### cyllid myfyrwyr cymru student finance wales



# Application Form for New Students

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

#### **About this form**

- You only need to apply once for Postgraduate Master's Finance for the duration of your course.
- 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 before the start of each year of your course.
- Only complete this form if you're starting a new course on or after 1 August 2022.
- If your course started before this date and you didn't apply for funding last year, go to **www.studentfinancewales.co.uk/pgfinance** to get the 'Application for Continuing Students' 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/pgfinance** about Postgraduate Master's Finance. You can find more information about:

- who can get Postgraduate Master's Finance;
- · how and when you'll be paid; and
- 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 Postgraduate Master's Finance you should speak to your university.

You will need to have the 'Postgraduate Master's Finance Application for New Students Supporting Notes' to hand to complete this application form. Go to **www.studentfinancewales.co.uk/pgfinance** to download them.

#### **Application deadline**

The deadline for a one year course is nine months after 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.

### **Privacy Notice**

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.



### 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 Finance Application for New Students 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/pgfinance

### **Disabled Students' Allowance**

You can apply for Disabled Students' Allowance (DSA) 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.

DSA is paid separately from any other student finance. It helps you pay the extra costs you may have because of your disability. It doesn't have to be repaid. How much you get depends on your individual needs.

To apply or to find out more about DSA go to www.studentfinancewales.co.uk/pgfinance

### Additional help and information

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

- go to www.studentfinancewales.co.uk/pgfinance
- 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 100 0494.

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: brailleandlargefonts@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 Postgraduate Master's Finance.

- 1 You can apply for support up to £18,430, made up of a grant and a loan. You will get 3 payments each academic year for the duration of your course.
- 2 You'll be charged interest on your loan from the day you get your first payment.
- 3 The interest rate is made up of the Retail Price Index (RPI) plus an additional 3%. In the future this could go up or down.
- 4 You'll have to repay your loan, but only when you've left university and your income is over £21,000 a year.
- 5 You'll repay 6% of your income over £21,000 towards your postgraduate loan.
  - You'll repay this amount in addition to any repayments you're making towards any undergraduate student loans you already have.
- 6 To find out more about the repayment of postgraduate loans go to www.studentfinancewales.co.uk

#### 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 Postgraduate Master's Finance

### **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 Mx
Doctor Professor
Forename(s)
Surname/family name
Any previous names you have been known by
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



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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.

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.

### Section 1 Your details - continued

### **Contact details** Home phone number Provide an email address as this will help make it easier for you to create an online account. Mobile phone number You need to let us know as soon as possible if any of your details change. **Email address** 1.7 What language would you like us to use on the letters we send you? **English** If you don't select any option, we'll write to you in English. You can change your preference at any time Welsh by calling us. 1.8 What is your home address? Home address (give your full address details) You need to let us know as soon as possible if any of your details change. Country Postcode 1.9 Is your contact address different? No - go to 1.10 If your contact address is different, please also provide this. If you provide a contact address, all correspondence we issue will be sent to that address. Yes - give details Any original evidence will be returned to your home Contact address address. You can update your address(es) at any time by logging into your online account or by calling us.

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Postcode

Country

### Section 1 Your details - continued

## 1.10 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.

## 1.11 Will you be applying for Disabled Students' Allowance (DSA)?

You can apply for DSA 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 DSA go to www.studentfinancewales.co.uk/pgfinance

Sort code		
Account number		
Building society roll number (if applicable)		
No – I won't be applying for DSA		
Yes – I've already applied for DSA		
Yes – I will be applying for DSA		
You can download the 'Application for Disabled Students' Allowance' from		
www.studentfinancewales.co.uk/		

pgfinance

## **Section 2** Your previous study

If you've previously received funding (not including DSA) 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 Postgraduate Master's Finance and shouldn't submit an application.

qualification?  No – go to Section 3  Yes  Tick the relevant box to show which		''		
qualification you received  Doctoral degree  Master's degree  Honorary master's (MAs from an Oxford, Cambridge, Trinity College Dublin or a Scottish University)  Postgraduate Certificate  Postgraduate Certificate in Education (PGCE)  Higher Doctoral  Level 8 award  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	2.1	Do you already hold a postgraduate qualification?		ı 3
	2.2		Master's degree Integrated master's Honorary master's (MAs from an Oxford, C Dublin or a Scottish Uni Postgraduate Certif Postgraduate Certif Higher Doctoral Level 8 award Postgraduate Diplor Other postgraduate below (including any postgraduate below Course title  Qualification name  Name of university  Address	cambridge, Trinity College iversity)  iicate  iicate in Education (PGCE)  ma  qualification – Give details ate qualification achieved abroad)  or educational institution

## Section 3 Your postgraduate master's course

#### 3.1 Will you be studying a full master's course?

A full master's course is a minimum of 180 credits.

