

2021/22

**EUPTL1**

Tuition Fee Loan application notes for new part-time Fee Support Only students studying in Wales

## About these notes

These notes should be read alongside your Tuition Fee Loan application form.

## completing your form

### Timescale for returning your form

This form should be returned within nine months of the start of your academic year, otherwise you may lose your entitlement to student finance.

### Returning your form

Your application for student finance will be assessed by Student Finance Services on behalf of Student Finance Wales. Return your completed form to them at the address opposite.

### Send your completed form to:

**Student Finance Services**  
**PO Box 89**  
**Darlington**  
**County Durham**  
**United Kingdom**  
**DL1 9AZ**

**Make sure you pay the correct postage.**

## find out more

### Further questions?

- speak to your university or college
- visit: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)
- read our guide for part-time EU students (available on the Student Finance Wales website)
- call us on **0141 243 3570**

## other information

### Braille/other formats

You can order forms and guides in Braille, large print or audio by emailing your name, address and Customer Reference Number along with what form and format you require to:

**[brailleandlargefonts@slc.co.uk](mailto:brailleandlargefonts@slc.co.uk)** or you can call us on **0141 243 3686**.

Please note, this email address and telephone number can only deal with requests for alternative formats of forms and guides.

# Notes on how to complete your application form

Complete all the questions you are asked. If any information is missing or unclear we may not be able to process your application and you will not receive any funding.

## Submitting evidence

When providing evidence you can send either the original evidence item or a certified copy of the evidence. A certified copy is a photocopy of an original document which must have been stamped, dated and signed as being a true copy of the original by a person of good standing in the community, for example, a minister of religion, doctor, lawyer, civil servant, teacher/lecturer or police officer. The person certifying the copy must not be a relative and must provide their name, job title, address and contact number.

If you are sending certified copies of evidence you should ask the person certifying your evidence to complete the certifier information page at the back of the form.

## 1 your personal details

### 1.1 Customer Reference Number



Your Customer Reference Number is your personal reference number and is 11 digits long. You will have one of these if you have previously had a student loan or any other student finance from the Student Loans Company Ltd (SLC). You may also have one if you have given financial information for another student's application. If you do not have one, or do not know what your Customer Reference Number is, leave this blank.

### 1.2 Personal details



You must send:

- Change of name deed, if appropriate.
- Marriage/divorce certificate, if appropriate.
- Civil partnership/dissolution order, if appropriate.

### 1.3 National Insurance number



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

- your National Insurance number card or letter.
- a payslip.
- an income tax document such as a P45 or P60.
- a form from your local Jobcentre Plus, Jobcentre or Social Security Office.

If you have never been given a National Insurance number, leave the National Insurance number box blank. Let us know as soon as possible if you get a National Insurance number.

## 2 previous study and qualification history

### 2.1 Honours degree from UK educational institution



If you already hold an honours degree from a UK institution you will not be eligible for part-time funding.

## 3 residence

### 3.1 UK national



If you answer 'Yes' to this question, you must provide your UK passport details on the form, or send your birth certificate as evidence of your nationality. If you were born outside the UK and have a British birth certificate issued by a British Consulate, send this instead of your passport, a letter or other document.

#### Armed forces

If you, your parents or partner are members of the armed forces, you must apply for student finance in the UK country where you/they enlisted unless they are permanently living in another area of the UK. We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

### 3.2 Irish citizen



If you answer 'Yes' to this question, you must send your **original** ROI passport or national identity card.

### 3.3 Family member of a UK national



If you are claiming student finance as the child or step-child of a UK national, the term 'child' means a person 'under the age of 21; or a dependant of the person or the person's spouse or civil partner.' If you are the family member of a UK national, you must send:

- your original birth or adoption certificate;
- your family member's passport or birth or adoption certificate; and
- proof of your relationship with your UK national family member, if this is not already confirmed by your birth or adoption certificate.

## 3 residence

### 3.4 Family member of an Irish citizen



By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent;
- child or step-child of an Irish citizen.

You must provide evidence to confirm your family member is an Irish citizen and your relationship to them by sending their original ROI passport or national identity card and your birth certificate or marriage certificate (if this shows proof of their Irish citizenship and your relationship to them).

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code. We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child or step-child.

### 3.5 Family member of a person of Northern Ireland



By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent;
- child or step-child of a person of Northern Ireland.

You must provide evidence to confirm your family member is a person of Northern Ireland and your relationship to them by sending their original ROI or UK passport and your birth certificate or marriage certificate that shows your relationship to them.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code. We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child or step-child.

## 3 residence

### 3.6 Settled or pre-settled status under the EU Settlement Scheme



If you answer 'Yes' to this question, you must provide evidence to show you are an EU national, by sending us your original EU passport or national identity card.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 30 days. You should return your application form as soon as you generate your share code so we can check your status within the 30 days.

When giving your share code, we will check the details with the Home Office and confirm the information you have provided.

### 3.7 EU national, family member of an EU national or family member of a person of Northern Ireland who is resident in Gibraltar



By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent;
- child or step-child

of an EU national or a person of Northern Ireland.

You will need to send your valid passport, or valid national identity card (if this is proof of your nationality).

You will also need to prove your relationship to your family member by sending their national identity card or passport and your birth certificate or marriage certificate (if this shows proof of their nationality and your relationship to them).

**To prove you are a Gibraltar resident you need to send us your original:**

- valid residence permit; **or**
- valid residence card; **or**
- valid Visa.

## 4 about your university or college and course

### 4.8 Tuition Fee amount charged



If you are not sure how much you are being charged for tuition fees, ask your university or college to confirm this.

## 5 your loan request

### 5.1 Tuition Fee Loan



We will pay your Tuition Fee Loan directly to your university or college in three instalments within the academic year. The first payment of the Tuition Fee Loan is made after we receive confirmation from your university or college that you are in attendance on your course.

#### Tuition Fee Loan liability



You will be liable for your Tuition Fee Loan two weeks after the first day of term 1, and at the start of terms 2 and 3, not the date when the instalments are paid to your university or college.

Interest will be charged from the day we pay the Tuition Fee Loan to your university or college.

| Liability | % of total Tuition Fee Loan that you will be liable for |
|-----------|---|
| Term 1    | 25%   |
| Term 2    | 50%   |
| Term 3    | 100%  |

#### Interest



Interest is added to your loan balance from the day the first loan payment is made to your university or college.

You can find out more about this and the current interest rate at: [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

#### Applying for a loan at a later date or changing the amount requested



If you are unsure when your term starts please contact your university or college.

You can apply for a Tuition Fee Loan at any time in the academic year provided you are within the time limit. The time limit for applying is usually nine months from the start of your academic year.

You can download a Tuition Fee Loan Request Form at: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

## 6 Terms and Conditions

### Power of Attorney



If you cannot sign the form it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.

### Privacy Notice



SLC and the Welsh Government are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available online at

**[www.studentfinancewales.co.uk/privacynotice](http://www.studentfinancewales.co.uk/privacynotice)**

If you don't have internet access, please call us on **0300 200 4050** and we can send a copy to you.

# Next steps in your student finance journey

1

**You** complete and return your application form to us, along with any evidence, as soon as possible. **Make sure you read, sign and date the terms and conditions.**

**You are here**

2

**We** process your application. If any information is missing or incorrect we will get in touch. When we have all the information we need, we will send you a Student Finance Entitlement letter.

3

**You** show your Student Finance Entitlement letter to your university or college (if they ask to see it).

4

**We** pay your Tuition Fee Loan directly to your university or college after they tell us that you are attending your course.