

Application form

About this form

Only complete this form if you're starting a new course on or after 1 August 2020.

You only need to apply once for a Postgraduate Doctoral Loan for your course.

If you applied last year and are continuing your course this year, you don't need to complete this form. We'll contact you with details of your payments before the start of each year of your course.

We welcome applications in Welsh. This won't lead to a delay in our response.

You can apply online at www.studentfinancewales.co.uk this is the quickest way to apply.

Application deadline

The deadline is nine months after the first day of the final year of your course.

Before you complete this form

You need to read the information at www.studentfinancewales.co.uk about the Postgraduate Doctoral Loan. It's important that you read and understand all this information before you apply.

If you're not sure if your course is eligible for a Postgraduate Doctoral Loan you should speak to your university.

You will need to have the 'Postgraduate Doctoral Loan Application Supporting Notes' to hand to complete this application form. Go to www.studentfinancewales.co.uk to download them.

Privacy Notice

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.



How to complete this form

- Follow the instructions, we'll tell you what questions you need to answer and which ones you can skip.
- You need to complete all of the questions you're asked to. Any missing information will delay your application.
- If we ask for supporting documents we'll need them before your application can be accepted. Any missing supporting documents will delay your application.

Use the supporting notes to help you complete your application



Where you see this icon it means there's additional information in the 'Postgraduate Doctoral Loan Application Supporting Notes'.

This could be information about how to complete a question or section or an instruction to send specific supporting documents.

Read the notes – if you don't answer a question or section correctly or you don't include the documents we need this will delay your payments.

You can find these notes at www.studentfinancewales.co.uk

Disabled Students' Allowances

You can apply for Disabled Students' Allowances (DSAs) if you have a disability which meets the definition of a disability under the Equality Act 2010, including a:

- long-term health condition
- mental health condition
- specific learning difficulty, for example: dyslexia.

DSAs are paid separately from any other student finance. They help you pay the extra costs you may have because of your disability. They don't have to be repaid. How much you get depends on your individual needs.

To apply or to find out more about DSAs go to www.studentfinancewales.co.uk

Additional help and information

For the most up-to-date information about the Postgraduate Doctoral Loan you can:

- go to www.studentfinancewales.co.uk
- follow us on twitter at @SF_Wales
- find us on Facebook/SFWales
- watch our films at YouTube/SFWFILM

If you can't find the information you need online you can call us on **0300 100 0494**.

All of our forms and guides are available in Braille, large print format or audio. If you need these, you can request them by emailing your name, address and details of the format you require to brailleandlargefonts@slc.co.uk or call **0141 243 3686 (this number is only for alternative format requests)**.

It's important you read the following 6 things before applying for a Postgraduate Doctoral Loan.

- 1** You can apply for a loan of up to **£26,445**. This will be paid in instalments direct to your bank account.
- 2** Your loan will be split evenly over the length of your course. You'll get 3 payments for each academic year.
- 3** You'll be charged interest on your loan from the day you get your first payment. This will continue until you've fully repaid your loan or your loan is cancelled after **30 years** — whichever comes first.
- 4** Your interest rate is made up of the Retail Price Index plus an additional **3%**.
- 5** You'll have to repay your loan, but only when your income is over **£21,000** a year.
- 6** You'll repay **6%** of your income over **£21,000** towards your postgraduate loan.

Your information

The information you give during the application process will be used to assess your entitlement to student finance. It is your responsibility to ensure the information is correct. It is an offence to knowingly provide false information in this application.

You're now ready to apply for a Postgraduate Doctoral Loan

Section 1 Your details

1.1 Personal details

Complete these details exactly as stated on your passport, birth certificate or ID card.



If your name has changed since your passport, birth certificate or ID card was issued you need to send us documents to show this. Read the notes to find out what to send.

1.2 Customer Reference Number (if you have one)

Your Customer Reference Number is 11 digits long.

