since your previous application then send us supporting evidence confirming the change. ②

Title

Mr Mrs Miss Ms

Forename(s)

Surname/family name

Gender

Male Female

Date of birth

Day Month Year

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1 your personal details - continued

1.3 Contact details

All correspondence we issue will be sent to your contact address. You can update your address at any time by logging into your online account or by calling us.

Full contact address

Postcode

Contact phone number

Mobile phone number

Email address

2 about your university or college and course

2.1 Full tuition fee amount your university or college is charging you this academic year? ⓘ

£

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

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship.

No

Yes – give details

2.3 In this academic year, when will you start your studies?

Month Year
 -

2.4 When will you finish the last year of your course?

Month Year
 -

2.5 Which year of your studies are you going into?

Make sure you tell us what year of your studies you are going into, **not** the year of your course.

2.6 Will you be studying at exactly the same university or college and on exactly the same course that you were in the academic year 2023/24?

No

Yes – go to section 3

2.7 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 (for example, Cardiff and Vale College, Cardiff Metropolitan University).

Name

Full address

2.7.1 Give the name of your course

You should check the name of your course with your university or college. If the new course details you give us can't be confirmed yet, your student funding may be delayed.

2.7.2 Qualification you expect to gain (for example, BA (Hons) English)

3 your loan request

3.1 Tell us the amount of Tuition Fee Loan you want to borrow

Tuition Fee Loans help to cover the costs of tuition fees charged by a university or college. Any Tuition Fee Loan you borrow will be paid directly to your university or college.

If you want the maximum Tuition Fee Loan available to you, tick the box

If you want less than the maximum available to you tell us how much you want to borrow

£

3.2 Contact details

Give the names and addresses of two contacts. The people you name should live at different addresses and will only be contacted if, for example, you move address and do not inform us. You must inform these people that you have named them as contacts.

Contact 1

Forename(s)

Surname

Relationship to you

Full Address

Postcode

Home phone number

Contact 2

Forename(s)

Surname

Relationship to you

Full Address

Postcode

Home phone number

4 Terms and Conditions

These terms and conditions (“terms”) and applicable legislation apply to all of the student finance available to students for the academic year 2024/25.

I understand that I must read the specific terms about the student finance products available because they will affect me if I apply for them at any time in this academic year.

Loan Contract

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at www.studentfinancewales.co.uk/terms-and-conditions
2. I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand that I may not receive student finance, any support I have had may be withdrawn and I could be prosecuted.
3. I understand that student finance is provided to me by the Welsh Ministers (the “Lender”) which includes any persons acting on their behalf and any replacement(s) under section 23(4) of the Teaching and Higher Education Act 1998 as amended or replaced from time to time (the “Act”).
4. I understand these terms, the Act and the regulations made under section 22 of the Act will apply to any student finance provided to me by the Lender.
5. I understand that “student finance” in these terms means financial support by way of grant(s) and/or loan(s) made by the Lender under the regulations.
6. I understand that the Student Loans Company Limited (“SLC”) carries out certain functions on behalf of the Lender.

My Obligations

7. I understand that if I have:
 - (i) reached the age of 18 years; and
 - (ii) have entered into agreement(s) for a loan under section 22 of the Act before I reached the age of 18 years,I am agreeing to “ratify” any and all such student loans by signing these terms. This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to “ratify” any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.
8. I agree to give SLC any information they need in support of this application for student finance and/or to seek repayment.
9. I agree to tell SLC immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC about any changes in my personal details (including my National Insurance number) and contact details I have provided.
10. I agree that if I get an overpayment of student

finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.

11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Act and the regulations. I understand that I will repay my loan(s) through the United Kingdom (“UK”) tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/are contract(s) between me and the Lender. I understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.
13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.

Legal Action and Applicable Law

14. In the event of any legal action, I agree that the laws of England and Wales will apply and that the courts of that part of the UK will hear any legal action. If my address is outside the UK the laws of the part of the UK where my education provider is situated will apply and the courts of that part of the UK will hear any legal action. I agree that the Lender has the right to take legal action against me in any other court with jurisdiction.

Sharing Information

15. If I am in breach of these terms and/or the regulations I agree that the Lender may share information held about me and my account with third parties, including the government or a government agency of another country, who may help to locate me and/or help take action to recover any payments I owe.
16. I confirm where I have provided any personal information about any other person in my student finance application, I have done so with their consent.
17. I understand that SLC will process my personal data in line with the Privacy Notice available at www.studentfinancewales.co.uk/privacy-notice which may be updated from time to time.

Disabled Students’ Allowance (“DSA”)

This section applies if I apply for DSA this academic year.

18. I understand that any equipment I receive through DSA must be used for my course of study and that I am responsible for paying any repair costs.
19. I understand that if I consent to SLC sourcing my equipment and support, SLC can pay the suppliers of any approved equipment and support directly.
20. I understand that with my consent, SLC can make payment to the needs assessment centre on my behalf.

4 Terms and Conditions - continued

21. I understand that with my consent, SLC can make a direct payment on my behalf to third parties providing any other approved service or support to me.
22. If I do not agree to SLC paying the suppliers of equipment, support or other services on my behalf, I understand that I will be responsible for meeting the costs of any approved equipment, support or other services out of my DSA allowance. SLC reserves the right to request evidence of receipt of equipment, support or other services in relation to my DSA.
24. I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
25. I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from:
- (i) the childcare element of Working Tax Credit;
 - (ii) the childcare element of Universal Credit;
 - (iii) Tax-Free Childcare; and/or
 - (iv) the NHS Bursary Childcare Allowance;

Childcare Grant ("CCG")

This section applies if I apply for CCG this academic year.

23. understand that if I do not provide the evidence of childcare costs within the timescales set, I may lose my entitlement. If my childcare costs are different from the estimates I have provided, further payments of my CCG may increase or decrease accordingly. If no further CCG payments are due to be paid to me, I may be liable to repay any difference.

and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC may share my personal data with HMRC to check whether I get childcare 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"/>





additional notes

If you are providing extra information clearly mark what section and question the information is about.

Before you send back your form, remember to:

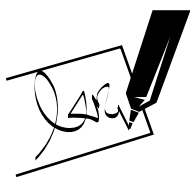
Tick



Tell us how much loan you want on page 4

You need to tell us how much you want to borrow. If you do not we cannot give you a loan.

If you are not sure how much your university or college is charging you, check with them before you send back your form.



Read, sign and date the terms and conditions on page 6

Tick

Once you have completed the form, sign the terms and conditions. Without your signature, we cannot give you a loan.

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!

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 below:

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

Complete this page and return with your certified evidence items.

Personal details

Customer Reference number

Forename(s)

Surname(s)

UK National Insurance number (if you have one)

 - -

A certified copy is a photocopy of an original document which must have been stamped, signed and dated as being a true copy of the original by a person of good standing in the community.

The person certifying evidence must **not** be a relative.

Examples of a person of good standing include:

- a bank or building society official, civil servant, minister of religion, police officer, someone with a professional qualification i.e. teacher, accountant, engineer, solicitor, etc.

Make sure the person certifying your document(s) stamps, signs and dates all pieces of evidence.

Certifier information

This section must be **fully completed and stamped** before being returned with any evidence.

Name (in BLOCK CAPITALS)

Job title/occupation

Email address

Telephone number

(including international dialling code)

Signature

Today's date

Day Month Year

 - -

Address of certifier

Official stamp