



PTLC Application

Tuition Fee Loan and Course Grant application form for continuing part-time students 2016/17

About this form

Who should complete this form?

Complete this form if you normally live in Wales and:

- you're a continuing part-time or Open University student who has previously applied for student finance
- your course start date is on or after 1 September 2014.

What sections should you complete?

All students need to complete sections **1 and 2** and read, sign and date the student declaration.

You'll also need to complete other sections of the form depending on what you want to apply for.

Students applying for Tuition Fee Loan only	Complete section 3 & 7
Students applying for Course Grant only	Complete sections 4 to 7
Students applying for Tuition Fee Loan and Course Grant	Complete sections 3 to 7

Course intensity

Before applying for a Tuition Fee Loan and/or Course Grant you need to know what your course intensity is. Course intensity is the length of time it takes to complete your part-time course compared to the equivalent full-time course. If you're not sure what your course intensity is, check this with your university or college.

To apply for a Tuition Fee Loan you need to have a course intensity of at least **25%** in the academic year.

To apply for Course Grant you need to have a course intensity of at least **50%** in the academic year.

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, long-term health condition, 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



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 DSA form instead.

Send me a DSA form

Parents' Learning Allowance (PLA) and Adult Dependants' 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 Dependants 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 Dependants 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

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

1.2 Personal details

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

Where you see this icon it means we need you to send documents as supporting evidence. You can find details in the accompanying notes. 

Title
 Mr Mrs Miss Ms

Forename

Surname

Gender
 Male Female

Date of birth
DAY MONTH YEAR

1 Your personal details – continued

1.3 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.

1.3.1 Contact details

Give your current contact details.

Home address

Postcode

Term-time address

Postcode

Date you'll move to your term-time address

DAY

MONTH

YEAR

Home 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 course 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. Please note that we do not need to know if you are receiving a Care Leavers Higher Education Bursary.

No

Yes - give details and specify an amount

2.3 In this academic year, when will you start your studies? (month and year)

-

2.4 When will you finish the final year of your course? (month and 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 2015/16?

No

Yes - read through the information on page 6 then 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 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.

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

! Before you continue...

What you need to know

The part-time student finance you can apply for depends on what your course intensity will be in academic year 2016/17:

- to be eligible to apply for a Tuition Fee Loan you need to have a course intensity of at least 25% in the academic year
- to be eligible to apply for Course Grant you need to have a course intensity of at least 50% in the academic year.

What you need to do

The information below tells you which sections of the form you need to complete.

If you want to apply for a Tuition Fee Loan only

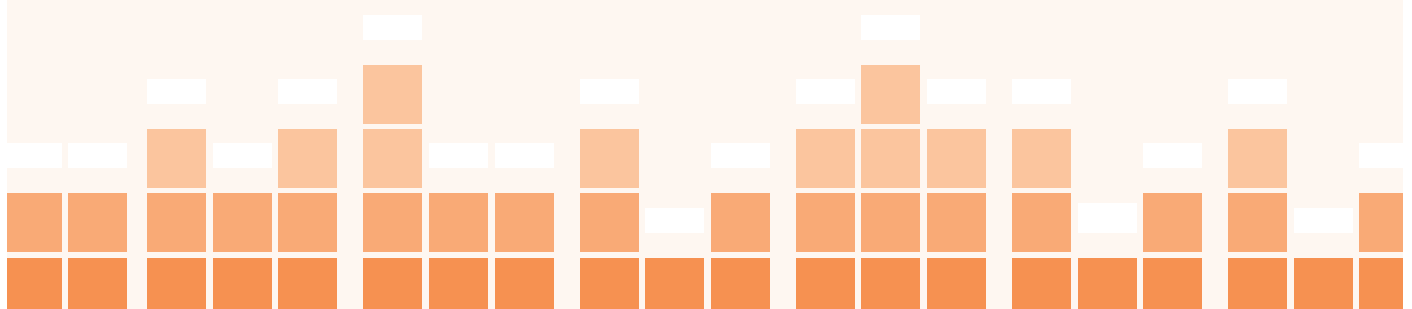
Complete section 3 & 7.

If you want to apply for Course Grant only

Complete sections 4 to 7.


If you to apply for a Tuition Fee Loan and Course Grant.

Complete sections 3 to 7.



3 Your loan request

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

Any Tuition Fee Loan you borrow will be paid directly to your university or college. 

If you want the maximum available to you tick the box

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

£ (enter amount)

3.2 Contact details

We need you to give the name and address of two additional contacts. We'll only contact them if we can't get in touch with you, for example if you move address and forget to tell us. By entering these details, you're confirming you've told your additional contacts about this and they're happy for Student Loans Company to contact them if necessary. Contact 2 must live at a different address from contact 1.

Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Home phone number

Contact 2

Forename(s)

Surname

Relationship to you

Address

Postcode


Home phone number

4 About your husband, wife, civil partner or partner

4.1 Marital status

Tick one box that best describes your current marital status. You only have to send evidence if your circumstances have changed since your last application.


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 

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

No

Yes

4.3 Your husband, wife, civil partner or partner's 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)

4 About your husband, wife, civil partner or partner – continued

- 4.4 Your husband, wife, civil partner or partner's Customer Reference Number, if they have one.

