



2023/24

EUPTL1

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

Who should complete this form?

You **should** complete this form if you:

- qualify for part-time tuition fee support only; and
- are studying in Wales.

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.

Please read the accompanying notes

Some of the questions in this form will have additional guidance to help you.

- i** Wherever you see this icon you should read the accompanying notes.

Evidence

You might need to send documents as evidence to support your application.

- e** Wherever you see this icon you should check the notes to find out what evidence you need to send.

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. For more information about this, read our Privacy Notice.

Please contact the university or college if you require further information about their bursaries and scholarships.

1 your personal details

- 1.1 Customer Reference Number** **i**
(if you have one)

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- 1.2 Personal details**

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

If your name has changed from your passport or ID card then give supporting evidence confirming the change. Give a note of any other previous names you have had on the additional notes pages at the back of the form. **e**

Title

Mr Mrs Miss Ms

Forename(s)

Surname/family name

Gender

Male Female

Date of birth

Day	Month	Year



1 your personal details - continued

1.2 Personal details (continued)

Country of birth

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

Nationality

1.3 Do you have a 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.

No

Yes - write it below

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1.4 Contact details

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

Full contact address

Postcode

Contact phone number

Mobile phone number

Email address

2 previous support and qualification history

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

No - go to 2.2

Yes - is this an honours degree?

No

Yes

2.2 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.

No

Yes - give details

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

No

Yes - are you behind with the repayments?

No

Yes - you cannot apply for student finance until you resolve this.

Call **+44 (0)141 243 3570** 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 please call

+44 (0)141 243 3697 for advice.

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

No - go to section 3

Yes - go to 2.4.1

2 previous support and qualification history - continued

2.4.1 Complete the table with details of any part-time courses in the UK that you have 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?
				No Yes
				No Yes
				No Yes
				No Yes

3 residence

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

If you have a British Forces Post Office address, you should give this. We use this address to make sure you're completing the correct student finance application.

Address

Postcode

now go to 3.2

3.2 Are you a UK national?

No – go to 3.3

Yes – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

or

have you been resident in the EEA or Switzerland on or before 31 December 2020 and have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

Yes – you should apply for full support go to www.gov.uk/studentfinance and apply online.

No – have you been resident in the:

- UK, Islands and/or Ireland;

or

- UK, Islands and/or specified British Overseas Territories
- for the three years prior to the first day of the first academic year of your course?

No – go to 3.3

Yes – go to 3.12

Address history

3 residence - continued

- 3.3** Are you the family member of a UK national? ⓘⓔ
See notes for clarification on family member categories.

No – go to **3.4**

Yes – were both you and your UK national family member living:

- in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018

or

- in the EEA or Switzerland on 31 December 2020?

Yes – have you both been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

No – go to **3.4**

Yes – you should apply for full support go to **www.studentfinancewales.co.uk** and apply online.

No – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

and

your family member will be resident in the UK on the first day of the first academic year of the course?

No – go to **3.4**

Yes – go to **3.12**
Address history

3 residence - continued

3.4 Are you an Irish citizen? ⓘⓔ

No – go to **3.5**

Yes – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

Yes – you should apply for full support go to **www.studentfinancewales.co.uk** and apply online

No – have you been resident in the:

- UK, Islands and/or Ireland;

or

- UK, Islands and/or specified British Overseas Territories for the three years prior to the first day of the first academic year of your course?

Yes – go to **3.12 Address history**

No – were you resident in the UK by 31 December 2020 and have been resident in the UK, the EEA, Switzerland or the Overseas Territories;

or

have you been resident in the EEA or Switzerland on or before 31 December 2020 and been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

No – go to **3.5**

Yes – go to **3.12 Address history**

3 residence - continued

3.5 Are you a family member of an Irish citizen? ⓘ ⓘ

See notes for clarification on family member categories.

No – go to 3.6

Yes – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course

and

your family member will be resident in the UK on the first day of the first academic year of your course?

Yes – to 3.12 Address history

No – do you have pre-settled status under the EU Settlement Scheme

and

you have been resident in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course?

No – go to 3.6

Yes – provide your:

Expiry date of pre-settled status

Day Month Year
 - -

Share code

Go to 3.12 Address history

3 residence - continued

3.6 Are you a family member of a person of Northern Ireland?

See notes for clarification on family member categories.

No – go to 3.7

Yes – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course

and

your family member will be resident in the UK on the first day of the first academic year of your course?

Yes – to 3.12 Address history

No – do you have pre-settled status under the EU Settlement Scheme

and

you have been resident in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course?

No – go to 3.7

Yes – provide your:

Expiry date of pre-settled status

Day Month Year
 - -

Share code

Go to 3.12 Address history

3 residence - continued

3.7 Do you have settled or pre-settled status under the EU Settlement Scheme? ⓘⓔ

See notes for clarification on family member categories.

No – go to **3.8**

Yes – settled status

Go to **3.7.1**

Yes – pre-settled status

Go to **3.7.2**

3.7.1 Settled status - have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

Yes – you should apply for full support go to **www.studentfinancewales.co.uk** and apply online

No – have you been resident in the:

- UK, Islands and/or Ireland;

or

- UK, Islands and/or specified British Overseas Territories for the three years prior to the first day of the first academic year of your course?

Yes – provide your share code:

No – are you an EU national or the family member of an EU national
and

you have been resident in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course?

No – go to **3.8**

Yes – I am:

an EU national

a family member of an EU national

Provide your share code:

Go to **3.12 Address history**

3 residence - continued

3.7.2 Pre-settled status – are you an EU national and have you been living in the UK and Islands for the three years prior to the first day of the first academic year of your course?

