

**2023/24**

**PTL1**

## Application for Tuition Fee Loan and Course Grant for new 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](http://www.studentfinancewales.co.uk)

### About this form

#### Who should complete this form?

Complete this form if you're living in Wales and:

- you're a part-time or Open University student applying for student finance for the first time
- 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 to 4** and read, sign and date the student terms and conditions.

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 <b>5 &amp; 9</b>
Students applying for Course Grant only	Complete sections <b>6 to 9</b>
Students applying for Tuition Fee Loan and Course Grant	Complete sections <b>5 to 9</b>

#### 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](http://www.studentfinancewales.co.uk)



### 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](http://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 Dependents' 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 Dependents application form for part-time students (PTGFD).  
You can download the PTGFD form at [www.studentfinancewales.co.uk](http://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 Dependents 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](http://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](http://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


(if you have one)

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

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

If your name has changed from your birth certificate or passport then send us supporting evidence confirming the change. Give a note of any other previous names you've had on a separate sheet of paper and attach it to this form. 

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

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

Nationality

## 1.3 National Insurance number

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.

 -  - 


## 1.4 Do you hold a valid UK passport?

You must prove your identity. The easiest way to do this is by giving information from your passport.

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

### UK passport expired?

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to give other evidence as explained in the accompanying notes.

**No** – you'll have to send alternative evidence 

**Yes** – complete the following details exactly as stated in your passport

Date of issue

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"/>

Date of expiry

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"/>

Passport number

Forename(s)

Surname

# 1 Your personal details – continued

## 1.5 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

## 1.5.1 Contact details

Give your current contact details.

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

Welsh

English

## 1.7 Are you a member of the Armed Forces serving outside Wales?

No

Yes

## 1.8 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 Previous support and qualification history

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

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship. Please note that we do not need to know if you are receiving a Care Leavers Higher Education Bursary.

No

Yes – give details

## 2 Previous support and qualification history – continued

2.2 Do you have a degree from an educational institution in the UK? ⓘ

- No
- Yes - is this an honours degree?
- No
- Yes

2.3 Have you ever had any other loans from the Student Loans Company Limited (SLC)?

- No
- Yes – are you behind with the repayments?
- No
- Yes – you can't apply for student finance until you resolve this. Call **0300 100 0611** for Income Contingent Repayment (ICR) loans. If you have any Mortgage Style (MS) loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you do not know who your debt owner is call **0300 100 0632** for advice.

2.4 Have you received funding from SLC for any previous part-time courses you've studied?

- No – go to section 3
- Yes

2.4.1 Complete the table with details of any part-time Higher Education courses you've previously received funding for.

Course title and qualification (for example, BA (Hons) English)	Name and address of university or college (including town and country)	Start Date MM YYYY	End Date MM YYYY	Qualification gained?
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes

## 3 Residence

3.1 Where do you normally live when you're not studying? ⓘ

Address

Postcode

- now go to 3.2

3.2 Are you a UK national? ⓘ

No

Yes – did you give your valid UK passport details in 1.4?

No – send evidence ⓘ – go to 3.11

Yes – you don't need to send any other nationality evidence – go to 3.11

3.3 Are you an EU national?

No

Yes – send evidence ⓘ

3.4 Are you the child of a Swiss national? ⓘ

No

Yes – will your Swiss national parent be living in the UK on the first day of your academic year?

No

Yes – send evidence ⓘ – go to 3.11

3.5 Are you or your:

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

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK? ⓘ


No – go to 3.5

Yes – give details of employment send evidence ⓘ

give details of your previous studies


### 3 Residence – continued

3.5.1 If you're currently working, are you going to continue working during your studies?


- No – go to 3.11
- Yes – give details – send evidence 

go to 3.11

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


- No
- Yes - send evidence  - go to 3.11



3.7 Do you have 'settled status' in the UK? 

- No
- Yes – when did you get this status?
- Day      Month      Year
- 
- send evidence  – go to 3.11

3.8 Have you or your:

- husband, wife, civil partner or
- parent(s), step-parent


been granted 'refugee status' by the UK Government? 



- No
- Yes – when does this status expire? 
- Day      Month      Year
- 
- send evidence  – go to 3.11

3.9 Have you or your:

- husband, wife, civil partner or
- parent(s), step-parent

been granted:

- 'leave to enter or remain' in the UK as a result of a failed asylum application or
- 'leave to enter or remain' in the UK on the grounds of family or private life or
- 'discretionary leave where no application for asylum has been made or
- Humanitarian Protection? 

