

Application Form

The quickest and easiest way to apply is online at **www.studentfinancewales.co.uk**

About this form

- You only need to apply once for a Postgraduate Master's Loan.
- If you applied last year and are continuing your course this year, you don't need to complete this form. We'll contact you about your payments in the summer.
- Only complete this form if you're starting a new course on or after 1 August 2018.
- If your course started before this date, go to **www.studentfinancewales.co.uk** to get last year's form.
- We welcome applications in Welsh. This won't lead to a delay in our response.

Before you complete this form

You need to read the information at **www.studentfinancewales.co.uk** about the Postgraduate Master's Loan. You can find more information about;

- Who can get a Postgraduate Master's Loan.
- How and when you'll be paid.
- How you'll repay your loan and when you'll start repaying.

It's important that you read and understand all this information before you apply.

If you're not sure if your course is eligible for a Postgraduate Master's Loan you should speak to your university.

You will need to have the 'Postgraduate Master's Loan Application Supporting Notes' to hand to complete this application form. Go to **www.studentfinancewales.co.uk** to download them.

Application deadline

The deadline for a one year course is nine months from the first day of your academic year.

For courses longer than this, the deadline is nine months after the first day of the final year of the course.

Data Protection

You need to read our data protection statement before completing your application.

Go to **www.studentfinancewales.co.uk** to read the statement.



How to complete this form

- Follow the instructions, we'll tell you what questions you need to answer and which ones you can skip.
- You need to complete all of the questions you're asked to. Any missing information will delay your application.
- If we ask for supporting documents we'll need them before your application can be accepted. Any missing supporting documents will delay your application.

Use the supporting notes to help you complete your application



Where you see this icon it means there's additional information in the 'Postgraduate Master's Loan Application Supporting Notes'.

This could be information about how to complete a question or section or an instruction to send specific supporting documents.

Read the notes – if you don't answer a question or section correctly or you don't include the documents we need this will delay your payments.

You can find these notes at **www.studentfinancewales.co.uk**

Disabled Students' Allowances

You can apply for Disabled Students' Allowances (DSAs) if you have a disability which meets the definition of a disability under the Equality Act 2010, including a:

- long-term health condition
- mental health condition
- specific learning difficulty, for example: dyslexia

DSAs are paid separately from any other student finance. They help you pay the extra costs you may have because of your disability. They don't have to be repaid. How much you get depends on your individual needs.

To apply or to find out more about DSAs go to **www.studentfinancewales.co.uk**

Additional help and information

For the most up-to-date information about the Postgraduate Master's Loan you can:

- go to **www.studentfinancewales.co.uk**
- follow us on twitter at @SF_Wales
- find us on Facebook/SFWales
- watch our films at YouTube/SFWFILM

If you can't find the information you need online you can call us on **0300 200 4050**.

All of our forms and guides are available in Braille, large print format or audio. If you need these, you can request them by emailing your name, address and details of the format you require to: **brailleandlargefont@slc.co.uk** or call **0141 243 3686 (this number is only for alternative format requests)**.

It's important you read the following 6 things before applying for a Postgraduate Master's Loan.

- 1** You can only get one Postgraduate Master's Loan. If you've received any loan funding towards a postgraduate master's degree before, you're not eligible to apply.
- 2** You can apply for a loan of up to **£13,000**. Your loan will be split evenly over the length of your course and you'll get 3 payments for each academic year. This will be paid directly into your bank account.
- 3** You'll be charged interest on your loan from the day you get your first payment. This will continue until you've fully repaid your loan or your loan is cancelled after 30 years - whichever comes first.
- 4** Your interest rate is made up of the Retail Price Index plus **3%**. In the future this could go up or down.
- 5** You'll have to repay your loan, but only when you've left university and your income is over **£21,000** a year.
- 6** You'll repay **6%** of your income per year (over **£21,000**) towards your Postgraduate Master's Loan. This will need to be repaid at the same time as any other student loans you may have.

Your information

The information you give during the application process will be used to assess your entitlement to student finance. It is your responsibility to ensure the information is correct. It is an offence to knowingly provide false information in this application.

You're now ready to apply for a Postgraduate Master's Loan

Section 1 Your details

1.1 Personal details

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



If your name has changed since your passport, birth certificate or ID card was issued you need to send us documents to show this. Read the notes to find out what to send.

