

Golden Futures University Loan Application Guide

Golden Futures



The Golden Futures *University Loan Application Guide* is here to help you understand the loan application process. The booklet also provides information about matters you may have to consider during your time at university and afterwards. Read carefully and feel free to email Golden Futures if you have any queries.

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Section 1 - Personal Information

Name: Please write your full name, capitalising your surname if written in English, and put your surname first if you are writing in Khmer.

Email address/contact phone number: Please enter a current email address and/or phone number that you can be contacted via.

Contact address: The address you are currently living at.

Gender: (Male or Female)

D.O.B: Date of Birth (dd/mm/yy)

Highest level of education reached: (eg. Primary school, High School Grade 9, High School Diploma, etc)

Section 2 - What you want to do and why? (Career Plan)

Spend time filling out this section. Use the questions below to help. You must make your ambitions clear to yourself and think about the steps you need to take to reach your goals.

Describe yourself now. (Yourself in the present e.g. education, skills, living situation, hobbies, finances, and your ambitions)

Think about all the things that best describe who you are. Mention in detail those things that you are best at or most passionate about and things that may suit you to your degree.

What do you intend to study at University/ What sort of activity do you intend to do? Why? What is your second choice?

It is important to be convincing in this section - remember, you are applying for a loan and the people lending you the money want to see you are dedicated to a certain course. Think about **WHY** you actually want to do a certain course at University. What career will it lead to you having and why do you want to work in this industry? Do you eventually want to have your own business?

Explain your backup choice clearly. State why you think this would be a good fit for you too. It is essential that you are convincing here too. Also explain why this choice would suit you.

Try to relate your personality/skills to your choices.

Describe your ambitions. What will you do when you finish university?

What is it you actually want to do after graduation? What do you want to become?

Section 3 - During your studies (Budget Plan)

Consider living costs (living at Midway House). Golden Futures will only let you borrow \$10 a month, and living costs are more than this. How will you manage with these costs? What will you do? What will your budget be? What will you do if you cannot find a job?

This is one of the most important sections of the form. What are the direct and indirect costs? The key to good budgeting is to be realistic – find out how much you think things will cost, and then budget for them being more expensive than that. It is always better to have spare money than to not have enough.

If you are studying **at university**, you might want to budget your tuition fees on an annual basis, and your living costs on a monthly one, and then combine the two. For an example of this, see the example loan form at the end of this document.

If you are planning on **a shorter course of study**, you might want to plan your budget on a monthly basis, and divide your course fees over the months.

Make sure your budget is realistic – this is something that will be considered in your application, and you are less likely to get money if your project is not reasonable.

Important issues you need to consider are:

- Is there any equipment you will need (books, tools, technology, stationery)?
- How will you get to and from your place of work/study?
- Where will you live?
- What will you eat?
- Holidays?
- Entertainment?

Remember to:

- Take into account rises in prices over time
- Add a margin of 10% to account for unexpected costs.

What other sources of funding for your project have you considered? For example – grants available, part-time work, work-based training.

Do some research before you answer this and/or speak to an advisor. You must demonstrate that you have considered other options to reduce your loan as much as possible.

Perhaps you are eligible for a grant, or you have relatives who will help you out. You might want to get a part-time job while you study. Any money you get from your loan, you have to give back afterwards, so it is better to borrow the amount you need, and nothing more. This will also mean there is more money for other people to get loans.

It will help your application if you can show that you have considered all the other sources of funding that are possible for you, and are taking advantage of any that are available.

Section 4 - Loan Application (Only for students applying for a loan)

How much money will you need to borrow? How much are the tuition fees at your first and second choice universities? How many years will you study for? Do you have additional modules you will need to pay for?

Be careful in this section. Think about the tuition fees for both your first and second options.

Occasionally, there may be a module that you have to pay extra for on your course. Please write this down if you are aware of a module like this, stating the price and how you would pay for it if it was compulsory.

Calculate fees per academic year and multiply this amount by the number of years you will be studying for.

