**Setting up consent to share with Student Finance**

**What is consent to share and why do I need to set it up?**

Due to Data Protection, your funding body cannot discuss any aspect of your account with anyone else without your permission.

Setting up consent to share with your funding body means that the Money Adviser can call them to discuss your case while you are not in the room. This means that the adviser can chase up the progress of your application for you, can add notes to your record and can question any decision that has been made to ensure that it has been made correctly, all without you needing to book another appointment. This is especially useful if you have an ongoing case.

**How do I set up consent to share?**

Please complete the details on this card and return it to the adviser that you have seen.

**You will also need to call your funding body to ask them to set up consent to share at their end.** Please tick to show which funding provider you are using and see their contact details below:

 Student Finance England 0300 100 0607  EU Team 0141 243 3570

 Student Finance Wales 0300 200 4050  SAAS 0300 555 0505

 Student Finance Northern Ireland 0300 100 0077

* Other (please specify e.g. NHS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will need to give them the following details

* Your Customer Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The name of the HEI or organisation: ‘University of South Wales’
* The relationship: ‘Higher Education Provider’
* A password of your choosing – no information will be released to us without this password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* A date specifying when the consent to share should expire or, to confirm if it’s indefinite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once you have set this up and provided your Customer Reference Number, funding body and password to the adviser, they will then be able to speak with your funding body without you being present. You can email this information to money@southwales.ac.uk and mark it for the attention of your adviser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I agree to the Student Money Advice Team contacting my funding provider on my behalf

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_