Title

☐

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Doctor

☐

Professor

Forename(s)

Surname/family name

Sex

☐

Male

☐

Female

Date of birth

Day

Month

Year

1.2 Customer Reference Number (if you have one)

Your Customer Reference Number is 11 digits long.

You'll have a Customer Reference Number if you've applied for student finance, or supported an application for someone else's student finance from any of the following:

- The Student Loans Company
- Student Finance England
- Student Finance Wales
- Student Finance NI

1.3 Place of birth

The name of the village, town or city.

1.4 Your nationality

If you have 'Stateless Persons' status please write Stateless in the text box.

1.5 UK National Insurance number



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

- your National Insurance number card or letter; or
- a payslip; or
- an Income Tax document such as P45 or P60.

Any payment of your loan will be withheld until you provide your National Insurance number, unless you're a European Union (EU) student.

Section 1 Your details – continued

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

If you don't select any option, we'll default your choice to English. You can change your preference at any time by calling us.

☐ English

☐ Welsh

1.7 Contact details

Provide an email address as this will help make it easier for you to create an online account.

You need to let us know as soon as possible if **any** of your details change.

Home phone number

Mobile phone number

Email address

1.8 What is your home address?

You need to let us know as soon as possible if **any** of your details change.

Home address (give your full address details)

Postcode

Country

1.9 Will you live somewhere other than your home address while you study?

You can update your address(es) at any time by logging into your online account or by calling us.

☐ No – go to **1.11**

☐ Yes – give details

Term-time address

Postcode

Country

1.10 When did/will you move to your term-time address?

Day Month Year
 / /

Section 1 Your details – continued

1.11 Give your UK bank or building society information

This must be a UK bank or building society account in your own name and be able to accept direct credits.

If you don't have a UK bank or building society account you will need to get one before we can pay you. Let us know the account details as soon as you can.

Please note that incorrect bank or building society details will result in your loan payments being delayed.

1.12 Will you be applying for Disabled Students' Allowances (DSAs)?

You can apply for DSAs if you're a higher education student, living in Wales and have a disability including a long-term health condition, mental health condition or a specific learning difficulty.

For more information about DSAs go to www.studentfinancewales.co.uk

Sort code

 - -

Account number

Building society roll number (if applicable)

☐ No – I won't be applying for DSAs

☐ Yes – I've already applied for DSAs

☐ Yes – I will be applying for DSAs

You can download the 'Application for Disabled Students' Allowances' from www.studentfinancewales.co.uk/forms

Section 2 Your previous study

If you've previously received loan funding towards a postgraduate master's degree from Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency Scotland, you're not eligible to get a Postgraduate Master's Loan and shouldn't submit an application.

2.1 Do you already hold a postgraduate qualification?

- ☐ No – go to **Section 3**
- ☐ Yes

2.2 Tick the relevant box to show which qualification you received



- ☐ Doctoral degree
- ☐ Master's degree
- ☐ Integrated Master's degree
- ☐ Honorary Masters
(MAs from an Oxford, Cambridge, Trinity College Dublin or a Scottish University)
- ☐ Postgraduate Certificate
- ☐ Postgraduate Certificate in Education (PGCE)
- ☐ Postgraduate Diploma
- ☐ Other postgraduate qualification – Give details below
(including any postgraduate qualification achieved abroad)

Course title

Qualification name

Name of university or educational institution

Address

Postcode

Country

Section 3 Your postgraduate master's course

3.1 Give details about the postgraduate master's course you've applied for

If you've applied for more than one Master's course tell us about your preferred choice.

Give as much detail as you can at the time of your application.

If you are following a combined studies or modular course, please list all subjects being studied.

If any of these details change log into your online account or call us to update your information.



Read the notes to find out more about the different types of courses. Or ask your university if you're unsure what to pick.

University name

University address

Postcode

Country

Name of campus/location

Course name

Start date of the first year of your course

Month

Year

 /

Course type

☐

Taught Master's

☐

Research-based Master's

Study type and duration

☐

Full-time – 1 year

☐

Full-time – 2 years

☐

Part-time – 2 years

☐

Part-time – 3 years

☐

Part-time – 4 years

Section 3 Your postgraduate master's course

3.2 Will you be studying a full Master's Course?

A full Master's course is 180 credits.