You may not be completing a minimum of 180 credits if you're:

- using previous study, academic credits or experience to exempt you from part of the course work
- studying a top-up course
- 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 Postgraduate Master's Finance.

## 3.2 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.

application as you are not eligible for Postgraduate Master's Finance. You should contact your university or college to discuss other funding options that may be available.  Yes		
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		

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

## **Section 3** Your postgraduate master's course

3.3	Are you eligible to apply for a Social Work bursary?	No —we need confirmation of your bursary award outcome before a decision can be made regarding postgraduate master's funding. You should complete this form and contact us once you have had the bursary award confirmed.  Yes — I will receive a bursary. You can apply for a reduced Postgraduate Master's Loan only of up to £5,150.  Yes — I've applied and been rejected. You need to send your rejection letter with your application.
3.4	Will you be receiving an NHS bursary?	No Yes – you shouldn't continue with your application. Read the notes for more information.
3.5	Is this a distance learning course?	No Yes – are you studying a distance learning course because you or a member of your family are in the armed forces?  No Yes – you may need to send us evidence. Read the notes for more information.
3.6	Will you be receiving a Knowledge Economy Skills Scholarship (KESS2)?	Yes – you shouldn't continue with your application as you're not eligible for Postgraduate Master's Finance.

## **Section 4** Your residency information

No – go to <b>4.3</b>	
Yes – go to <b>4.2</b>	

4.2 Do you hold a valid in date UK passport?

We will share the passport details you provide with HM Passport Office to confirm that they're valid.

Yes – go to <b>4.2</b>
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  Forename(s)
Surname
Now go to section 5, Q5.1

## **Section 4** Your residency information

4.3 Are you an Irish citizen?	Yes – for the three years prior to the first day of the first academic year of your course, have you been living in:  • the UK, Islands and/or Ireland or  • the UK, Gibraltar, the EEA and/or Switzerland, and you were living in the UK, the EEA or Switzerland by 31 December 2020.  No – go to 4.4  Yes – now go to section 5, Q5.1
4.4 Are you the family member of a UK national?	Yes – 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?  No – 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 and you have both been living 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 4.5  Yes – now go to section 5, Q5.1

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4.5	Are you the family member of an Irish citizen and have you been granted pre-settled status under the EU Settlement Scheme?	No – go to 4.6  Yes – have you been living 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 4.6  Yes – provide your: Share code  Expiry date Day Month Year Now go to section 5, Q5.1
4.6	Are you a family member of a person of Northern Ireland and have you been granted pre-settled status under the EU Settlement Scheme?	No – go to 4.7  Yes – have you been living 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 4.7  Yes – provide your: Share code  Expiry date Day Month Year Now go to section 5, Q5.1

4.7 Do you have settled or pre-settled status under the EU Settlement Scheme?

No – go to 4.8  Yes – settled status  Have you been living in the UK, Isla and/or Ireland for the three years price the first day of the first academic ye your course?  Yes – provide your share code  Go to section 5, Q5.1  No – are you an EU national or a family member of an EU national and you have beeliving in the UK, Gibraltar, EEA or Switzerland for the three years prior to the first day of the first academic yof your course?  No – go to 4.8  Yes –  I am an EU national Provide your share conducted and EU national Provide your share conducted by the first academic years prior to the first academic years prior	three years prior to the first day of the first academic year of your course you have been living in:  • the UK and Islands; or  • the UK, Gibraltar, the EEA or Switzerland?  Yes – provide your: Share code

4.8	<ul> <li>Are you:</li> <li>an EU national</li> <li>the family member of an EU national</li> <li>a UK national; or</li> <li>the family member of a UK national who is a resident in Gibraltar?</li> <li>See notes for clarification on family member categories</li> </ul>	go to <b>4.9</b> -have you been living 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 <b>4.9</b> Yes – now go to <b>section 5, Q5.1</b>
4.9	Are you the child of a Swiss national?	-have you been living 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 4.10  Yes – provide your: Share code  Expiry date of pre-settled status  Day Month Year  Provide your parent's/step-parent's: Date of birth  Day Month Year  Share code  Expiry date of pre-settled status  (if applicable)  Day Month Year

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Now go to section 5, Q5.1

4.10 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?

You don't need to provide a share code if you are a frontier worker or an Irish citizen.

