

2024/25

PTLC

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

We welcome applications in Welsh. If you would prefer to apply in Welsh, a Welsh version of this form is available. Applying in Welsh will not delay your application.

You can also apply online at www.studentfinancewales.co.uk

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 but before 1 August 2018.

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



SFW/PTLC/2425/A

facebook.com/sfwales



twitter.com/SF_Wales



Disabled Students' Allowance (DSA)

If you want to apply for DSA you'll need to

- complete and return this form **and**
- complete a Disabled Students' Allowance 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 how we'll use the information you provide go to www.studentfinancewales.co.uk/privacynotice to read our Privacy Notice before completing this form.

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.

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

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

Contact address

Postcode

Contact phone number

Mobile phone number

Email address

1.3.1 Contact details

Give your current contact details.

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

Welsh

English

1.5 Are you a member of the Armed Forces serving outside Wales? ⓘ ⓘ

No

Yes

1.6 Are you currently living with a family member who is serving in the Armed Forces outside Wales? ⓘ ⓘ (for example: spouse or child)

No

Yes

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 undertaking a placement as part of the Erasmus+ exchange programme, Turing Scheme or International Learning and Exchange (ILE) programme?

No

Yes ⓘ

2.7 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 - read through the information on page 6 then go to section 3

2.8 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

2.8.1 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.

2.8.2 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 2024/25

- 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

We need your husband, wife, civil partner or your partner details to work out if you can get student finance. You must tell them that you've given us their details.

Relationship to you

Husband

Wife

Civil partner

Partner

Title

Mr

Mrs

Miss

Ms

Forename(s)

Surname

Date of birth

Day Month Year
 - -

Place of birth (the name of the town or village)

Contact address

Postcode

Home phone number (including area code)

Preferred correspondence language

Welsh

English

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 2023 to 5 April 2024**. 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 2023 to 5 April 2024

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

Amount

£

Type

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

Amount

£

Type

Amount

£

Type

Amount

£

Type

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 2024/25.

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year **2022/23**

Child's full name	Date of birth DD MM YYYY	Relationship to you	Who will they live with?	Income tax year 2022-23
	<input type="text"/>			



Go to section 6 to provide your bank or building society account details, then complete the terms and conditions in section 7.

6 Your UK bank or building society account details

6.1 Account details

Sort code

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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 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.
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.

Childcare Grant ("CCG")

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

23. I 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.
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;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

X

Today's date

Day Month Year

<input type="text"/>							
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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 terms and conditions in section 7

If you don't sign the terms and conditions 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!

Give permission for someone to contact us on your behalf

If you'd like to give permission for a nominated person to talk to us about your account, you can use this form to set up Consent to Share (CTS) for them.

A nominated person could be:

- an individual person such as your parent, foster parent, sibling or partner; or
- a university/college advisor or a third party advisor. A third party advisor could be a social worker, personal advisor or charity advisor (from organisations such as WeBelong, Become or StandAlone).

What your nominated person needs to know

When they call us, they'll need to pass our security authentication using the details you provide on this form. They'll be able to discuss and ask for:

- any information about your account, except for your bank details
- the status of your application and any evidence that we need
- correspondence you've been sent or request forms for you

What do I need to do?

Section A - Complete this if you want to give permission to an individual person.

Section B - Complete this if you want to give permission to a university/college advisor or a third party advisor.

You can set up CTS for both an individual person and an advisor using the same access code.

If any of the details on this form are left out, we can't set up CTS.

Once you complete this form, please return it with your application form.

Is there a way to allow a third party to make updates to my account?

You can give Power of Attorney (PoA) to a third party. A PoA is an official document where you can appoint an attorney allowing them to release or update information relating to your account. A PoA must contain the specific period for which the third party can act as an attorney, and the specific tasks they can perform. You can still complete the sections of the form below and send us a copy of the PoA document. As above, the person holding PoA must pass our security authentication.

I've changed my mind and no longer wish to give permission. What should I do?

You can remove your permission at any time. To do this, call us on **0300 200 4050** or write to us at:

Student Loans Company Limited
10 Clyde Place
Glasgow
G5 8DF

Once you tell us that you want to remove your permission, your nominated person won't be able to access your account information.

Section A - Permission for an individual person

Provide the details of the individual person. When they call, they'll need to confirm your full name, customer reference number and these details that you're providing before accessing your account.

Forename

Surname

Date of birth (DDMMYYYY)

//

Relationship to you

Access code/Password
(this should be different from the password
you use to sign into your account)

Contact address

Postcode

Date you want permission to be active from

//

Date you want permission to end
(this can be updated/extended at any time).

//

Section B - Permission for university or third party advisor

Provide the details of the university or third party advisor. When they call, they'll need to confirm your full name, customer reference number and these details that you're providing before accessing your account.

Advisor details

Advisor forename

Advisor surname

Organisation name

Department

Job title

Access details

Access code/Password
(this should be different from the password you use to sign into your account)

Date you want permission to be active from

Date you want permission to end (this can be updated/extended at any time).

<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"/>

Student Declaration

I agree that the Student Loans Company Limited can exchange information about my student finance account with the person named.

I confirm where I have provided any personal information in relation to a third party, I have informed them of this.

Your customer reference number

<input type="text"/>										
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Your full name (in BLOCK CAPITALS)

Your signature (in ink)

X

Today's date (DDMMYYYY)

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