You may not be completing 180 credits if you're;

- Using previous study, academic credits or experience to exempt you
- Studying a top-up course (60/80 credits)
- Studying a Postgraduate Certificate (60 credits)
- Studying a Postgraduate Diploma (120 credits)

If any of these apply to you, you should answer 'No'.

If you're not sure if you are studying a full Master's course you must discuss this with your university before applying for a Postgraduate Master's Loan.

☐ No

☐ Yes

3.3 Will you be receiving a NHS bursary?



☐ No

☐ Yes – you shouldn't continue with your application. Read the notes for more information.

3.4 Are you eligible to apply for a Social Work bursary?



☐ No

☐ Yes – have you applied and been rejected for this?

☐ No – you shouldn't continue with your application. You need to apply for a bursary, read the notes for more information.

☐ Yes – I've applied and been rejected. You need to send your rejection letter with your application.

3.5 Is this a distance learning course?



☐ No

☐ Yes – are you studying on a distance learning course because you or a member of your family are in the armed forces?

☐ No

☐ Yes – you need to send us evidence. Read the notes to find out what to send.

Section 4 Your residency information

4.1 Are you a UK national?

☐ No – go to 4.3

☐ Yes

4.2 Do you hold a valid in date UK passport?



☐ No – you need to send supporting documents to prove your identity. Read the notes to find out what to send and include this with your completed application form.

☐ Yes – complete the following exactly as stated on your passport.

Date of issue

Day Month Year
 / /

Date of expiry

Day Month Year
 / /

Passport number

Given name(s)

Surname

Go to Section 5

4.3 Are you an EU national?



☐ No – go to 4.4

☐ Yes – you need to send supporting documents to prove your identity. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

4.4 Are you the family member of an EU national?



☐ No – go to 4.5

☐ Yes – Tell us their relationship to you. (for example “mother”)

You need to send supporting documents to prove your family member's nationality and their relationship to you. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

Section 4 Your residency information – continued

4.5 Are you the child of a Swiss national?



☐ No – go to **4.6**

☐ Yes – Will your Swiss national parent live in the UK on the first day of the first academic year of your course?

☐ No – go to **4.6**

☐ Yes – you need to send supporting documents to prove your parent's nationality and their relationship to you. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

4.6 Are you a European Economic Area (EEA) national or Swiss national who:



- is working in the UK
- has worked in the UK **and** is looking for work in the UK?

☐ No – go to **4.7**

☐ Yes – Will you continue to work during your postgraduate master's studies?

☐ No – go to **4.7**

☐ Yes – you need to download and complete the UK Employment Status form and return it with your application for a Postgraduate Master's Loan.

The UK Employment Status form is available from
www.studentfinancewales.co.uk/forms

Go to Section 5

4.7 Are any of the following:



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

a European Economic Area (EEA) national or Swiss national who:

- is working in the UK
- has worked in the UK **and** is looking for work in the UK?

☐ No – go to **4.8**

☐ Yes – Will they continue to work during your postgraduate master's studies?

☐ No – go to **4.8**

☐ Yes – you need to download and complete the UK Employment Status form and return it with your application for a Postgraduate Master's Loan.

The UK Employment Status form is available from
www.studentfinancewales.co.uk/forms

Go to Section 5

Section 4 Your residency information – continued

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

☐

No – go to 4.9

☐

Yes – you need to send supporting documents to prove your parent's nationality, their relationship to you and their employment status. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

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

☐

No – go to 4.10

☐

Yes – Give the date you received this status

Day Month Year
 / /

You need to send supporting documents to prove your status. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

4.10 Have you or your:



- husband/wife/civil partner
- parent(s)/step-parent

been granted refugee status by the UK Government?

☐

No – go to 4.11

☐

Yes – Give your Home Office number

Give the date this status will expire

Day Month Year
 / /

You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

Section 4 Your residency information – continued

4.11 Have you or your:



- husband/wife/civil partner
- parent(s)/step-parent
been granted:
- 'leave to enter or remain' in the UK as a result of a failed asylum application;
or
- Discretionary Leave where no application for asylum has been made;
or
- 'Leave to enter or remain' in the UK on the grounds of private life;
or
- 'Leave to enter or remain' in the UK following a failed application for 'Leave to enter or remain' on the grounds of Private life on the grounds of Article 8 of the ECHR;
or
- Humanitarian Protection?

If you/they haven't been given an expiry date you should mark the expiry date box as N/A (not applicable).