No – go to <b>4.11</b>		
Yes – have you been living 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 <b>4.11</b>		
Yes – provide your: Share code		
Expiry date of pre-settled status (if applicable)  Day Month Year	5	
You need to download and com <b>UK Employment Status form</b> it with your application for Posto  Master's Finance.	and return	
The UK Employment Status for available from	m is	
www.studentfinancewales.co pgfinance	.uk/	
Now go to section 5, Q5.1		

<ul> <li>Are any of the following:</li> <li>your husband, wife, civil partner; or</li> <li>your parent(s), step-parent; or</li> <li>your child, step-child</li> <li>your other direct ascending or descending line family member a European Economic Area (EEA) national or Swiss national who:</li> <li>is working in the UK</li> <li>has worked in the UK and is looking for work in the UK?</li> </ul>	Yes – my family member has been working or looking for work in the UK. My family member is my:  husband/wife/civil partner  parent(s)/step-parent  child/step-child - only applicable to EEA worker family members.  other direct ascending or descending line family member - only applicable to EEA worker family members.
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 4.12  Yes –provide your: Share code  Expiry date of pre-settled status Day Month Year  Provide your family member's Date of birth Day Month Year  Share code  Expiry date of pre-settled status Day Month Year  You need to download and complete the UK Employment Status form and return it with your application for a Postgraduate Doctoral Loan. The UK Employment Status form is available from www.studentfinancewales.co.uk

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Now go to section 5, Q5.1

No – go to 4.13  Yes – has your Turkish worker parent/step-parent been granted 'Extended Leave to Remain' in the UK after 31 December 2020 by the Home Office?  No – go to 4.13  Yes – were you and your Turkish worker parent/step-parent living in the UK by 31 December 2020?  No – go to 4.13  Yes – now go to section 5, Q5.1
No – go to 4.14  Yes  I have been granted leave under the ARAP or ACRS.  I have been granted leave in line with my family member. My family member is my:  husband/wife/civil partner  parent or step-parent  Provide your: Home Office reference number  Date latest status granted  Day  Month  Year  Day  Month  Year  Month  Year  Now go to section 5, Q5.2

4.14	Do you have settled status in the UK that was not granted under the EU Settlement Scheme?	No – go to 4.15  Yes – provide your: Home Office reference number  Date latest status granted Day Month Year  Now go to section 5, Q5.1
4.15	Have you been granted limited leave to enter or remain under a Ukraine Scheme?  By Ukraine Scheme we mean:  • the Ukraine Family Scheme;  • the Homes for Ukraine Sponsorship Scheme; or  • the Ukraine Extension Scheme	No – go to 4.16  Yes – provide your: Home Office reference number  Date latest status granted Day Month Year  Date this status is due to expire Day Month Year  Now go to section 5, Q5.2
4.16	Have you or your:  • husband, wife, civil partner  • your parent(s), step-parent been granted refugee status by the UK government?	No – go to 4.17  Yes – provide your: Home Office reference number  Date latest status granted Day Month Year  Date this status is due to expire Day Month Year  Now go to section 5. Q5.2

# 4.17 Have you or your:

- husband, wife, civil partner; or
- parent(s), step-parent been granted Humanitarian Protection?

No – go to <b>4.18</b>
Yes – provide your:  Home Office reference number
Date latest status granted  Day Month Year
Date this status is due to expire  Day Month Year
Now go to section 5, Q5.2

#### 4.18 Have you or your:



- husband, wife, civil partner; or
- parent(s), step-parent

been granted 'Leave to Remain' as a **Stateless Person?** 

No – go to <b>4.19</b>
Yes – provide your:
Home Office reference number
Date latest status granted
Day Month Year  / / / / / / / / / / / / / / / / / / /
Date this status is due to expire  Day Month Year
Now go to section 5, Q5.2

#### 4.19 Have you or your:



- · husband, wife, civil partner; or
- parent(s) or step-parent been given:
- · 'leave to enter or remain' in the UK on the grounds of family or 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 family or private life on the grounds of Article 8 of the European Convention on Human Rights (ECHR); or
- Discretionary Leave as a result of a failed asylum application; or
- Discretionary Leave where no application for asylum has been made?

No – go to <b>4.20</b>		
Yes – provide your: Home Office reference number		
Date latest status granted  Day Month Year		
Date this status is due to expire  Day Month Year		
Day Month Year		
Now go to section 5, Q5.1		

4.20	Have you been granted 'Leave to Remain' in the UK as the victim of domestic violence or abuse or are you the dependent child of someone who has?	No – go to 4.21  Yes – provide your: Home Office reference number  Date latest status granted Day Month Year  Date this status is due to expire Day Month Year  Now go to section 5, Q5.2
4.21	Have you been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, or are you the dependent child granted leave in line of someone who has?	No – go to 4.22  Yes – provide your:  Home Office reference number  Date latest status granted  Day Month Year  Date this status is due to expire  Day Month Year

Now go to section 5, Q5.2

4.22	Have you been granted 'Calais leave' in the UK, or are you the dependent child granted leave in line of someone who has?	No – go to 4.23  Yes – provide your:  Home Office reference number  Date latest status granted  Day Month Year  Date this status is due to expire  Day Month Year  Now go to section 5, Q5.2
4.23	Have you been granted 'Leave to Remain' as a bereaved partner or are you the dependent child of someone who has?	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 – provide your:  Home Office reference number  Date latest status granted  Day Month Year  Date this status is due to expire  Day Month Year  Now go to section 5, Q5.2

## **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 three years before the start of the first day of the first academic year of your course.