5 Financial details

- 5.1 Are you or your husband, wife, civil partner or partner getting 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 photocopied evidence to show who's getting the benefit.

No – go to 5.2

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 5.8

5 Financial details – continued

Use this page to enter the amount of income received from **6 April 2015 to 5 April 2016**. If you have no income for any of the income types listed, enter '£0' or 'N/A'. **We can't accept your application if any boxes are 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 2015 to 5 April 2016

5.2 Gross income from salary or wages ⓘ ⓘ
Before deductions

Student

£

Husband, wife, civil partner or partner

£

5.3 Income from self-employment ⓘ ⓘ
Estimate if you're not sure

£

£

5.4 Bank and building society gross interest ⓘ ⓘ
Before tax

£

£

5.5 Other investment income ⓘ ⓘ
Before tax

Type

Type

Amount

Amount

£

£

5.6 Income from property, lettings or rent ⓘ

£

£

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

£

£

5.7 Any other type of income ⓘ ⓘ

Type

Type

Amount

Amount

£

£

Type

Type

Amount

Amount

£

£

5 Financial details – continued

5.8 Give details of any children who will be wholly or mainly financially dependent on you during academic year 2016/17.

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year **2014-15**.

Child's full name	Date of birth DD MM YYYY	Relationship to you	Who will they live with?	Income tax year 2014-15



Go to section 6 to provide your bank or building society account details, then complete the student declaration in section 7.

6 Your UK bank or building society account details


6.1 Account details

Sort code

 - -

Account number

Building society roll number (if applicable)

 **We'll only use the bank details you provide to pay your Course Grant. Tuition fees will be paid directly to your university or college.**

7 Declarations

The answers you give on this form will help us decide whether you are eligible to receive Tuition Fee Loan or Course Grant and if so how much you are entitled to under the Education (Student Support) (Wales) Regulations 2015.

This application for financial support may be delayed unless you sign and date the declaration. Before signing, you should read the Data Protection Statement in the notes that accompany this form. ⓘ

Student declaration

This declaration applies in relation to all of the student finance available to students for academic year 2016/17.

Before signing and returning your completed form, you should read the specific terms and conditions concerning loans, Childcare Grant and Disabled Students' Allowances. If you apply for any of those types of finance at any time in academic year 2016/17 you will be bound by the related terms and conditions below. If you don't apply for a loan, Childcare Grant or Disabled Students' Allowances in academic year 2016/17 the specific terms and conditions relating to that type of finance will not affect you.

General Declaration

- 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 I may not receive financial support, any support I 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 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 that if I have provided details of my UK passport, SLC will verify those details with Her Majesty's Passport Office.

Loan Contract

- a** I confirm I have read and understood the terms and conditions guide available online at:

www.studentfinancewales.co.uk

- b** I acknowledge and agree that any loan(s) made to me by the Welsh Ministers, 'the lender' (which includes any persons exercising functions on behalf of the Welsh Ministers pursuant to section 23(4) of the Teaching and

Higher Education Act 1998 as amended from time to time or successor legislation, 'the Act') will be on the terms set out in these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.

- c** 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.
- d** I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e** I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/ are contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.
- f** I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- g** I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- h** I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my home address as stated in this form (or, if my address is outside the United Kingdom, English and Welsh law).
- i** I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in this form is situated (or the English, Welsh, Scottish and Northern Ireland courts where my address is

outside the United Kingdom) shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.

j I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance number) and contact details I have provided as required in accordance with the Regulations referred to in paragraph b.

k In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph b and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.

l I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph b.

m If I breach any of the terms under which any loan(s) will be made I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the Regulations made under that Act, as amended from time to time or successor legislation and/or Regulations.

n I understand that the Student Loans Company will check my National Insurance number and personal details, with the Department for Work and Pensions (DWP). If I do not know my National Insurance number, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.

o If I have broken the terms of this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Disabled Students' Allowances (DSAs)

- I understand that any equipment I receive through DSAs must be used for my course of study and I am responsible for paying any repair costs.
- I understand that if I do not provide details about any change in my circumstances which may effect my entitlement, I may have to return any equipment I have already received in the year through a DSA.

Childcare Grant

- 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.
- I understand that if I do not provide the evidence of childcare costs within the timescales set, I might lose my entitlement. Also if my payments to my childcare provider are different from the estimates I provide, I understand that further payment will increase or decrease accordingly, or if no further Childcare Grant payments are due to be paid to me, I may be liable to repay any difference.
- I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from the childcare element of: (i) the Working Tax Credit; (ii) the Universal Credit; (iii) Tax-Free Childcare; and/or (iv) the NHS Childcare Allowance; 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 reserves the right to share my personal data with HMRC to check whether I am in receipt of childcare support from HMRC.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

DAY MONTH YEAR

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 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 8.1 and 8.2, 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 8.2 to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

8.1 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

8.2 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

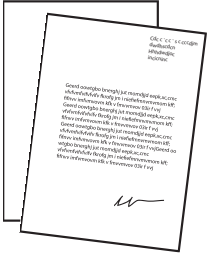
Chinese or other ethnic group

- Chinese
- Any other

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Before you send your form make sure you've:



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 in section 7

If you don't sign the declaration we can't give you a loan and/or grant.

Tick

Return your completed form 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!