☐

No – go to **4.12**

☐

Yes – Give your Home Office number

Give the date this status will expire

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

You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

4.12 Have you or your:



- husband/wife/civil partner; or
- parent(s)/step-parent
been granted leave to remain as a Stateless Person?

☐

No – If you have answered 'No' to all of the questions in this section, you're not eligible for a Postgraduate Master's Loan from Student Finance Wales.

☐

Yes – Give your Home Office number

Give the date this status will expire

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

You need to send supporting documents to prove your/their status and their relationship to you. Read the notes to find out what to send and include this with your completed application form.

Go to Section 5

Section 5 Your address history

We need to know where you lived for **3 years** before the first day of your first academic year of your course. If you leave any gaps in your address history this will delay your application.

The first day of your academic year is:

- 1 September, where your course begins on or after 1 August and before 1 January;
- 1 January, where your course begins on or after 1 January and before 1 April;
- 1 April, where your course begins on or after 1 April and before 1 July;
- 1 July, where your course begins on or after 1 July and before 1 August.

For example

If your course starts on 5 September this year, then the first day of your academic year is 1 September. We need to know your complete address history for 3 years before 1 September.

5.1 Give details of your residence for the three years before the first day of your academic year.

You don't need to send proof of your previous addresses at this time, but we might ask for it in the future.

If you need more space attach an additional piece of A4 paper to your completed form. Remember to include your Customer Reference Number.

Address

Postcode

Country

From

Day / Month / Year
 / /

To

Day / Month / Year
 / /

Tick this box if you'll be living here when your course starts ☐

Tell us why you moved here

Address

Postcode

Country

From

Day / Month / Year
 / /

To

Day / Month / Year
 / /

Tick this box if you'll be living here when your course starts ☐

Tell us why you moved here

Section 6 How much would you like to borrow?

Information about your loan

- The maximum loan amount you can borrow is £13,000.
- Your loan will be paid in three instalments in each academic year.

If your course is longer than 1 year:

- The total amount that you borrow will be split evenly over the length of your course, even if you don't request the maximum.
- If your course is 3 years long we'll pay you slightly more in your final year.

For example: If you borrow £13,000 and your course is 4 years long, you will receive a total of £3,250 each year.

Or, if you choose to borrow £8,500 and your course is 3 years long you'll get £2,833 in your 1st and 2nd year followed by £2,834 in your 3rd year.

How much would you like to borrow in total?

☐ The maximum amount of **£13,000**

☐ A different amount of £ ,

Section 7 Your additional contacts

We know that people sometimes forget to let us know if they move home or change telephone numbers. So that we can keep in contact with you please provide us with two additional contacts.

We'll only use their details to get back in contact with you, nothing else. By entering these details, you're confirming you've told them about this and they're happy for Student Loans Company to contact them if necessary.

Where possible provide UK based contacts.

7.1 Give the contact details for your first additional contact

This person can live at the same address as you.

Contact 1

Full name

Relationship to you

Address

Postcode/Zip code

Phone number including international dial code if outside UK

7.2 Give the contact details for your second additional contact

This person **can't** live at the same address as you or your first contact.

Contact 2

Full name

Relationship to you

Address

Postcode/Zip code

Phone number including international dial code if outside UK

Section 8 Loan Declaration



You must sign, date and return this form before any payment can be made to you.

Before signing and returning your completed form, you should read:

- the data protection statement at www.studentfinancewales.co.uk/dataprotection
- the guide to terms and conditions of your Postgraduate Loan (“PGL”) at www.studentfinancewales.co.uk

Your application for financial support will be delayed unless you sign, date and return this declaration.

General Declaration

- 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 I may not receive financial support, any support I have received may be withdrawn and I could be prosecuted. Any information provided which is found to be materially inaccurate may be regarded as evidence of an attempt to mislead the Student Loans Company Limited (“SLC”). In such circumstances, SLC may report the matter to the authorities and/or terminate your eligibility for student finance.
- I agree to give SLC any information they require to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support. I understand that if I do not do this, I may not receive any further payments, and may have to repay the financial support I have already received.
- I confirm that in connection with my course I am not in receipt of a healthcare bursary; or any allowance under the Nursing and Midwifery Student Allowances (Scotland) Regulations 2007.
- I confirm that I have not been paid or had bestowed upon me any allowance, bursary, or award of similar description made under section 67(4)(a) of the Care Standards Act 2000 (“CSA”) or section 116(2)(a) of the Regulation and Inspection of Social Care (Wales) Act 2016. I acknowledge and understand that if I am entitled to apply for travel expenses under the CSA, such act alone does not make me ineligible for a PGL.
- I confirm that I have not previously received a loan in respect of a Postgraduate Master’s degree, where that loan was provided out of funds provided by another government authority within the United Kingdom (“UK”).