- No
- Yes – when does this status expire? 
- Day      Month      Year
- 
- send evidence  – go to 3.11

### 3 Residence – continued

**3.10** Have you or your:

- husband, wife, civil partner or
- parent(s), step-parent

been granted 'Leave to Remain' as a Stateless Person? ⓘ

No

Yes – when does this status expire? ⓘ

Day      Month      Year

send evidence ⓘ – go to 3.11

**!** If you're not a UK national and you've not been asked to send any evidence in this section you might not be eligible for student finance from Student Finance Wales. Before you continue with this form visit [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk) for more information.

**3.11** In the three years prior to the start of the first academic year of your course, did you live outside the UK and Islands at any time?

No

Yes

**3.12** Give details of your residence for the three years before the start of the first academic year of your course ⓘ

Make sure you give full details for the three years prior to the start of the first academic year of your course. If you leave any gaps your application may be delayed until we get the information we need.

Full address

From

Day      Month      Year

To

Day      Month      Year

Why were you there?

Full address

From

Day      Month      Year

To

Day      Month      Year

Why were you there?



### 3 Residence – continued

3.13 Did you move to Wales wholly or mainly for the purposes of receiving education?

No

Yes – you need to call us on **0300 200 4050**

3.14 At any time since 1 September 2020 has:

- either of your parents, step-parents, guardians or
- your husband, wife, civil partner lived or worked outside the UK and Islands or, in the case of an EU, EEA or Swiss national, outside the EEA or Switzerland?

Make sure you give full details. If you leave any gaps your application may be delayed until we get the information we need.

No

Yes – give details

Full address

From

Day

Month

Year

To

Day

Month

Year

Why were they there?

Full address

From

Day

Month

Year

To

Day

Month

Year

Why were they there?

## 4 About your university or college and course

### 4.1 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

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

Name

Full address

#### 4.1.2 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.

### 4.2 Qualification you expect to gain

For example, BA (Hons) English

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

Month

Year

### 4.4 When will you finish the final year of your course?

Month

Year

## 4 About your university or college and course – continued

4.5 Are you entering your first year of your current course?

No


Yes – go to 4.8

4.6 What year of your studies are you going into?


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

4.7 What date did you start your studies?

Month      Year  
     

4.8 Full tuition fee amount your university or college is charging you this academic year 

£


4.9 Is your course a part-time postgraduate Initial Teacher Education (ITE) course? 

No

Yes

4.10 Will you be undertaking a placement as part of the Turing Scheme or the Erasmus+ programme?

No

Yes 

# ! 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 2023/24:

- 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 5 & 9.

**If you want to apply for Course Grant only**


Complete section 6 to 9.

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

Complete sections 5 to 9.

## 5 Your loan request

### 5.1 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)

### 5.2 Contact details

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

#### 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

## 6 About your husband, wife, civil partner or partner

### 6.1 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

-   -

Separated ⓘ

Divorced/dissolved civil partnership ⓘ

Widowed/surviving civil partner ⓘ

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

No

Yes

### 6.3 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

Contact phone number (including area code)


Preferred correspondence language

Welsh     English

## 6 About your husband, wife, civil partner or partner – continued


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

## 7 Financial details

7.1 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 7.2

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 7.8

## 7 Financial details – continued

Use this page to enter the amount of income received from **6 April 2022 to 5 April 2023**. 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 2022 to 5 April 2023

**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**

**Type**



**Amount**

**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**

**Type**



**Amount**

**Amount**

£

£

**Type**

**Type**



**Amount**



**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 2023/24.  **

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year **2021-22**.

Child's full name	Date of birth DD MM YYYY	Relationship to you	Who will they live with?	Income tax year 2021-22



**Go to section 8 to provide your bank or building society account details, then complete the student terms and conditions in section 9.**

## 8 Your UK bank or building society account details

### 8.1 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.**

## 9 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 2023/24.

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.

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](http://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](http://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.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

Day                      Month                      Year  
  -   -

## 10 Voluntary questions

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 10.1 and 10.2, 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 10.2 to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

**10.1 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

**10.2 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:**



## **Completed your passport details on page 3**

If you don't have a valid passport, you need to send us alternative evidence. If we can't confirm your identity we can't give you a loan and/or grant.

**Tick**



## **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 on page 20**

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!**



## Additional notes



## Additional notes



## 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**  
**100 Bothwell Street**  
**Glasgow**  
**G2 7JD**

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"/>	<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"/>
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Your full name (in BLOCK CAPITALS)

Your signature (in ink)

<b>X</b>
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Today's date (DDMMYYYY)

<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"/>
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