You'll have a Customer Reference Number if you've applied for student finance, or supported an application for someone else's student finance from any of the following:

- The Student Loans Company
- Student Finance England
- Student Finance Wales
- Student Finance NI

1.3 Place of birth

The name of the village, town or city.

1.4 Your nationality

If you have 'Stateless Person' status please write Stateless in the text box.

1.5 UK National Insurance number



If you have previously worked in the UK you will find your National Insurance number on any of the following:

- your National Insurance number card or letter; or
- a payslip; or
- an Income Tax document such as P45 or P60.

Any payment of your loan will be withheld until you provide your National Insurance number, unless you're a European Union (EU) student.

We will share the National Insurance number you provide with the Department for Work and Pensions to confirm that it's valid, and with HM Revenue and Customs to allow us to collect your repayments.

Title
 Mr Mrs Miss Ms Mx
 Doctor Professor

Forename(s)

Surname

Sex
 Male Female

Date of birth
Day Month Year
 / /

- -

Section 1 Your details – continued

1.6 What language would you like us to use on the letters we send you?

If you don't select any option, we'll default your choice to English. You can change your preference at any time by calling us.

English

Welsh

1.7 Contact details

Provide an email address as this will help make it easier for you to create an online account.

You need to let us know as soon as possible if **any** of your details change.

Home phone number

Mobile phone number

Email address

1.8 What is your home address?

You need to let us know as soon as possible if **any** of your details change.

Home address (give your full address details)

Postcode

Country

1.9 Will you live somewhere other than your home address while you study?

You can update your address(es) at any time by logging into your online account or by calling us.

No – go to **1.11**

Yes – give details

Term-time address

Postcode

Country

1.10 When did/will you move to your term-time address?

Day / Month / Year

Section 1 Your details – continued

1.11 Give your UK bank or building society information

This must be a UK bank or building society account in your own name and be able to accept direct credits.

If you don't have a UK bank or building society account you will need to get one before we can pay you. Let us know the account details as soon as you can.

Please note that incorrect bank or building society details will result in your loan payments being delayed.

Sort code

 - -

Account number

Building society roll number (if applicable)

Section 2 Your previous study



If you've previously received loan funding towards a postgraduate doctoral degree from Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency Scotland, you're not eligible to get a Postgraduate Doctoral Loan and shouldn't submit an application.

2.1 Do you already hold a postgraduate qualification?

- No – go to **Section 3**
- Yes – go to **2.2**

2.2 Tick the relevant box to show which qualification you received



- Higher Doctorate 
(e.g. DLitt, DSc, DTech, LLD, DD, DMus, DMedSc)
- Doctoral degree 
- Master's degree
- Integrated Master's degree
- Level 8 Award, Level 8 Certificate or Level 8 Diploma
- Honorary Masters
(MAs from an Oxford, Cambridge, Trinity College Dublin or a Scottish University)
- Postgraduate Certificate
- Postgraduate Certificate in Education (PGCE)
- Postgraduate Diploma
- Other postgraduate qualification – Give details below
(including any postgraduate qualification achieved abroad)

Course title

Qualification name

Name of university or educational institution

Address

Postcode

Country

Section 3 Your postgraduate doctoral course

3.1 Will you be studying a full Postgraduate Doctoral course?



- No – you shouldn't continue with your application as you are not eligible for Postgraduate Doctoral funding. You should contact your university or college to discuss other funding options that may be available.
- Yes

3.2 Give details about the Postgraduate Doctoral course you've applied for

Give as much detail as you can at the time of your application.

If any of these details change log into your online account or call us to update your information.

If you're unsure of your course name check with your university.



You should select the number of years you expect it will take to complete your course.

University name

University address

Name of campus/location

Course name

Start date of the first year of your course

Month Year
 /

Course Duration

- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years

Section 3 Your postgraduate doctoral course

3.3 Are you eligible to apply for a social work bursary?



- No
- Yes – have you applied and been rejected for this?
 - No – you shouldn't continue with your application. You need to apply for a bursary, read the notes for more information.
 - Yes – I've applied and been rejected. You need to send your rejection letter with your application.