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.

Home address
Postcode
From To Day Month Year Day Month Year
Tick this box if you'll be living here when your course starts  Tell us why you moved here
Tell us willy you moved here
Home address
Postcode
From To Day Month Year Day Month Year

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

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Tell us why you moved here

## Section 5 Your address history – continued



Give details of your residence from the date you received your last status from the Home Office to the start of the first day of the first academic year of your course

#### If you have been granted:

- 'Leave to enter or remain' under the ARAP or ACRS, or are a family member with leave in line
- 'Leave to Remain' as the victim of domestic violence or abuse;
- 'Leave to Remain' as a bereaved partner;
- 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016;
- · Calais leave in the UK;
- Humanitarian Protection;
- 'Leave to Remain' in the UK as a Stateless Person; or
- 'Leave to enter or remain' under a Ukraine Scheme; or
- Refugee status

only provide your address history from the date your Home Office status was granted or renewed, up to a maximum of 3 years before the first day of the first academic year of your course.

Home address		
Tiome address		
Postcode		
rosicode		
From To		
Day Month Year Day Month Year		
Tiels this has if you'll be living here when your course starts		
Tick this box if you'll be living here when your course starts		
Tell us why you moved here		
Home address		
Tione address		
Postcode		

To Day

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

Month

Year

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From

Month

Tell us why you moved here

Year

Day

## Section 6 How much would you like to borrow?

Complete this section to tell us how much Postgraduate Master's Finance you want to apply for. The maximum support available is £18,430. Your finance will be made up of loan and grant.

- You can apply for a maximum loan of £17,430.
- The minimum grant you'll receive is £1,000 which is not based on household income.
- You can apply to have your funding based on your household income. Depending on your household income, the maximum grant you may be entitled to is up to £6,885.
- Your total funding can't exceed £18,430. If your funding is based on household income and you're awarded more than the £1,000 minimum grant, we'll replace some of your loan with grant.
- If you will receive a Social Work bursary for your course, you can apply for a maximum loan of £5,150. You are not eligible for any Postgraduate Master's Grant.

6.1	Would you like to apply for a higher amount of Postgraduate Master's Grant?
	Yes - you may be entitled to a grant up to £6,885.
	No - if you do not want your household income assessed you will still receive a grant of £1,000.
6.2	How much Postgraduate Master's Loan would you like apply for?
	If you only want to apply for grant, leave this question blank.
	The maximum amount of up to £17,430 (or £5,150 if you will receive a Social Work bursary)
	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. Please provide us with two additional contacts so that we can keep in contact with you.

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
1 osteode/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
Relationship to you
Address
Address
Postcode/Zip code
Phone number (including international dial code if outside UK)
(including international dial code il odiside ort)

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## What sections should I complete now?

Your next steps depend on whether or not you're applying to have your funding based on your household income.

### l'm applying for a higher grant:

- read, sign and date the terms and conditions on page 27 and 28
- complete Sections 9 and 10
- depending on your answers in Section 9, you may need to pass your form to your parent(s) or partner to complete Sections 11 onwards and sign the declaration(s) on page 44
- go to the checklist on page 46, make sure you've completed all relevant sections of the form and included any evidence we've asked for. You can find out what evidence you need to send in the 'Postgraduate Master's Finance Application for New Students Supporting Notes'

# I'm applying for a minimum grant or I will be receiving a Social Work bursary:

- read, sign and date the terms and conditions on pages 27 and 28
- go to the checklist on page 46, make sure you've completed all relevant sections of the form and included any evidence we've asked for. You can find out what evidence you need to send in the 'Postgraduate Master's Finance Application for New Students Supporting Notes'

#### Section 8 Terms and conditions



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

These terms and conditions ("terms") and applicable legislation apply to all of the student finance available to students for the academic year 2022/23.

I understand that my application for student finance may be delayed unless I sign and date these terms.

#### **Loan Contract**

- 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
- 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.
- 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").
- 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.
- 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.
- 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.

- 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/are 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.
- I understand that with my consent, SLC can make payment to the needs assessment centre on my behalf.

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### Section 8 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.

#### **Alternative Funding**

- 23. I confirm that I have not previously received any loan(s) for a Postgraduate Master's degree under the regulations or where this was provided out of funds from another UK government authority. I understand the Lender may waive this requirement where I was unable to complete my course due to compelling personal reasons.
- 24. I confirm that I have not previously received a base grant or contribution to costs grant for a Postgraduate Master's degree under the regulations. I understand the Lender may waive this requirement where I was unable to complete my course due to compelling personal reasons.
- 25. I confirm that in connection with my course I have not been paid or had bestowed upon me:
  - (i) a healthcare bursary;
  - (ii) any allowance under the Nursing and Midwifery Student Allowances (Scotland) Regulations 2007; and/or
  - (iii) any allowance, bursary or award made under the KESS 2 Scheme.

