



Bank of St. Helena Ltd.

[www.sainthelenabank.com](http://www.sainthelenabank.com)

# Loan Application Student Assistance



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[Bank of St Helena Ltd](https://www.linkedin.com/company/bank-of-st-helena-ltd)

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Established and regulated in St Helena under the Financial Services Ordinance, 2008 and 2017, the Financial Services Regulations, 2017, the Company Ordinance, 2004 and the Company Regulations, 2004



# TERMS AND CONDITIONS

## January 2023

### 1 General

1.1 These Terms & Conditions apply to all facilities, except where explicitly defined otherwise.

In these Terms & Conditions:

- 'Applicant' and 'Borrower' shall be construed in the plural in the case of joint applications.
- 'Facility' shall be construed as any form of financial assistance applied for, whether it is a loan, overdraft or any new products introduced.
- 'St. Helena' includes the entire jurisdiction of St. Helena, including Ascension Island.
- 'Property' shall be construed as any land/building/house/dwelling place, whether it be completed or otherwise.

1.2 These terms and conditions form part of the contract between the Bank and the borrower.

### 2 Eligibility

2.1 To be eligible to apply for a Student Assistance loan, the prospective student must be aged between 18 years and 21 years, be entering into a joint loan with a guarantor and have evidence of a confirmed university placement within the United Kingdom. Both the proposed student and guarantor must be aged eighteen years or over, and meet the following criteria:

- Have St Helenian status by right of birth or descent
- Is a close or dependant relative or the life partner of someone with St Helenian status by right of birth or descent
- The guarantor must be in full time employment or, if working under a contract of employment, is able to repay the loan in full prior to the contract expiring
- Have a current account with the Bank of St. Helena Ltd

2.2 If the loan is being guaranteed by a business/organisation, the guarantor must:

- Be operating on St Helena
- Be registered with the Companies Registrar of St Helena
- Be registered with the Commissioner of Income Tax
- Have a current business account with the Bank.

2.3 Applications will still be subject to the Bank's approval process and the ability to meet any or all of the requirements above will not mean automatic approval of the loan.

### 3 Application

3.1 Every application must be made on the Bank's Student Assistance Loan application form, which must be completed in full and signed by the applicant or an authorised signatory, in which Power of Attorney forms will need to be submitted.

3.2 The purpose of the facility must be clearly stated within the application form and the loan funds must be used for the purpose for which it was approved.

### 4 Qualification

4.1 The borrower agrees that the Bank may take whatever steps it considers necessary to satisfy itself as to the creditworthiness of the applicant, and the applicant agrees to provide the Bank with whatever additional information it considers necessary, in order to assess the application. The borrower may withdraw this consent at any time before an application is approved, whereupon the application will be deemed to have been withdrawn.

4.2 The Bank reserves the right to decline applications at its sole discretion, without the requirement to provide a reason for doing so.

4.3 Applicants should not assume that meeting the requirements laid out in these Terms and Conditions automatically means approval of their application. Further analysis of the supporting data will be carried out to ensure the creditworthiness of the applicant and their ability to afford the loan repayments throughout the term of the loan.

### 5 Conditions of approval

5.1 Approval of a facility will be communicated by way of letter, email or telephone. Any additional or varied conditions will be clearly stated in a formal letter.

5.2 To accept the facility offer the applicant must sign and have witnessed in duplicate the facility letter.

5.3 Joint borrowers and guarantors are all responsible for ensuring that loan repayments are made and all conditions of the facility letter are met without default.

5.4 The borrower undertakes not to borrow further sums from any other source without the consent of the Bank whilst any amount of the facility remains outstanding.

5.5 The applicant will be required to prove ownership of any asset which is to be provided to the Bank as collateral.

5.6 The applicant will be expected to sign (where applicable) an acceptance form giving the Bank permission to inform the Insurance Office of their interest in the asset being held as security for the duration of the proposed loan.

5.7 If the facility is not utilised within six months of the approval date it will become void.

### 6 Loan period

6.1 All facilities will be for a specified period of time which:

- will not exceed the estimated useful life of the collateral taken by the Bank as security.
- will be the repayment period determined by the Bank.
- will not exceed ten years, inclusive of any period of interest only payments.

### 7 Interest rates

7.1 Interest will be calculated using the Base Rate, plus a margin that is set by the Bank depending on the type of facility; secured or unsecured.

7.2 By accepting the facility the borrower authorises the Bank to vary the interest rate, whether occasioned by a change to the Base Rate or for other published reasons.



