



Attach  
3 passport  
Photographs  
(Write name and  
college/university  
behind the photos)

This Loan Application Form attracts a  
Processing fee of K2,000

Increasing Access to Higher Education

## HIGHER EDUCATION STUDENTS' LOANS AND GRANTS BOARD

### STUDENTS' LOAN APPLICATION FORM 2019/2020

**TO BE COMPLETED BY ALL STUDENTS WHO PREVIOUSLY BENEFITED  
FROM THE STUDENT'S LOANS**  
(Complete all sections in Capital /Block Letters)

**CAUTION:** Any person or student who when filling a Loan Application Form, or during cross examination knowingly makes a false statement whether in writing or orally relating to any matter affecting the request for a Loan shall be guilty of an offence punishable by law.

|  |                      |                      |                          |                          |
|--|----------------------|----------------------|--------------------------|--------------------------|
| <b>A. PERSONAL DETAILS OF THE APPLICANT</b>  |                      |                      |                          |                          |
| Surname:   | First Name:          | Other Names:         | SEX: F                   | M                        |
| <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| National ID Number (Please attach copy, this is a MUST):   |                      |                      |                          |                          |
| Date of Birth: DD ____ MM ____ YY ____<br>(attach birth certificate where possible)  |                      |                      |                          |                          |
| Post Office Box No:  |                      | Telephone(s)         |                          |                          |
| Email Address  |                      | District of Origin   |                          |                          |
| Township /Constituency of origin   |                      |                      |                          |                          |
| Village  |                      | Ward                 |                          |                          |
| Do you have any disability? /Special Learning Needs? Yes <input type="checkbox"/> No <input type="checkbox"/><br>(if yes, please specify)  |                      |                      |                          |                          |
| Marital Status(tick) Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Attach applicable documents |                      |                      |                          |                          |
| <b>B. DETAILS OF INSTITUTION TO WHICH YOU ARE ADMITTED</b> (attach copy of admission letter)   |                      |                      |                          |                          |
| Institution Name   |                      |                      |                          |                          |





| Year              | Tuition | Upkeep | Stationery | Total |
|-------------------|---------|--------|------------|-------|
| 2015/2016         |         |        |            |       |
| 2016/2017         |         |        |            |       |
| 2017/2018         |         |        |            |       |
| 2018/2019         |         |        |            |       |
| Total Loan Amount |         |        |            |       |

**F. BANK DETAILS** *(Please provide your own personal account details)*

|                |  |
|----------------|--|
| Account Name   |  |
| Name of Bank   |  |
| Branch         |  |
| Account Number |  |

**G. TERMS AND CONDITIONS**

1. A loan beneficiary shall, within two years upon successful or unsuccessful completion of the course for which the loan was granted, or upon earlier termination of such course for any reason or cause whatsoever, start the repayment of his student loan to the board.
2. The loans shall be applied for each and every year.
3. The loan shall be repaid with a value maintaining fee (interest) of 25% of the prevailing base lending rate in year of loan maturity.
4. The Board shall have the sole discretion of changing and varying the interest rate as circumstances shall demand.
3. The Board retains the right to evaluate all loan applications and determine the number of beneficiaries. (This application is not a guarantee that the loan shall be approved)
4. In the event that the Loan Applicant discontinues studies for whatever reason before full disbursement is made, the Board shall not disburse the remaining allocation and shall recall the loan so far advanced in full together with the interest thereon.
5. The loan shall be repaid in equal monthly instalment as per schedule determined by the Board.
6. If a Loan Applicant defaults in repayment when the loan is due, the whole amount shall become due and payable and the Loan Applicant shall be bound to pay all other charges that may arise as a result of the default including but not limited to legal fees and penalties.
7. The signature of the applicant shall certify the reading, understanding and being in agreement with the terms and conditions herein.
8. There shall be a K2000 loan application processing fee which should be deposited to **Higher Education Loans and Grants, Account Number 1001932884, National Bank of Malawi, Capital City Branch OR Higher Education Students Loans, Account Number 1380000087174, FDH Bank Limited, Capital City Branch** and that the application form shall be submitted together with a deposit slip of the same. **(DO NOT enclose Cash).**
9. No loan shall be disbursed unless the loan application form is approved and upon the Loan Applicant completing the bonding form and the letter of undertaking which shall  
*Please note that ONLY fully completed loan application forms shall be processed*

be required to be submitted to the Secretariat.

**H. Applicants check list** (Cross Check whether all required information is attached. Tick Appropriate, this is a MUST)

- i. 3 passport size.....
- ii. Deposit slip of the Processing Fee.....
- iii. Copy of applicant's National ID.....
- iv. Copy of applicant's Student ID.....
- v. Copy of academic transcript.....
- vi. Copy of fees structure.....
- vii. Applicant to sign each and every page of this document.....