- 26. If I am undertaking a postgraduate social work course:
  - (i) which starts on or after 1 August 2022, I understand I may be eligible to receive a contribution towards costs loan less the amount of any social care bursary bestowed on or paid to me.
  - (ii) which began before 1 August 2022, I confirm that I have not been paid or had bestowed on me a social care bursary.

A "social care bursary" means any allowance, bursary, or award of similar description made under section 116(2)(a) of the Regulation and Inspection of Social Care (Wales) Act 2016 or under section 67(4)(a) of the Care Standards Act 2000, except where such funding is in respect of travel expenses.

27. Subject to paragraphs 23 - 26 above, I understand that SLC will take such action as is necessary to recover repayment of a loan where I am in receipt of alternative funding.

Customer Reference Number (if you have one)	
Your signature (in ink)	Today's date
X	Day Month Year / Day / Day / Month Year



### **Section 9 Dependent or independent student**

9.1 Will you be aged 24 or under on the first No - go to **9.2** day of the first academic year of your course and at any point from the age of 14 Yes – you **don't** need to provide details of to the first day of the first academic year of vour household income. Make sure you've the course, you: signed and dated the terms and conditions on pages 27 and 28 then go to the checklist on have not been under the legal care of your parents for 13 weeks or more; or page 46 have been under a special guardianship order; or have been in the custody or legal care of, or have been given accommodation by a Local Authority for 13 weeks or more 9.2 Will you be aged 25 or over on the first day No - go to **9.3** of the academic year? Yes – what will your marital status be at the start of the academic year? Married/civil partnership - your partner needs to provide their financial details Please give the date of marriage/ civil partnership Day Month Year Go to 9.11

Living with a partner - your partner needs to provide their financial

Separated – go to Section 10

partnership - go to Section 10

Widowed/surviving civil partner

details - go to 9.11

Divorced/dissolved civil

Single - go to Section 10

go to Section 10

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## Section 9 Dependent or independent student – continued

9.3	Are you or have you been married or in a civil partnership prior to the first day of the current academic year of your course?	No – go to 9.4  Yes – what is your current marital status?  Married/civil partnership - your partner needs to provide their financial details  Please give the date of marriage/civil partnership  Day Month Year  Go to 9.11  Separated from your spouse/civil partner – go to 9.3.1  Divorced/dissolved civil partnership – go to 9.3.1  Widowed/surviving civil partner – go to 9.3.1
9.3.1	Who will you be living with?	Living with a partner - your partner needs to provide their financial details – go to 9.11  Single – go to Section 10
9.4	Will you have care of a person under the age of 18 on the first day of the academic year?	No – go to 9.5  Yes – who will you live with?  Living with a partner – your partner needs to provide their financial details – go to 9.11  Single – go to section 10
0.5	Have you supported yourself financially	
9.5	Have you supported yourself financially for a total of three years or more prior to the first day of the first academic year of your course?	No – go to 9.6  Yes – who will you live with?  Living with a partner – your partner needs to provide their financial details – go to 9.11  Single – go to section 10

## Section 9 Dependent or independent student – continued

9.6	Can your parents not be found or is it not reasonably practicable to get in touch with them?	No – go to 9.7  Yes – who will you live with?  Living with a partner – your partner needs to provide their financial details – go to 9.11  Single – go to section 10
9.7	Your parents live outside the UK, Gibraltar or the EU and it wouldn't be possible for them to send you money, or assessing their financial circumstances would place them in jeopardy.	No – go to 9.8  Yes – who will you live with?  Living with a partner – your partner needs to provide their financial details – go to 9.11  Single – go to section 10
9.8	Are you irreconcilably estranged from (have no contact with) your parents and this will not change?	No – go to 9.9  Yes – who will you live with?  Living with a partner – your partner needs to provide their financial details – go to 9.11  Single – go to section 10
9.9	Are both your parents deceased?	No – go to 9.10  Yes – who will you live with?  Living with a partner – your partner needs to provide their financial details – go to 9.11  Single – go to section 10

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## Section 9 Dependent or independent student – continued

