

2023/24

PTMC

Application notes for continuing part-time students

We welcome applications in Welsh. This won't lead to a delay in our response. You can also apply online at www.studentfinancewales.co.uk

About these notes

These notes should be read with your Application form for continuing part-time students.

Returning your form

Send your completed form and any documents to:

Student Finance Wales
PO Box 211
Llandudno Junction
LL30 9FU

Timescale for returning your form

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

Make sure you pay the correct postage.

Find out more

You can find out more information about part-time student finance by:

- going to www.studentfinancewales.co.uk
- reading our part-time guides
- speaking to your university or college
- calling us on **0300 200 4050**

Other information

Alternative formats

You can order forms and guides in Braille, large print or audio by emailing your name, address and Customer Reference Number, if you have one, along with what form and format you require to brailleandlargefonts@slc.co.uk or you can call us on **0141 243 3686**. Please note the email address and telephone number can only deal with requests for alternative formats of forms and guides.

1 Your personal details

1.1 Customer Reference Number



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

1.2 Personal details



You need to send your:

- 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 a National Insurance number but don't provide it, payment of your loan(s) will be withheld and you'll have to fund your own tuition fees until you've resolved this.

You'll 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 a P45 or P60.

If you've never been given a National Insurance number, leave the National Insurance number boxes blank. We'll contact you if you need to take any action to obtain a National Insurance number.

1 Your personal details - continued

1.6 Relationship status



You are 'living with a partner' if you are sharing a home with your partner but you are not married or in a civil partnership. It does not matter whether you are of the same sex or of opposite sex.

If you're under 25 and living with a partner having previously been married to, or in a civil partnership with a different partner, you'll need to send evidence to confirm one of the following:

- you are divorced
- you are separated
- your civil partnership has been dissolved
- you are widowed
- you are a surviving civil partner

Students aged 25 or over do not need to provide any marital status evidence.

If you've entered into an overseas civil partnership or an equivalent legal relationship with a same sex partner, we will contact you to let you know whether this will be recognised for student finance purposes.

Separated, divorced or dissolved civil partnership



You need to send:

- your decree absolute; or
- your dissolution order; or
- a letter from your solicitor confirming your status.

Widowed or surviving civil partner

- Original death certificate

2 About your university or college and course

2.9 Course credits



Each module you study is worth a number of credits. You should agree how many credits you'll study with your university or college.

If you can't confirm how many credits you'll be studying yet, we'll assess your application using the lowest amount of credits that can be studied on your course. You should contact us once you've agreed your credits with your university/college.

2.10 Tuition fee amount charged



If you're not sure how much you're being charged for tuition fees, speak to your university or college to find out. You must specify an amount for your form to be accepted.

2.11 Turing Scheme or Erasmus+



If you are undertaking a placement as part of the Turing Scheme or the Erasmus+ programme, you won't be eligible for tuition fees.

2.13 Distance learning for a reason related to a disability



If you're studying on a full-time distance learning course because you or your family member is currently serving in the Armed Forces outside of Wales, you **don't** have to send evidence of a disability.

2.14 Armed Forces



You may be eligible for support to study a distance learning course outside of Wales if you or your family member (who you live with) is currently serving outside Wales in one of the following:

- the Naval Service (Royal Navy and Royal Marines)
- the Army
- the Royal Air Force
- the Royal Military Police
- the Gurkhas

The following family members will be eligible students:

- a spouse, cohabiting partner or civil partner living with a member of the UK Armed Forces serving outside Wales
- a child, step-child or adoptive child under the age of 25 living with a member of the UK Armed Forces serving outside Wales
- a dependent parent living with either:
 - a child who is a member of the UK Armed Forces serving outside Wales;
 - the child's spouse, cohabiting partner or civil partner who is a member of the UK Armed Forces serving outside Wales.



If you are in the Armed Forces

You need to send a letter confirming your name, your address (or BFPO address) and which country you were ordinarily resident in before you were based at your current location. It must also confirm the country you're currently based in.

If your family member is in the Armed Forces

You need to send a letter confirming the following:

- their name;
- their address (or BFPO address);
- your name;
- their relationship to you;
- if they're based overseas or in the UK but outside Wales;
- if you have been ordinarily resident in the UK, which country they were ordinarily resident in before they were based at their current location;
- if you've never been ordinarily resident in the UK, which country they signed up for the Armed Forces in.

The letter you send must be signed, stamped and dated by the Armed Forces Unit Records Office.

3 Your loan request

3.1 Loan payments

i We'll pay your Tuition Fee Loan directly to your university or college in three instalments within the academic year. Each instalment of your Tuition Fee Loan will be paid after we receive confirmation from your university or college that you're in attendance on your course. The maximum Tuition Fee Loan you can borrow depends on where you're studying.

Loan liability

i You'll 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 dates the instalments are paid to your university or college.