## 8 Repayments

- 8.1 The loan can be repaid in one of two ways:
- i. Payments of interest only during the student's years of study with repayment of principal and interest commencing once the study period is completed. Interest payments will be automatically debited from an agreed BoSH Current Account at every month end during the period that no principal repayments are being made.
  - ii. Repayment of interest and principal from the outset.
- 8.2 Once repayments of interest and principal has commenced, these repayments will be automatically debited from an agreed BoSH Current Account on the same date every month.
- 8.3 The borrower must ensure that sufficient funds exist in the account to meet the scheduled monthly repayments.
- 8.4 Should there be insufficient funds in the Current Account, the repayment will still be made and an unauthorised overdraft will be created. The Bank will then attempt to contact the borrower to advise of this unauthorised overdraft and request that it is cleared immediately. The account holder will be unable to draw cash or make payments from the Current Account until this overdraft has been cleared. Unauthorised overdrafts are deemed an event of default and will attract additional charges and/or interest at a higher rate.
- 8.5 We reserve the right of set-off, i.e. we may move money from other accounts held by you, jointly or personally, without notice, to repay an unauthorised overdraft and the overdraft interest thereon.
- 8.6 All repayments will be for a specific amount as calculated by the Bank in order to fully repay the facility, plus interest, by the agreed completion date.
- 8.7 Lump sum repayments are permitted but must be confirmed by the borrower in writing. By making lump sum payments this reduces the term of the facility. Lump sum repayments are applied to the facility at the next repayment date.

## 9 Disbursement

- 9.1 Upon approval of a Student Assistance Loan, the Bank will notify the borrower. Once the facility letter has been signed, the agreed amount will be paid into the borrower's nominated Bank of St Helena account. The borrower need not supply documentation for the payments made.

## 10 Events of Default

- 10.1 The events that would cause a facility to be considered 'In Default' will be notified to the borrower in the facility letter.
- 10.2 In the case of an event of default, action (which may include legal action) will be taken to obtain payment and/or to take ownership of the assets held as security.
- 10.3 Any event of default will affect your credit rating with the Bank and subsequent loan applications.

## 11 Insurance

- 11.1 Appropriate insurance must be maintained over any assets held as security by the Bank for the period of the facility. Such insurance is to be evidenced by the submission of an annual insurance certificate to the BoSH.

- 11.2 Non submission of appropriate and up-to-date insurance certification is deemed an event of default and will attract additional charges.

## 12 Fees

- 12.1 Applicants will be subject to the following fees:
- Application fee – Payable upon submission of your application form
  - Administration fee – Payable on the date of signing your Facility letter
- 12.2 Applicants can be subjected to the following additional fees:
- Valuation fee – If a valuation of the asset offered as security is necessary, a valuation fee will be charged
  - Reminder Letter fees – in the event of default, a reminder letter will be sent and the applicable fee will automatically be debited from your Bank Account.
  - Cancellation fee – if the loan approval process is completed and you notify the Bank that the facility is no longer required; the applicable fee will automatically be debited from your Bank Account.

## 13 Other conditions

- 13.1 The applicant may use the services of third parties to assist in completing the application forms and required supporting data. However, the accuracy and completeness of the application remains the sole responsibility of the applicant.
- 13.2 If the asset held by the Bank as security is sold the Bank must be informed of the sale and the borrower must either:
- settle the outstanding loan balance immediately; or
  - provide alternative security of a value sufficient to secure the outstanding loan balance

If neither option is feasible, the Bank will seize the asset from the new owner and sell it.

## 14 Amendment

- 14.1 The Bank reserves the right to revise these terms and conditions at its sole discretion, at any time, without notice. Revisions will apply to new and existing borrowers. Existing borrowers will be informed of any material changes.

## General Advice to Borrowers

**Bank of St. Helena attempts to establish that facilities it makes are affordable to the borrower. However, the Bank recognises that circumstances may change unexpectedly. In the event that a borrower is likely to be unable to meet the repayments on a loan s/he should contact the Bank as soon as possible to discuss the situation, preferably before any payments are missed, so that a satisfactory solution can be agreed.**



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# **APPLICATION FORM**

# **Student Assistance**



## SECTION 1 DO YOU HAVE THE RIGHT FORM?

This form should be used to apply for a **Student Assistance loan**. Sole-Traders, Partnership businesses, Limited Companies (private or public) Mortgage and Personal loan applicants should use a different form.