9.10 You are dependent on your parent(s) so you need to confirm who you normally live with, or have more contact with	Both parents – go to 9.11  One parent – What is their marital status?  Living with a partner  Separated  Divorced/dissolved civil partnership  Widowed/surviving civil partner  Single  Go to 9.11	
9.11 Please provide details of the parent(s)/partner who'll be providing their financial information.  Person 1  Person 2		
Their relationship to you  Tick one	Their relationship to you  Tick one	
Natural or adoptive parent	Natural or adoptive parent	
Step-parent	Step-parent	
Husband, wife, civil partner or cohabiting	Husband, wife, civil partner or cohabiting	
partner of one of your parents	partner of one of your parents	
Husband, wife, civil partner or cohabiting		
partner		
Title	Title	
Mr Mrs Miss Ms Mx	Mr Mrs Miss Ms Mx	
Doctor Professor	Doctor Professor	
Forename(s)	Forename(s)	
Surname/family name	Surname/family name	

## **Section 10 Your income and dependants**

10.1	Will you be receiving any taxable unearned income during this academic year?  Do include any:  • bank or building society gross interest  • property, lettings or rent  • dividends or investments  • trusts or sponsorships  • any other payment received for attending the course (don't include income from Bursaries or Scholarships)  Don't include any:  • non-taxable state benefits  • earnings from full or part time work.	No – go to 10.2  Yes – estimate the total taxable unearned income, before deductions, that you expect to receive for this academic year  £  What is the source of this income?	
	<ul> <li>Postgraduate Master's Finance payments</li> <li>payments you receive from parents under a covenant</li> <li>Teacher Training Bursaries</li> <li>Higher Education Bursaries</li> <li>scholarships</li> <li>Bounties paid by the armed forces to reservists</li> <li>disablement or invalidity payments</li> </ul>		
10.2	Will your employer be releasing you to attend your course this academic year?	No – go to 10.3  Yes – how much will your employer pay you for time spent attending your course during this period?  £	
10.3	During this academic year, will you or your employer pay any money into a pension fund on your behalf?	No – go to <b>10.4</b> Yes – how much?  £	
10.4	Give details of any children who will be wholly or mainly financially dependent on you during this academic year	Child's forename	
	If you need to include more than one child, use the additional notes at the back of this form.	Child's surname  Child's date of birth  Day Month Year  / / / / / / / / / / / / / / / / / / /	
If you're a <b>dependent student</b> , pass this form to your parent(s) to complete <b>Section 11 onwards</b> .  If you're <b>married/in a civil partnership</b> , pass this form to your spouse/civil partner to complete <b>Section 11 onwards</b> .  If you're <b>living with a partner</b> as though you're married or in a civil partnership, and independent, pass			

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If you're an independent student (and not living with a partner), go to the checklist on page 46 to

this form to your partner to complete Section 11 onwards.

complete your form.

### Financial details for tax year 2020-21 for parents and partners

#### Who needs to complete following sections?

You can find out who should complete the following sections by checking the information at the bottom of **Section 10**. Give your form to that person to complete the next section.

#### About these sections

As part of a student's application for student finance we ask them to confirm their current living arrangements. Depending on their age and who they live with, they may need to ask someone to send us some information in support of their application. This is so that they can get the student finance they're entitled to. If you would prefer to provide your details separately, go to **www.studentfinancewales.co.uk/pgfinance** where you can download and complete an 'Assessment of Financial Circumstances Form'.

#### What you need to tell us

Some personal details and your income for the tax year 2020-21. We can't accept income details from any other tax year. We'll use your income details to work out how much student finance the student(s) you are supporting will receive.

#### How to complete these sections

Follow the instructions, we'll tell you what questions you need to answer and what ones you can skip. You'll need to have your UK National Insurance number (if you have one), and your P60 or tax return information for tax year 2020-21 to hand.

You need to complete all of the questions you're asked to. Any missing information will delay the student's application for student finance.



Where you see this icon it means there's additional information in the 'Postgraduate Master's Finance Application for New Students Supporting Notes'. This could be information about how to complete a question or section or an instruction to send specific supporting documents.

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.

## What happens if your household income has dropped since tax year 2020-21?

If your household income has dropped by 15% or more since tax year 2020-21, you can apply for a 'Current Year Income assessment'.

To do this, you must complete this form and then go to: **www.studentfinancewales.co.uk/pgfinance** to download and complete a 'Current Year Income form'.

Please note that we can't use your Current Year Income form if you don't complete and return this form too.

## Section 11 Personal details – parent(s) or partner

#### Person 1 Person 2 Your Customer Reference Number Your Customer Reference Number (if you have one) (if you have one) What is your relationship to the student? What is your relationship to the student? Tick one The student's natural or adoptive parent The student's natural or adoptive parent The student's step-parent The student's step-parent The husband, wife, civil partner or cohabiting The husband, wife, civil partner or cohabiting partner of one of the student's parents partner of one of the student's parents The husband, wife, civil partner or cohabiting partner of the student Title Title Miss Mrs Mrs Miss Doctor Professor Doctor Professor Forename(s) Forename(s) Surname/family name Surname/family name Any previous names you have been known by Any previous names you have been known by Date of birth Date of birth Day Month Month Year Day Year **Nationality Nationality** Place of birth Place of birth Sex Sex Male Female Male Female Preferred correspondence language Preferred correspondence language English Welsh Welsh English

