

PTGC Application

Application for grants
for part-time study for
continuing students 2016/17

About this form

Who should complete this form?


Complete this form if you're living in Wales and


- you're a continuing part-time student who's previously applied for student finance
- your course started before 1 September 2014.

If you're a continuing Open University (OU) student you need to contact the OU to get an application form.

What sections should you complete?

All students	Complete sections 1 to 4, 7 and read, sign and date the student declaration in section 8 .
Partner (husband, wife, civil partner or partner)	Complete sections 6 and 7 and read, sign and date the partner declaration in section 8 .
University or college	Complete, sign and stamp section 5

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



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

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 the additional notes pages at the back of 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

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Separated 

Divorced/dissolved civil partnership 

Widowed/surviving civil partner 

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

No

Yes

1 Your personal details – continued

1.5 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.

1.5.1 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home phone number

Mobile phone number

Email address

2 Previous loans or financial support

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 2015/16?

- No
 Yes

3 About your course

3.1 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

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

Name

Full address

3.1.2 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 here.

3.2 Qualification you expect to gain

For example, BA (Hons) English

3 About your course – continued

3.3 Course start date

MONTH YEAR

3.4 Course end date

MONTH YEAR


3.5 Course length 

Years

3.6 Current year of course in academic year 2016/17

3.7 Are you undertaking a full-time distance learning course? 

No
 Yes

3.8 Is your course a part-time postgraduate Initial Teacher Training (ITT) course? 

No
 Yes

4 Your bank or building society account details

4.1 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.



5 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 3 before completing, signing and stamping this section.

Course fee charged to this student for 2016/17

£

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 2016/17
- 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 95 of the Education (Student Support) (Wales) Regulations 2015

• the equivalent full-time course would last

Years

Unit of measure Circle the appropriate unit of measure	Part-time units Enter number of units		Full-time units Enter number of units		Student's course intensity is*
<input type="text"/>	<input type="text"/>	÷	<input type="text"/>	x 100 =	<input type="text"/>

* Course intensity is the number of part-time units that the student intends to study in academic year 2016/17, divided by the number of units in an academic year of an equivalent full-time course, expressed as a percentage.

5 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
□ □ - □ □ - □ □ □ □

University or college stamp


6 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 7 and 8.

6.1 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. 

6.2 What is your relationship to the student?

Husband Wife

Civil partner Partner

6.3 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)

7 Financial details

7.1 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 7.2

Yes – Tick the appropriate box(es) – 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 7.8**

7 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 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 2015 to 5 April 2016

7.2 Gross income from salary or wages

Before deductions ⓘ ⓘ

Student

Husband, wife, civil partner or partner

7.3 Income from self-employment

Estimate if you're not sure ⓘ ⓘ

7.4 Bank and building society gross interest ⓘ ⓘ

Before tax

7.5 Other investment income ⓘ ⓘ

Before tax

Type

Amount

Type

Amount

7.6 Income from property, lettings or rent ⓘ

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

7.7 Any other type of income ⓘ ⓘ

Type

Amount

Type

Amount

Type

Amount

Type

Amount

7 Financial details – continued


7.8 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

8 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 2015.

This application for financial support may be delayed unless you, and the person named in section 6, 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.

Your full name (in BLOCK CAPITALS)

Your signature

X

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 person named in section 6 will need to read, sign and date the declaration on the next page.

8 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 the 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

X

Today's date

DAY MONTH YEAR

 - -

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.



Additional notes

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

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!