3.4 Will you be receiving an NHS bursary?



- No
- Yes – you shouldn't continue with your application. Read the notes for more information.

3.5 Will you expect to receive Research Council Funding at any time during your entire course?



- No
- Yes – you shouldn't continue with your application as you are not eligible for Postgraduate Doctoral funding.

3.6 Will you be receiving a Knowledge Economy Skills Scholarship (KESS2)?



- No
- Yes – you shouldn't continue with your application as you are not eligible for Postgraduate Doctoral funding. Read the notes for more information.

Section 3 Your postgraduate doctoral course

3.7 Is this a distance learning course?



- No
- Yes – are you studying on a distance learning course because you or a member of your family are in the armed forces?
 - No – go to **3.8**
 - Yes – you need to send us evidence. Read the notes to find out what to send – **go to section 4**

3.8 Will you be studying outside of the UK for more than half of your entire course?

- No – if this changes you need to contact us.
- Yes – you shouldn't continue with your application as you are not eligible for Postgraduate Doctoral funding.

Section 4 Your residency information

4.1 Are you a UK national?

No – go to 4.3

Yes

4.2 Do you hold a valid in date UK passport?



We will share the passport details you provide with HM Passport Office to confirm that they're valid.

No – you need to send supporting documents to prove your identity. Read the notes to find out what to send and include this with your completed application form.

Yes – complete the following exactly as stated on your passport.

Date of issue

Day Month Year
 / /

Date of expiry

Day Month Year
 / /

Passport number

Given name(s)

Surname

Go to Section 5

4.3 Are you an EU national?



No – go to 4.4

Yes – you need to send supporting documents to prove your identity. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

4.4 Are you the family member of an EU national?



No – go to 4.5

Yes – tell us their relationship to you (for example “mother”)

You need to send supporting documents to prove your family member's nationality and their relationship to you. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

Section 4 Your residency information – continued

4.5 Are you the child of a Swiss national?



- No – go to **4.6**
- Yes – will your Swiss national parent live in the UK on the first day of the first academic year of your course?
- No – go to **4.6**
- Yes – you need to send supporting documents to prove your parent's nationality and their relationship to you. Read the notes to find out what to send and include this with your completed application form.
Go to Section 5

4.6 Are you a European Economic Area (EEA) national or Swiss national who:



- is working in the UK
- has worked in the UK **and** is looking for work in the UK?

- No – go to **4.7**
- Yes – will you continue to work during your postgraduate doctoral studies?
- No – go to **4.7**
- Yes - you need to download and complete the UK Employment Status form and return it with your application for a Postgraduate Doctoral Loan.
- The UK Employment Status form is available from
www.studentfinancewales.co.uk
Go to Section 5

4.7 Are any of the following:



- your husband/wife/civil partner
- your parent(s)/step-parent(s)
- your child/son/daughter-in-law/child's civil partner

a European Economic Area (EEA) national or Swiss national who:

- is working in the UK
- has worked in the UK **and** is looking for work in the UK?

- No – go to **4.8**
- Yes – will they continue to work during your postgraduate doctoral studies?
- No – go to **4.8**
- Yes - you need to download and complete the UK Employment Status form and return it with your application for a Postgraduate Doctoral Loan.
- The UK Employment Status form is available from
www.studentfinancewales.co.uk
Go to Section 5

Section 4 Your residency information – continued

4.8 Are you the child of a Turkish worker who is working in the UK?



- No – go to **4.9**
- Yes – you need to send supporting documents to prove your parent’s nationality, their relationship to you and their employment status. Read the notes to find out what to send and include this with your completed application form.
Go to Section 5

4.9 Do you have ‘settled status’ in the UK?



- No – go to **4.10**
- Yes – give the date you received this status
- Day Month Year
 / /
- You need to send supporting documents to prove your status. Read the notes to find out what to send and include this with your completed application form.
Go to Section 5

4.10 Have you or your:



- husband/wife/civil partner
 - parent(s)/step-parent
- been granted refugee status by the UK Government?