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## **Section 11 Personal details – parent(s) or partner – continued**

### 11.1

Person 1	Person 2	
What is your current marital status?  Tick one  Married/civil partnership  Living with a partner  Separated  Divorced/dissolved civil partnership  Widowed/surviving civil partner  Single  Home address Give your full address details	What is your current marital status?  Tick one  Married/civil partnership  Living with a partner  Separated  Divorced/dissolved civil partnership  Widowed/surviving civil partner  Home address Give your full address details	
Postcode	Postcode	
Home telephone number	Home telephone number	
Mobile number	Mobile number	
Email address	Email address	
11.2		
Will you be a student in the 2021/22 academic year?  No  Yes − will you be receiving a statutory award?  No  Yes  Yes	Will you be a student in the 2021/22 academic year?  No  Yes − will you be receiving a statutory award?   No  Yes	

## Section 11 Personal details – parent(s) or partner – continued

We will share and check the details you give us with HM Revenue and Customs, allowing us to gain the most accurate financial information possible. This can only be done if you have a valid National Insurance (NI) number. 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 a NI number we'll ask you to provide photocopies of your financial documents. If you provide your NI number we'll use this information and share and check it with HM Revenue and Customs in order to obtain accurate financial information about you.

#### 11.3 Person 1

Do you have a UK National Insurance number?		
Tick one		
No – is this because you only receive non-UK taxable income?		
No – go to Section 12		
Yes – go to Section 12 Part D		
You will need to send us evidence of your income.		
Yes – give your UK National Insurance number		
Go to Section 12		

#### Person 2

Do you have a UK National Insurance number?			
Tick one			
No – is this because you only receive non-UK taxable income?			
No – go to Section 12			
Yes – go to Section 12 Part D			
You will need to send us evidence of your income.			
Yes – give your UK National Insurance number			
Go to Section 12			

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## **Section 12 Financial questions**

#### Part A Your financial information for the tax year 2020-21

#### How to complete Part A

- Any amounts or information you give must be for the tax year starting 6 April 2020 and ending 5 April 2021.
- You must give gross income amounts.
- For any income paid in a foreign currency you must state the equivalent in pounds sterling.
- You can use your P60 or online tax return information to complete this section. If you completed a
  paper tax return you can download a guide from: www.studentfinancewales.co.uk to help you
  complete this section.
- Where you see the icon, you can find more information about that question in the accompanying notes.

### If you're self-assessed

#### If you completed an online tax return

You should refer to your saved online tax return for the income figures required in this section.

#### If you completed a paper tax return

There's an online guide to help you answer the questions in this section go to: **www.studentfinancewales.co.uk** to download it.

Remember to answer every question – if you leave a question blank we won't be able to accept this form.

Q1	Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?	Person 1  Yes No	Person 2  Yes No
а	Total income from salary / wages	£	£
b	Total income from taxable state benefits	£	£
С	Total income from occupational pension(s)  If you receive a lump sum pension, only declare the amount you received that you paid tax on.	£	£
d	Total income from private pension(s)  Don't include payments from War Pensions  If you receive a lump sum pension, only declare the amount you received that you paid tax on.	£	£
Q2	Did you receive any income from a state retirement pension?	Person 1  Yes No	Person 2  Yes No
а	Total non-lump sum amount received	£	£
b	Total lump sum amount received	£	£

#### Person 1 Person 2 Did you receive any income from savings and Yes Q3 Yes No No investments? Total interest from UK banks, building societies and unit a £ £ Total income from UK life insurance gains, securities and £ £ partnerships Total income from UK investments and dividends £ £ £ £ Total income from foreign investment and dividends d Person 1 Person 2 Q4 Did you receive any taxable benefits in kind? No Yes No Yes (for example a company car or private medical insurance) £ £ Total income received from taxable benefits in kind

Q5 Did you receive any other income during the 2020-21 tax year that you haven't yet told us about?



#### Part B Other income

#### How to complete Part B

- Any amounts or information you give must be for the tax year starting **6 April 2020**and ending **5 April 2021**.
- You must give **gross** income amounts.

Remember to answer every question – if you leave a question blank we won't be able to accept this form.