#### **I. DECLARATIONS BY APPLICANT**

I am aware that the Board, at my cost, will protect its funds, i.e. the Students' Loan against any such risk for such amounts which the Board has approved and disbursed to me. In the event that any Student's Loan is granted and accepted by me, I agree to be bound by the rules, terms and conditions of the Board, and I undertake to sign all such documents as may be required to secure a Loan from the Board. I acknowledge liability for all costs that shall be incurred by the Board to recover its funds from me. The costs may include Administration fees, documents verification and Legal expenses that the Board may incur while pursuing the loan recovery. I further acknowledge that the commitments I have made in this application shall continue to bind me from now onwards until the entire loan is fully paid and I accept full responsibility and shall fully indemnify the Board.

I undertake to notify the Board or its successors or assignees in title of any change which materially changes any representation first above mentioned.

I, the Applicant, hereby consent to you, the Board:  
Receiving, compiling and retaining any confidential credit information about me for purposes of (i) assisting you perform your statutory assessment of my creditworthiness (ii) deciding whether to grant loan to me and (iii) monitoring my credit profile, should you grant me loan;

I acknowledge that under Section 27 of the Higher Education Students Loans and Grants Act, I am required to start repaying the loan within two years upon successful completion of the course for which the loan is granted or upon earlier termination of such course for any reason or cause whatsoever.

**I further hereby consent to the Credit Reference Bureau:**

Please note that this information will be shared with the Credit Reference Bureau or any office that might need it.

My signature hereto signifies my consent as aforesaid and my agreement to hold you and any credit bureau and other credit provider to whom you may provide my consumer credit information in terms of my aforesaid consent harmless against any and all liability, loss, claim, demand, cost, fees and expenses arising out of or from or in connection with my aforesaid consent.

I hereby declare that the above information is true, and that I am aware that making false statements on this form is an offence punishable by law. I further declare that I clearly understand that this is a Loan which shall be repaid.

Name: .....

**Please note that ONLY fully completed loan application forms shall be processed** 4 of 7



Signature: .....

Date: .....

Telephone Contact: .....

Email: .....

#### **J. Parent/ Guardian/ Guarantor**

I declare that I have read this form or this form has been read to me and I hereby confirm that the information given herein is true to the best of my knowledge.

Name: .....

Telephone Contact .....

Mobile .....

Residential Physical Address: .....

Employer (if applicable): .....

Employer's Physical Address: .....

Relationship with Applicant: .....

Signature: .....

Date: .....

#### **K. DEAN OF STUDENTS**

I confirm that the applicant is indeed a needy and deserving student for the loans and I hereby state that the information given here is true to the best of my knowledge.

Name: .....

Telephone Contact .....

Mobile .....

Residential Physical Address: .....

Employer (if applicable): .....

Employer's Physical Address: .....

Relationship with Applicant: .....

Signature: .....

Date: .....

**OFFICIAL STAMP.....**

*Please note that ONLY fully completed loan application forms shall be processed* 5 of 7

**L. FOR OFFICIAL USE ONLY**  
**HESLGB RECOMMENDATION**

Amount MWK.      **Tuition**.....  
                                 **Upkeep**.....  
                                 **Stationery**.....  
                                 **TOTAL**.....

I have verified the authenticity of the student's admission letters.

Comments.....  
.....  
.....

Name .....

Position .....

Signature .....

Date .....

Official Stamp.....

Approval Stamp.....

#### **M. APPLICATION FEE**

All applicants are strictly required to DEPOSIT a non-refundable application fee of MK2000.00 STRICTLY CASH Deposit.

|                |                                  |
|----------------|----------------------------------|
| Bank Name      | National Bank of Malawi          |
| Account Name   | Higher Educations Students Loans |
| Account Number | 1001932884                       |
| Branch         | City Center                      |

OR

|                |                                  |
|----------------|----------------------------------|
| Bank Name      | FDH Bank Limited                 |
| Account Name   | Higher Educations Students Loans |
| Account Number | 1380000087174                    |
| Branch         | City Center                      |

Note: A copy of the deposit slip bearing the name of the applicant and college/university should be attached to the application form. Bank deposits will be verified.

#### **N. SUBMISSION OF AN APPLICATION FORM**

A duly completed application form together with a bank deposit slip showing the name of the applicant and any other relevant attachments should be submitted to College/university administrators.

**THE CLOSING DATE FOR RECEIVING APPLICATIONS IS MONDAY, 30<sup>TH</sup> APRIL 2019.**