- No – go to **4.11**
- Yes – will you be resident in Wales on the first day of your course?
- No – go to **4.11**
- Yes – you need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form.
- Give your Home Office number
- Give the date this status will expire
- Day Month Year
 / /
- Go to Section 6**

Section 4 Your residency information – continued

4.11 Have you or your:



- husband/wife/civil partner
- 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; or
- 'Leave to enter or remain' in the UK on the grounds of family or private life; or
- 'Leave to Enter or Remain' in the UK following a failed application for 'Leave to enter or remain' on the grounds of family or private life on the grounds of Article 8 of the ECHR; or
- Humanitarian Protection?

If you/they haven't been given an expiry date you should mark the expiry date box as N/A (not applicable).

4.12 Have you or your:



- husband, wife, civil partner; or
- parent(s), step-parent been granted leave to remain as a Stateless Person?

4.13 Have you been granted 'leave to enter or remain' in the UK under section 67 of the Immigration Act 2016, or are you the dependant child of someone who has?



No – go to 4.12

Yes – give your Home Office number

Give the date this status will expire

Day Month Year

 / /

You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form. **Go to Section 5**

No – go to 4.13

Yes – give your Home Office number

Give the date this status will expire

Day Month Year

 / /

You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form. **Go to Section 5**

No – if you have answered 'No' to all of the questions in this section, you're not eligible for a Postgraduate Doctoral Loan from Student Finance Wales.

Yes – give your Home Office number

Give the date this status will expire

Day Month Year

 / /

You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form. **Go to Section 5**

Section 5 Your address history

We need to know where you lived for **3 years** before the first day of the first academic year of your course. If you leave any gaps in your address history this will delay your application.

The first day of your academic year is:

- 1 September, where your course begins on or after 1 August and before 1 January;
- 1 January, where your course begins on or after 1 January and before 1 April;
- 1 April, where your course begins on or after 1 April and before 1 July;
- 1 July, where your course begins on or after 1 July and before 1 August.

For example

If your course starts on 5 September this year, then the first day of your academic year is 1 September. We need to know your complete address history for 3 years before 1 September.

5.1 Give details of your residence for the three years before the first day of your academic year.

You don't need to send proof of your previous addresses at this time, but we might ask for it in the future.

If you need more space attach an additional piece of A4 paper to your completed form. Remember to include your Customer Reference Number.

Address	
<input type="text"/>	
Postcode	Country
<input type="text"/>	<input type="text"/>
From	To
Day Month Year	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"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tick this box if you'll be living here when your course starts <input type="checkbox"/>	
Tell us why you moved here	
<input type="text"/>	

Address	
<input type="text"/>	
Postcode	Country
<input type="text"/>	<input type="text"/>
From	To
Day Month Year	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"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tick this box if you'll be living here when your course starts <input type="checkbox"/>	
Tell us why you moved here	
<input type="text"/>	

Section 6 How much would you like to borrow?

Information about your loan

- If you're starting a full-time or part-time postgraduate Doctoral course from 1 August 2020 you can apply for a Postgraduate Doctoral Loan of up to £26,445.
- Your loan will be paid in three instalments in each academic year.
- The total amount that you borrow will be split evenly over the length of your course, even if you don't request the maximum.

For example: If you borrow £26,445 and your course is 4 years long, you will receive a total of:

Year 1: £6,611

Year 2: £6,611

Year 3: £6,611

Year 4: £6,612

You can apply for a Postgraduate Doctoral Loan amount in any year of your course, but if you apply after the first year you might not get the maximum amount.

How much would you like to borrow in total?

The maximum amount of **£26,445**

Go to section 7

A different amount of £ ,

Go to section 7

Section 7 Your additional contacts

We know that people sometimes forget to let us know if they move home or change telephone numbers. So that we can keep in contact with you please provide us with two additional contacts.