Q1 D a	Did you receive any income from self-employment?  Total adjusted profit from businesses  Total adjusted profit from partnerships	Person 1 Yes No £	Person 2 Yes No £
Q2	Did you receive any income as a Minister of religion?  Total taxable income minus expenses that are not included on your P60 or P11D	Yes No	Yes No
Q3	Did you receive any other taxable income or lump sums?  Total income received	Yes No	Yes No
Q4	Did you receive any income from property lettings?  Total income received	Yes No	Yes No £
Q5	Did you receive any income from UK trusts?  Total income received	Yes No	Yes No
Q6	Did you receive any foreign income?  Total income received	Yes No	Yes No

Q7 (1)	Did you receive any income from an overseas pension?  Total income received  Did you receive any other overseas income and gains?	Person 1  Yes No  Yes No	Person 2  Yes No  Yes No
	Total income received	£	£
Pa	rt C Income deductions		
• •	Any amounts or information you give must be for the tax year sometimes 5 April 2021.  You must give gross income deduction amounts.  If you don't receive a specific deduction type listed in a question emember to answer every question – if you leave a question is form.	on – write <b>'n/a'</b> .	·
		Person 1	Person 2
Q1	Did you pay any private pension contributions?  Total amount you paid	Yes No	Yes No
Q2	Did you pay any Additional Voluntary Contributions (AVCs)?  Total amount you paid	Person 1 Yes No	Person 2 Yes No
Q3	Did you have any allowable expenses on which you claimed tax relief?	Person 1  Yes No	Person 2  Yes No

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Total amount on which you claimed tax relief

#### Part D Your dependants

#### **About this section**

We need to know about any other dependent children.

By dependent child we mean any of your children that are financially dependent on you (and your cohabiting partner). If they're 18 or over, we'll need evidence to confirm they're financially dependent on you.

## Q1 Are there any children who are financially dependent on you?

Do not include the applicant when completing this question.

If you need more space, use the additional notes at the back of this form or attach another piece of paper.

If you're supporting any other student's application for student finance that you haven't included in this section, you should provide their details in the additional notes of this form. This means any student(s) your supporting will receive the correct student finance.

No – go to Section 13								
Yes – give details below  Child 1  Full name								
Date of birth  Day Month Year  Is this child in further or higher education?  No  Yes - will you be supporting their application for student finance (if they have one)?  No - if this changes you should contact us to let us know. This								
means any student(s) you're supporting will receive the correct student finance.  Yes  Child 2								
supporting will receive the correct student finance.								
supporting will receive the correct student finance.  Yes  Child 2  Full name								
supporting will receive the correct student finance.  Yes  Child 2								
supporting will receive the correct student finance.  Yes  Child 2  Full name  Date of birth								
supporting will receive the correct student finance.  Yes  Child 2  Full name  Date of birth								

### Section 13 Non-UK taxable income

#### About this section

Complete this section if you only received non-UK taxable income in the tax year 2020-21.

You need to tell us:

- the source of each income type;
- The country you received this income;
- your figures in their original currency, **don't** convert your income to GBP;
- the gross income amounts. This is the amount before tax has been deducted; and
- the period in tax year 2020-21 you received your income. If you received income from a country where the tax year is different to the UK, use the tax year of that country. For example, if you received income from Spain where the 2020-21 tax year in ran from 1 January 2020 to 31 December 2020, we need to know about any income you received between those dates.

#### Person 1



Source of income			Gross income	Period in tax year 2020-21		
(for example; Salary/ wages, pension, taxable benefits)	Country	Currency	(amount before tax deducted)	from Day Month Year	to Day Month Year	

#### Person 2



Source of income			income	Period in tax year 2020-21		
(for example; Salary/ wages, pension, taxable benefits)	Country	Currency	(amount before tax deducted)	from Day Month Year	to Day Month Year	

#### **Section 14 Declarations**

This application for financial support may be delayed unless you sign and date this declaration.

#### Person 1

Read, then sign and date where indicated

- 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 the students I am supporting may have their financial support withdrawn and I could be prosecuted.
- I agree to provide any further information in relation to the applicant's application for financial support as may reasonably be required, and I agree to provide immediate notice of, and details in relation to, any change in my circumstances that might in any way affect this application for financial support.

Today's date  Day Month Year
Your full name (BLOCK CAPITALS)
Your signature (in ink)
X

#### Person 2

Read, then sign and date where indicated

- 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 the students I am supporting may have their financial support withdrawn and I could be prosecuted.
- I agree to provide any further information in relation to the applicant's application for financial support as may reasonably be required, and I agree to provide immediate notice of, and details in relation to, any change in my circumstances that might in any way affect this application for financial support.

Today's date  Day Month Year  / / / / / / / / / / / / / / / / / / /
Your full name (BLOCK CAPITALS)
Your signature (in ink)
X

Addition	nal notes					
If you're provion is	ding extra inforn about.	nation clearly I	mark what sec	ction and que	stion the	

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## Checklist

Before returning this form, please make sure you have done the following:
Answered all of the relevant questions  If you have been asked to answer a question and haven't – we won't be able to accept your form.
Included evidence of any income not paid through HMRC For example, foreign income.
Signed and dated the terms and conditions
Paid the correct postage
Now return your form to us at: Student Finance Wales PO Box 211 Llandudno Junction LL30 9FU