

2023/24

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**
- 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 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.
- A final or conditional 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 unless you're studying a second degree in an exception subject..

3 residence

3.2 UK national



You are a UK national if you have a UK passport or are eligible to apply for one.

A UK national includes:

- British citizens;
- British Overseas Territories citizens through a connection with Gibraltar; and
- British subjects with the right of abode under Part IV of the British Nationality Act 1981 (BNA).

You must send your original UK passport or original UK birth or adoption certificate.

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.

3.3 Family member of a UK national



By family member, you must be the:

- husband, wife, civil partner;
- child or step-child; or
- other direct dependent of a UK national.

If you are claiming student finance as the direct descendant of a UK national, the term means a person 'under the age of 21; or dependants 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.

3.4 Irish citizen



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

3.5 Family member of an Irish citizen



By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other direct relative in the ascending line;
- child or step-child or other direct descendant

(you must be under 21 years of age or dependent on the Irish citizen) of an Irish citizen.

If you have pre-settled status and have been in the UK, the EEA, Switzerland or the Overseas Territories for three years, ascending line relatives of Irish citizens are eligible.

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 award from the Home Office, and a share code. Go to

www.gov.uk/view-prove-immigration-status to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after 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.

3.6 Family member of a person of Northern Ireland



By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other ascending direct relative;
- child or step-child or other direct descendant (must be under 21 years of age or dependent or the person of Northern Ireland)

of a person of Northern Ireland.

If you have pre-settled status and have been in the UK, the EEA, Switzerland or the Overseas Territories for three years, ascending line relatives of the person of Northern Ireland are eligible.

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 or 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 award from the Home Office, and a share code. Go to

www.gov.uk/view-prove-immigration-status to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after 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.

3.7 Settled or pre-settled status under the EU Settlement Scheme



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** to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code.

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

- If you are providing a share code, send confirmation of your EU Settlement Scheme award from the Home Office.
- If you are unable to provide a share code, send your EU passport or national identity card.

3.8 Settled status in the UK



'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have been granted 'indefinite leave to enter or remain'.
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office.

3.9 Family member of a person with settled status



By family member, you must be the:

- husband/wife/civil partner;
- child or step-child or other direct descendant (you must be under 21 or dependent on the UK national) of a person with settled status in the UK.

Settled status' that was not granted under the EU Settlement Scheme means that your family member can live in the UK permanently without the Home Office placing any restrictions on how long they may remain.

Your family member is free from any restriction if any of the following apply:

- they are a British citizen.
- they have been granted 'indefinite leave to remain'.
- they have a right of abode in the UK.

If you are the family member of a person with 'settled status' in the UK you must send:

- your original passport or birth or adoption certificate;
- your family member's original passport, Biometric Residence Permit, or a letter from the Home Office confirming their immigration status; and
- your birth, adoption or marriage certificate, if this shows proof of your relationship to them.

3.10 Family member of a UK national who is a resident in Gibraltar



By family member, you must be the:

- husband/wife/civil partner;
- child or step-child or other direct descendant (you must be under 21 or dependent on the UK national) of a UK national who is a resident in Gibraltar.

If you're a UK national, you must send your original UK passport, or original UK birth or adoption certificate.

If you're the family member of a UK national, you must:

- send your valid passport, or original birth or adoption certificate;
- provide evidence to confirm your family member is a UK national; and
- prove your relationship to your UK national family member by sending their original UK passport, or original UK birth or adoption certificate and your birth certificate or marriage certificate (if this shows proof of their UK nationality and your relationship to them).

3.11 Family member of an EU national who is a resident in Gibraltar



By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other ascending direct relative;
- child or step-child or other direct descendant (must be under 21 years of age or dependent on the UK national) of an EU national who is a resident in Gibraltar

If you're an EU national, you must send your valid EU passport, or valid national identity card (if this is proof of your EU nationality).

If you're the family member of an EU national, you must:

- send your valid passport, or valid national identity card (if this is proof of your nationality);
- provide evidence to confirm your family member is an EU national; and
- prove your relationship to your EU national family member by sending their national identity card or passport and your birth certificate or marriage certificate (if this shows proof of their EU nationality and your relationship to them).

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

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

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

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.