See notes for clarification on family member categories.

Yes – you should apply for full support go to www.studentfinancewales.co.uk and apply online.

No – Are you an EU national and have you been resident in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course?

No – go to **3.8**

Yes – provide your:

I am an EU national

I am the family member of an EU national

Expiry date for pre-settled status

Day		Month		Year			
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

Share code

Go to **3.12 Address history**

3 residence - continued

3.8 Do you have settled status in the UK that was not awarded under the EU Settlement Scheme? ⓘ ⓘ

No – go to 3.9

Yes – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

Yes – you should apply for full support go to www.studentfinancewales.co.uk and apply online

No – have you been resident in the:

- UK, Islands and/or Ireland;
- or
- UK, Islands and/or specified British Overseas Territories for the three years prior to the first day of the first academic year of your course?

No – go to 3.9

Yes – provide your:
Home Office reference number:

Date latest status granted

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Go to **3.12 Address history**

3 residence - continued

3.9 Are you the family member of a person with 'settled status' in the UK? ⓘⓔ

See notes for clarification on family member categories.

No – go to **3.10**

Yes – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course

and

your family member will be resident in the UK on the first day of the first academic year of the course?

No – go to **3.10**

Yes – provide your:

Date latest status granted

Day Month Year
 - -

If your family member has settled status under the EU Settlement Scheme provide their share code:

If their status was not granted under the EU Settlement Scheme, provide their Home Office reference number:

Go to **3.12 Address history**

3.10 Are you: • a UK national or; • the family member of a UK national who is a resident in Gibraltar? ⓘⓔ

See notes for clarification on family member categories.

No – go to **3.11**

Yes – have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

No – go to **3.11**

Yes – go to **3.12 Address history**

3.11 Are you: • a EU national or; • the family member of a UK national who is a resident in Gibraltar? ⓘⓔ

See notes for clarification on family member categories.

No – see note below

Yes – have you been resident in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course?

No – see note below

Yes – go to **3.12 Address history**



If you have answered 'No' to all questions above you may not be eligible for student finance from us. Contact us if you still think you may be eligible.

3 residence - continued

3.12 Give details of your residence for the three years before the start of the first academic year of your course. There should be no gaps in the dates you give us.

You must provide the full address (including building name and/or number, street name, town, region, postcode and country), exact dates you lived there and why you were there.

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. For example, If your course begins 26/09/2023 we need your residence details for the period 01/09/2020 – 01/09/2023.

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

Full address

From

Day

Month

Year

<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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To

Day

Month

Year

<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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Why were you there?

Full address

From

Day

Month

Year

<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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To

Day

Month

Year

<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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Why were you there?

If you need further space use the additional notes page at the back of this form.

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 (for example, Cardiff and Vale College, Cardiff Metropolitan University).

Name

Address

Postcode

4.1.1 Give the name of your course

You should check the name of your course with your university or college. If the new course details you give us can't be confirmed yet, your student funding may be delayed.

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 last year of your course?

Month Year
 -

4.5 Are you entering your first year of study?

No

Yes - go to 4.8

4.6 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.

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? ⓘ

£

5 your loan request

5.1 Tell us the amount of Tuition Fee Loan you want to borrow ⓘ

Tuition Fee Loans help to cover the costs of tuition fees charged by a university or college. Any Tuition Fee Loan you borrow will be paid directly to your university or college.

If you want the maximum Tuition Fee Loan available to you, tick the box

If you want less than the maximum available to you tell us how much you want to borrow

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 do not inform us. You must inform these people that you have named them as contacts.

Contact 1

Forename(s)

Surname

Relationship to you

Full address

Postcode

Home phone number

Contact 2

Forename(s)

Surname

Relationship to you

Full address

Postcode

Home phone number

6 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.

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 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.

6 Terms and Conditions - continued

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

Today's date

Day		Month		Year			
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>





additional notes

If you are providing extra information clearly mark what section and question the information is about.



additional notes

If you are providing extra information clearly mark what section and question the information is about.



checklist

Before you return this form please make sure that you have:

- 1 Answered all questions that apply to you.
- 2 Signed and dated the Terms and Conditions on page 19.
- 3 Included evidence of your identity/nationality and any other evidence we need with this form.
- 4 Once you've completed the form, send it together with all your evidence to the address below. **Make sure that you pay the correct postage.**

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



Incorrect or incomplete forms will be returned to you which may delay payments being made to you.

It can take at least 6 weeks to assess your application and all the relevant evidence. We'll then send you a letter showing the amount of financial support you'll receive.



certifier information

Complete this page and return with your certified evidence items.

Personal details

Customer Reference Number (if you have one)

Forename(s) Surname

UK National Insurance number (if you have one) --

A certified copy is a photocopy of an original document which must have been stamped, signed and dated as being a true copy of the original by a person of good standing in the community.

The person certifying evidence must **not** be a relative.

Examples of a person of good standing include:

- a bank or building society official, civil servant, minister of religion, police officer, someone with a professional qualification i.e. teacher, accountant, engineer, solicitor, etc.

Make sure the person certifying your document(s) stamps, signs and dates all pieces of evidence.

Certifier information

This section must be **fully completed and stamped** before being returned with any evidence.

Name (in BLOCK CAPITALS)

Job title/occupation

Email address

**Telephone number
(including international dialling code)**

Signature

Today's date

Day Month Year
--

Address of certifier

Official stamp