## SECTION 2 PERSONAL DETAILS

| Personal Details:  | Applicant 1 (Student) | Applicant 2 (Parent / Guardian)<br>(if applicant 2 is a business organisation, please complete Annex 1) |
|--|-----------------------|---|
| Title:   |                       |   |
| First Name:  |                       |   |
| Middle Name:   |                       |   |
| Last Name:   |                       |   |
| Date of Birth:   |                       |   |
| <b>Contact Details:</b>  |                       |   |
| Home Tele No.:   |                       |   |
| Work Tele No.:   |                       |   |
| Mobile Tele No.:   |                       |   |
| Email Address:   |                       |   |
| <b>Current Postal Address:</b>   |                       |   |
| Address Line 1:  |                       |   |
| Address Line 2:  |                       |   |
| Address Line 3:  |                       |   |
| <b>Previous Postal Address: (if at current address less than <i>three years</i>)</b> |                       |   |
| Address Line 1:  |                       |   |
| Address Line 2:  |                       |   |
| Address Line 3:  |                       |   |
| <b>Employment Details:</b>   |                       |   |
| Employer:  |                       |   |
| Position Held:   |                       |   |
| If working on contract, what is the remaining term?                                  |                       |   |
| <b>Previous employer: (if in current employment <i>less than 12 months</i>)</b>      |                       |   |



| Details of Bank Accounts  |             |             |
|---|-------------|-------------|
|   | Applicant 1 | Applicant 2 |
| BoSH Account No.  |             |             |
| Details of other Bank Accounts off island (Bank statements may be required) |             |             |
| Name of Bank:   |             |             |
| Type of Account:  |             |             |
| Household Details:  |             |             |
| No. of Adults in Household  |             |             |
| No. of Children in Household  |             |             |
| Specify how many contribute to living expenses                              |             |             |

### SECTION 3 DETAILS OF LOAN REQUEST

| Purpose of Loan: (choose the applicable)   |             |                                      |  |                                      |        |
|--|-------------|--------------------------------------|--|--------------------------------------|--------|
| Student Assistance Year 1 of studies   |             | Student Assistance Year 2 of studies |  | Student Assistance Year 3 of studies |        |
| Name of University   |             |                                      |  |                                      |        |
| Confirmation Provided  |             | Amount Required: £ (Maximum £5,000)  |  |                                      |        |
| Preferred Loan Term: _____ Years (Maximum term 10 years, depending on eligibility)                       |             |                                      |  |                                      |        |
| Preferred repayment option (select below):   |             |                                      |  |                                      |        |
| Payment of interest only during years of study; repayment of principal & interest once studies completed |             |                                      | Repayment of principal & interest to commence one month after signing of facility letter |                                      |        |
| Security offered:  |             |                                      |  |                                      |        |
| Address:   |             |                                      |  |                                      |        |
| On Freehold  |             | Government Lease                     |  | Other Lease                          |        |
| Registration Section:  |             |                                      | Block No.:   | Parcel No.:                          |        |
| Approx. Value  |             |                                      |  |                                      |        |
| Mortgage Outstanding   |             |                                      |  |                                      |        |
| Lender/Mortgagee   |             |                                      |  |                                      |        |
| Present house is:  | Owned by me |                                      | Owned by other   |                                      | Rented |



**SECTION 4 FINANCIAL INFORMATION**

|   | Applicant 1  | Applicant 2  |
|---|--------------|--------------|
| Net Income:   | £ Week/Month | £ Week/Month |
| Current Payslip Attached:                             |              |              |
| <b>Expenses:</b>                                      |              |              |
| Rent/ Mortgage Repayments*:                           | £            | £            |
| Other Loan**:   | £            | £            |
| Vehicle Costs: - Fuel                                 | £            | £            |
| Vehicle Costs: - (Insurance/MOT Fee/<br>Road License) | £            | £            |
| Utilities:  | £            | £            |
| Food:   | £            | £            |
| Personal:<br>(Clothing/Creché/Maintenance/HTDT)       | £            | £            |
| <b>Total Expenses:</b>                                | <b>£</b>     | <b>£</b>     |

| <b>Statement of Personal Assets and Liabilities:</b> |             |             |
|--|-------------|-------------|
|  | Applicant 1 | Applicant 2 |
| Land/Buildings                                       | £           | £           |
| Vehicle(s)   | £           | £           |
| Debtors (Persons who owe you)                        | £           | £           |
| Cash in Hand/Bank                                    | £           | £           |
| Other Assets   | £           | £           |
| Existing Mortgage                                    | £           | £           |
| BoSH Loans*  | £           | £           |
| Creditors (Persons you owe)**                        | £           | £           |
| <b>OFFICE USE ONLY – NET WORTH:</b>                  | <b>£</b>    |             |



\*Specify other loans held with the BoSH, together with confirmation of amount still outstanding

| Applicant 1                         |            | Applicant 2                         |            |
|-------------------------------------|------------|-------------------------------------|------------|
| Type (Personal/Mortgage/Commercial) | Amount (£) | Type (Personal/Mortgage/Commercial) | Amount (£) |
|                                     |            |                                     |            |
|                                     |            |                                     |            |
|                                     |            |                                     |            |

\*\*Specify other creditors hereunder, together with confirmation of amount still outstanding:

| Applicant 1      |            | Applicant 2      |            |
|------------------|------------|------------------|------------|
| Name of Creditor | Amount (£) | Name of Creditor | Amount (£) |
|                  |            |                  |            |
|                  |            |                  |            |
|                  |            |                  |            |