Liability	% of total Tuition Fee Loan that you'll be liable for
Term 1	25%
Term 2	50%
Term 3	100%

Interest

i 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

3.2 Maintenance Loan

i This loan is paid in instalments directly to you and is to help cover your living costs throughout the academic year.

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

i You can apply for a Maintenance Loan, or 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 apply for a Maintenance Loan, or Tuition Fee Loan, or change the amount you originally requested at www.studentfinancewales.co.uk

4 Dependent and independent students

4.2 Previously married or in a civil partnership



If you're under 25 and living with a partner having previously been married to, or in a civil partnership with a different partner, you'll need to send evidence to confirm one of the following:

- you are divorced
- you are separated
- your civil partnership has been dissolved
- you are widowed
- you are a surviving civil partner.

4.3 Care of a child



Having the care of a person under the age of 18 means that you look after a child and the child lives with you, irrespective of your relationship with the child.



A photocopy of the child's/children's birth certificate(s) and evidence that you have care of the child. For example, photocopied evidence that you are receiving Child Benefit, Child Tax Credit or the child element of Universal Credit.

4.4 Irreconcilable estrangement



You will normally be considered irreconcilably estranged from your parents if you have not had verbal or written contact with both of your biological or adoptive parents, or your only living parent before the start of your academic year, and this will not change.

You will not be considered irreconcilably estranged from your parents because:

- you do not get on with your parents;
 - you do not live with them;
 - your parents do not want to give details of their income;
- or**
- your parents choose not to provide you with financial support.

In the legal care of a local authority or under a special guardianship order



If you have been in the custody or legal care of a Local Authority, or under a special guardianship order at any point between the ages of 14 and 16 (before the start of your course) but have been back in the legal care of your parents, you will still be considered independent.

You should only send us evidence of your household income if you're applying for any grants for dependants, such as Parents' Learning Allowance (PLA) and Adult Dependants' Grant (ADG).

5 Student financial questions

5.1 Unearned income



You may be asked to confirm any estimated income at a later date.

If your actual income is different from your estimated income we will reassess your entitlement to student finance. This may change the level of financial support you receive.

When working out your taxable unearned income, you should not include:

- earnings from full or part-time work such as holiday work or work you do during term-time;
- any Maintenance Loan or grant payments you may receive;
- payments you receive from your parents under a covenant;
- maintenance payments you expect to receive for your children. These maintenance payments should be included as part of your children's income in question 5.3;
- Teacher Training Bursaries;
- Higher Education Bursary (for care leavers);
- bounties paid by the armed services to reservists or disablement or invalidity pensions; or
- ISAs.

5.2.1 Payments from an employer



You should only provide an amount here if you are being released from employment by your employer to attend your course. If this is the case, you should only include salary or wages that you will receive from that employer for days you are actually attending your course and have been released from your employment to do so. Any earnings from salary or wages entered here may affect your student finance entitlement.

Do not provide any amount here if you are a student who is working while studying but have not been specifically released by your employer to attend your course.

5.3 Dependent children



You must include any income the child received from working, interest earned on savings, investments and any maintenance payments you received for your children as part of their income in this question.

Don't include income from sources such as Child Benefit, Child Tax Credit, child element of Universal Credit, Government Child Trust or minimal sums of money from other sources when entering a child dependant's income.

If your child dependants' income will be at least 15% less than it was in tax year 2021-22 you can apply for a current year income assessment. This means we would use their expected income for tax year 2023-24 instead of their actual income for 2021-22 when working out your grant entitlement. If you want to be assessed using expected income for tax year 2023-24 use the additional notes pages at the back of the form to give us details.

5 Student financial questions - continued

Date of birth of any children



A photocopy of the child's/children's birth certificate(s).

Child's income



Send photocopies of evidence showing child's income from all sources after tax and National Insurance contributions in tax year 2021-22.

7 About your family

Dependent students



If you are a dependent student, the following family members count for the purpose of income assessment:

- your natural or adoptive parents, if both of them live with you; or
- your parent and their partner, if they have one.

Your parent's partner is defined as:

- your stepmother or stepfather; or
- your parent's opposite or same sex partner if they live together as though they were married or in a civil partnership.

Independent students



If you are an independent student, only your partner, if you have one, counts for the purpose of income assessment.

Your partner is defined as:

- your husband, wife or civil partner;
- your opposite or same sex partner, if you live with your partner as though you were married or in a civil partnership.

7.2 Parent's relationship status



If the parent you normally live with has married again please tick the married/civil partnership box.

7.2.1 Parent's relationship status



If your parents have divorced, separated, or if they have been in a civil partnership which has been dissolved since the beginning of your course, you need to send evidence.



A photocopy of:

- decree absolute/decreet nisi, **or**
- dissolution order, **or**
- a letter from their solicitor confirming their status.

9 Financial details for tax year 2021-22 for parents and partners

What happens if my household income has changed since tax year 2021-22?