We'll only use their details to get back in contact with you, nothing else. By entering these details, you're confirming you've told them about this and they're happy for Student Loans Company to contact them if necessary.

Where possible provide UK based contacts.

7.1 Give your first additional contact information

This person can live at the same address as you.

Contact 1

First Name

Surname

Relationship to you

Address

Postcode/Zip code

Phone number including international dial code if outside UK

7.2 Give your second additional contact information

This person **can't** live at the same address as you or your first contact.

Contact 2

First name

Surname

Relationship to you

Address

Postcode/Zip code

Phone number including international dial code if outside UK

Section 8 Terms and conditions



You must sign, date and return this form before any payment can be made to you.

These terms and conditions (“terms”) and applicable legislation apply to all of the student finance available to students for the academic year 2020/21.

I understand that my application for student finance may be delayed unless I sign and date these terms.

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.

Section 8 Terms and conditions – continued

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' Allowances ("DSAs")

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

18. I understand that any equipment I receive through DSAs 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.
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 DSAs allowance. SLC reserves the right to request evidence of receipt of equipment, support or other services in relation to my DSAs.

Alternative Funding

23. I confirm that I have not previously received any loan(s) for a Postgraduate Doctoral degree under the regulations and/or where this was provided out of funds from another UK government authority. I understand the Lender may waive this requirement where I was unable to complete my course due to compelling personal reasons.
24. I confirm that for the full duration of my course I will not be in receipt of any allowance, bursary or award of similar description made by UK Research and Innovation and/or a Research Council.
25. I confirm that in connection with my course I have not been paid or had bestowed upon me:
 - (i) a healthcare bursary;
 - (ii) any allowance under the Nursing and Midwifery Student Allowances (Scotland) Regulations 2007; and/or
 - (iii) any allowance, bursary or award made under the KESS 2 Scheme.
26. I confirm that in connection with my course I have not been paid or had bestowed upon me any allowance, bursary, or award of similar description made under section 116(2)(a) of the Regulation and Inspection of Social Care (Wales) Act 2016 or under section 67(4)(a) of the Care Standards Act 2000, except where such funding is in respect of travel expenses. I understand that if I only receive travel expenses, I may apply for a loan.
27. Subject to paragraphs 23 - 26 above, I understand that SLC will take such action as is necessary to recover repayment of a loan where I am in receipt of alternative funding.

Customer Reference Number (if you have one)

Your signature (in ink)

Today's date

Day Month Year
 / /



Section 9 Finalising your application

9.1 Have you answered **all** the questions that apply to you?

- No – if you don't complete a section or question you've been asked to this could delay your application.
- Yes

9.2 Have you signed and dated your terms and conditions in Section 8?

- No – you must sign the terms and conditions, we can't process your application without it.
- Yes

9.3 Have you included **all** the supporting documents or completed additional forms we've asked for?

Sections 1 and 4 might ask you to send supporting documents depending on your situation.

Section 4 may also have instructed you to complete an additional form to provide further information.

Check to make sure you have all the right documents and additional forms to support your application. The notes will tell you exactly what you need to send depending on your situation.

- No – gather **all** the documents we've asked for before you return your application, it won't be accepted without them.
- Yes – now read the information on the next page to find out where and when to return your completed application form.

How to return your Postgraduate Doctoral Loan application

1 – Got everything we need?

You'll need to send all the supporting documents we've asked for **and** any additional forms you've been asked to complete. We can't process your application without them.

2 – Check your postage

Make sure what you're sending is weighed and the correct postage is fully paid.

Remember to ask for proof of postage.

3 – Return your application on time

Send us your completed application as soon as possible to make sure your funding is in place for the start of your course.

Send it to:

Student Finance Wales

PO Box 211

Llandudno Junction

LL30 9FU

If you don't send us your application before the deadline, you won't be eligible to get funding.

Application deadline

The deadline is nine months after the first day of the final year of your course.