Further information applicants may consider of relevance:

**Declaration**

I/We certify that the information provided above is correct:

1. I/We have read and accepted the applicable Terms & Conditions for this loan, and will utilise the loan in accordance with these Terms & Conditions as set by Bank of St Helena.
2. I/We will promptly notify the Bank of any changes in the above details.

|            | Applicant 1 | Applicant 2 |
|------------|-------------|-------------|
| Signature: |             |             |
| Date:      |             |             |

**OFFICE USE ONLY**

Application fee £10.00





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# **APPLICATION FORM Student Assistance (Annex 1)**



**SECTION 5 DO YOU HAVE THE RIGHT FORM?**

This form should be used when a business/organisation is guaranteeing a **Student Assistance Loan**.

**SECTION 6 BUSINESS DETAILS**

|  |   |
|--|---|
| Name of Business:  |   |
| Business Type:   | Sole Trader / Partnership / Limited Company<br><i>(Delete as appropriate)</i> |
| Company Registration No.:                                    |   |
| Tax Registration No.:  |   |
| <b>Business Postal Address:</b>                              |   |
| Address Line 1:  |   |
| Address Line 2:  |   |
| Address Line 3:  |   |
| <b>Details of Business Bank Accounts</b>                     |   |
| BoSH Account No.:  |   |
| <b>Accounts off island</b> (Bank Statements may be required) |   |
| Name of Bank:  |   |
| Type of Account:   |   |

Please provide copies of Tax Registration Certificate, Company documentation to include, Certificate of Incorporation, Articles of Incorporation and details of shareholders (Form 2, 3 etc.) and cashflow forecasts for a minimum period of 3 years.

**SECTION 7 APPLICANT DETAILS**

If the business has more than two owners/directors, please provide further details on a separate sheet.

| Personal Details:       | Director 1 | Director 2 |
|-------------------------|------------|------------|
| Title:                  |            |            |
| First Name:             |            |            |
| Middle Name:            |            |            |
| Last Name:              |            |            |
| Date of Birth:          |            |            |
| <b>Contact Details:</b> |            |            |
| Home Tele No.:          |            |            |
| Work Tele No.:          |            |            |
| Mobile Tele No.:        |            |            |



|  |  |  |
|--|--|--|
| Email Address:   |  |  |
| <b>Current Postal Address:</b>   |  |  |
| Address Line 1:  |  |  |
| Address Line 2:  |  |  |
| Address Line 3:  |  |  |
| <b>Previous Postal Address: (if at current address less than <i>three years</i>)</b> |  |  |
| Address Line 1:  |  |  |
| Address Line 2:  |  |  |
| Address Line 3:  |  |  |

**SECTION 8 DETAILS OF OWNED PROPERTY/SECURITY OFFERED**

|                       |  |                  |  |             |  |             |  |
|-----------------------|--|------------------|--|-------------|--|-------------|--|
| Address:              |  |                  |  |             |  |             |  |
| On Freehold           |  | Government Lease |  | Other Lease |  |             |  |
| Registration Section: |  |                  |  | Block No.:  |  | Parcel No.: |  |
| Approx. Value         |  |                  |  |             |  |             |  |
| Mortgage Outstanding  |  |                  |  |             |  |             |  |
| Lender/Mortgagee      |  |                  |  |             |  |             |  |

**SECTION 9 BUSINESS FINANCIAL INFORMATION**

| <b>Statement of Assets and Liabilities:</b>   |            |                              |            |
|---|------------|------------------------------|------------|
| Assets  | Amount (£) | Liabilities                  | Amount (£) |
| Land/Buildings  |            | Existing Mortgage            |            |
| Vehicle(s)  |            | BoSH Loans*                  |            |
| Debtors (Persons who owe you)   |            | Creditors (Persons you owe)* |            |
| Cash in Hand/Bank   |            |                              |            |
| Other Assets  |            |                              |            |
| <b>OFFICE USE ONLY – NET:</b>   |            |                              |            |
| *Please list other creditors hereunder, together with confirmation of amount still outstanding. |            |                              |            |
| BoSH Facilities   | Amount (£) | Name of Creditor             | Amount (£) |



|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

|   |   |
|---|---|
| Annual turnover for last financial Year | £ |
| Year End accounts provided              |   |

**Declaration**

I/We certify that the information provided above is correct:  
 3. I/We have read and accepted the applicable Terms & Conditions for this loan, and will utilise the loan in accordance with these Terms & Conditions as set by Bank of St Helena.  
 4. I/We will promptly notify the Bank of any changes in the above details.

If the business has more than two owners/directors, please provide further details on a separate sheet.

|            | Director 1 | Director 2 |
|------------|------------|------------|
| Signature: |            |            |
| Date:      |            |            |