If your total household income (before tax) for the tax year 2023-24 will be at least 15% less than it was in tax year 2021-22, still complete this section as well as completing a 'Current Year Income Assessment Form'.

You can download the form at: www.studentfinancewales.co.uk and return it with this application.



Please note that a current year income assessment cannot be carried out unless you provide your financial details for the 2021-22 tax year.

Part A - Personal details

Marital Status

Send a copy of one of the following evidence items. If we have already accepted evidence you sent in support of a previous application for this student, you do not need to send any further documents. You will only need to provide evidence if you haven't done so previously or if your circumstances have changed.

- Decree absolute
- Decree nisi
- Dissolution order
- Most recent council tax bill showing a 25% single occupancy discount
- A letter from your solicitor confirming your status
- Certified copy of a death certificate
- A final or conditional order

Part B - Data sharing and you

We will check your National Insurance (NI) number with HM Revenue & Customs. This information will be kept securely and held strictly under the provisions of the applicable data protection legislation in the UK.

If you don't have an NI number you must provide copies of your financial documents.

If you didn't have any income for the tax year 2021-22, you need to provide:

- a letter from you confirming that you had no income for the tax year 2021-22; or
- a letter from any third parties who were supporting you during the tax year (such as a partner)

The letter must be signed and dated in order for it to be accepted.

Part C - Other income for tax year 2021-22

Please give financial information for tax year 2021-22. Normally, this is the year ending 5 April 2022, but may differ if your employer or business has a tax year which does not end in April.

For any income paid in a foreign currency, please state the equivalent in pounds sterling

Q1 Income in the UK that HMRC doesn't know about

You may have earned under the threshold to declare this income to HMRC, but this will still be used to calculate the student's entitlement.

9 Financial details – continued

Part D - Overseas Income for tax year 2021-22

Q1 Income from overseas that you haven't already told HMRC about

You only have to tell us about any income earned overseas that you have not already disclosed to HMRC as part of your self-assessment.

a Total income from salary/wages/self-employment

You'll need to provide copies of your tax documents from the relevant country confirming the income amount for the 2021-22 tax year.

b Total income from state benefits

You'll need to provide copies of your benefits documents, from the relevant country, confirming the total taxable benefit(s) you received for the 2021-22 tax year.

c Total income from occupational, private or state pension(s)

You'll need to provide copies of your pension documents, from the relevant country, confirming the total taxable pension(s) amount you received for the 2021-22 tax year.

Part E - Income deductions

If you did not pay any private pension contributions or additional voluntary contributions

You don't need to provide evidence of this.

If you paid any private pension contributions or additional voluntary contributions

The evidence you need to provide can be found in the table below.

Deduction type	Evidence required
Private pension contribution	Tax Return (all pages) or Statement from Pension Provider
Additional voluntary contribution (AVC)	Confirmation from DWP of Amount of Pension Paid, Tax Return (all pages) or a P60

Part F - Your dependents

Academic year

You should provide the child dependant's income for the academic year. The academic year is determined by when the student begins their study.

Student's study begins between	Academic year
1 August 2023 and 31 December 2023 inclusive	1 September 2023 to 31 August 2024
1 January 2024 and 31 March 2024 inclusive	1 January 2024 to 31 December 2024
1 April 2024 and 30 June 2024 inclusive	1 April 2024 to 31 March 2025
1 July 2024 and 31 July 2024 inclusive	1 July 2024 to 30 June 2025

Q1 Child dependants not in further or higher education

The child dependant's income is required to assess the eligibility for the deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student, the student's husband, wife or partner or the student's parents or step-parents. You can find out more information about how household information is calculated by visiting www.studentfinancewales.co.uk

Please do not include income from sources such as the Government Child Trust, State Child Benefit, Child Tax Credit, the child element of Universal Credit or minimal sums of money from other sources when entering a child dependant's income.

Declaration for parents and partners

If any person(s) named in section 9 cannot sign the form it must be signed on their behalf by their attorney. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.

Changes of circumstance

You must notify the SLC about any change in your circumstances, which may affect the student's entitlement to financial support.

The most common change of circumstance would be if:

- your household income changes; or
- your marital status changes.

Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship – 'bursary administration purposes') they will ask the Welsh Ministers or the SLC for access to information you provide in connection with any application for student finance for academic year 2023/24 (whether on this form or at a later date)

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.

Power of Attorney



If you can't sign the form it must be signed on your behalf by your attorney. To grant a person Power of Attorney, you need to fill in a legal form giving their name, the specific period for which they can act on your behalf, and the specific tasks that they can perform. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.

Privacy Notice



The 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.

Data sharing for bursary and scholarship purposes



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 may 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.

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.

**You're
here**

2

We process your application. If any information is missing or incorrect we'll get in touch. Once we have all the information we need, we'll 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're attending your course (if applicable).

We pay your Welsh Government Learning Grant and/or Maintenance Loan to you.