- I agree that in the event of receiving an overpayment of financial support, I am obliged to repay this in full and SLC may take such action as is necessary to obtain such repayment.
- I understand that if I have provided details of my UK passport, SLC will verify those details with Her Majesty’s Passport Office.
- I confirm where I have provided any personal information in relation to a third party, I have informed them of this.

Loan Contract

- a I confirm I have read and understood the guide to terms and conditions available online at www.studentfinancewales.co.uk
- b I acknowledge and agree that any loan(s) made to me by the Welsh Ministers (the “lender”) which includes any persons exercising functions on behalf of the Welsh Ministers pursuant to section 23(4) of the Teaching and Higher Education Act 1998 (the “Act”) as amended from time to time or successor legislation will be on the terms set out in these declarations and in Regulations which are made under sections 22 and 42(6) of the Act as amended from time to time.
- c I acknowledge and agree that in the event that I have: (i) reached the age of 18 years; and (ii) have entered into one or more agreements for a loan under section 22 of the Act (and relative secondary legislation) before I reached the age of 18 years, upon signing this declaration I am agreeing to ratify any and all such student loans. I understand that ratification of any agreement for a loan made with me before I reached the age of 18 years is a statutory precondition of my eligibility for student support after attaining the age of 18 years.
- d I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/are contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.

Section 8 Loan Declaration – continued

- f** I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- g** I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- h** I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my home address as stated in this application form (or, if my address is outside the UK, English law).
- i** I irrevocably agree that the courts of the part of the UK in which my home address stated in this application form is situated (or the English, Scottish and Northern Ireland courts where my address is outside the UK) shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
- j** I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance number ("NINO")) and contact details I have provided as required in accordance with the Regulations referred to in paragraph b.
- k** In the event that I leave the UK to reside outside the UK or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph b and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.
- l** I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph b.
- m** If I breach any of the terms under which any loan(s) will be made I agree that I will be obliged to pay any charges and penalties which may apply under the Act and the Regulations made under the Act, as amended from time to time or successor legislation and/or Regulations.
- n** I understand that SLC will check my NINO and personal details with the Department for Work and Pensions ("DWP"). If I do not know my NINO, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.
- o** If I breach any of the terms under which any loan(s) will be made I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Customer Reference Number (if you have one)

--	--	--	--	--	--	--	--	--	--	--	--

Your signature (in ink)

X

Today's date

Day	Month	Year								
<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				



Section 9 Finalising your application

9.1 Have you answered **all** the questions that apply to you?

☐

No – if you don't complete a section or question you've been asked to this could delay your application.

☐

Yes

9.2 Have you signed and dated your declaration in Section 8?

☐

No – you must sign the declaration, we can't process your application without it.

☐

Yes

9.3 Have you included **all** the supporting documents or completed additional forms we've asked for?

Sections 1 and 4 might ask you to send supporting documents depending on your situation.

Section 4 may also have instructed you to complete an additional form to provide further information.

Check to make sure you have all the right documents and additional forms to support your application. The notes will tell you exactly what you need to send depending on your situation.

☐

No – gather **all** the documents we've asked for before you return your application, it won't be accepted without them.

☐

Yes – now read the information on the next page to find out where and when to return your completed application form.

How to return your Postgraduate Master's Loan application

1 – Got everything we need?

You'll need to send all the supporting documents we've asked for **and** any additional forms you've been asked to complete. We can't process your application without them.

2 – Check your postage

Make sure what you're sending is weighed and the correct postage is fully paid.

Remember to ask for proof of postage.

3 – Return your application on time

Send us your completed application as soon as possible to make sure your funding is in place for the start of your course.

Send it to:

Student Finance Wales
PO Box 211
Llandudno Junction
LL30 9FU

If you don't send us your application before the deadline, you won't be eligible to get funding.

Application deadline

The deadline for a one year course is nine months from the first day of your academic year.

For courses longer than this, the deadline is nine months after the first day of the final year of the course.