For example:

\$ 200/ semester = \$400/ year

The course is 3 years long, so in this example you will need to borrow 3 x \$400 to cover your tuition fees.

You will also be entitled to \$10/month for living costs for the duration of your course.

So, the total loan= Total university fees + \$10 x total number of months at university

How do you intend to repay this loan? How much will you pay per month? How long until the loan is repaid?

Detail your budget for the repayment period.

Now you need to think about how you will live when you have finished your course. You might want to move into a new house, get a new car/motorbike, or start a family. You need to convince us that you will be able to afford to make reasonable repayments on your loan.

Look up your career's average salary and work around this. Show that you understand where the money you will earn will go.

Examples of things to consider when making your repayment budget:

- Electricity, gas and water.
- House/flat rental fee.
- Car/motorbike and petrol.
- Food and groceries.

Once you have considered these factors, you can now determine how long it will take you to pay off your loan. Are you happy with this?

Section 5 - Summary

Check whether you have answered all these questions below

- What is your project?
- Why would you need to use a loan?
- How much will you need to borrow, and when?
- How will you afford living costs that are not provided by the loan?
- How much will you repay each month?
- How long will it take you to repay all of your loan?

Please give a small summary of the details of your project followed by a breakdown of your loan. This will help us to evaluate your application.

**For those who wish to study at university,
please fill in and submit the loan application form.**

Study the following SAMPLE form.

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Golden Futures Loan Application Form SAMPLE

Please write clearly, in either English or Khmer throughout. No decisions will be based on the language used. Make sure you answer all the questions fully, and feel free to continue onto additional sheets if necessary.

Before completing this form, you should read through the additional advice booklet, and it might be useful to refer to it as you fill in the form.

Section 1 - Personal Information

Name: *Adam FAKENAME*

Email Address: *fakename.adam@newfutureforchildren.com*

Contact Phone Number: *012-888 888*

Contact Address:

*Adam Fakename
c/o NFC, 151 st 592
Sangkat Boeung Kak II
Khan Toul Kork
Phnom Penh*

Gender: *Male*

D.O.B. *10/05/91*

Highest level of education reached: *High School Diploma*

Section 2 - What do you want to do and why

Describe yourself now: Continue onto additional sheets if necessary.
(Think about education, skills, living situation, hobbies, finances, and your ambitions)

*I am due to finish Grade 12 this summer, and my strongest subject is Maths. I am very interested in business, and working in banking. I currently study all day at school, and in the evenings I study English at New World Institute, so I have no time for a part-time job. In my English studies I have reached level 13.
I live in the centre at NFC, and help out with whatever I can when I have time, but that isn't very often! In my spare time, I enjoy playing football, spending time on social networks, and planning for my future.*

What do you intend to study at University? Why? What is your second choice?

*I want to study BSc Accounting Studies at Norton University.
My second choice of study is BSc Accounting at Vanda Institute.*

As mentioned, I am interested in business especially accounting and finance. If I study accounting at university, it will help me become an independent accountant after graduation. My second choice of university is Vanda Institute which requires me less expensive tuition fees.

Describe your ambitions. What will you do when you finish university?

I want to have my own business to support me and my family, and to allow me to support my children in studying and finding jobs for themselves.

Section 3- During your studies

Think about your living costs when you are at university. Golden Futures will only let you borrow \$10/month for living costs, so you must find the rest from somewhere else. What will you do? What will your budget be?

I will find a part-time job e.g. during weekends. or I will find a flatmate to share the flat so that I can save up rental fee and electricity bills.

** See full budget plan below*

What other sources of funding for your university costs have you considered? For example – grants available, part-time working, work-based training.

During my studies, I will work part-time as a waiter. I expect to earn around \$40 a month, including tips.

I have spoken to my relatives, and they will give me \$10 a month, and will let me borrow a motorcycle to travel to and from work and university.

I'll study hard and achieve scholarships.

Section 4 - Your Loan

How much money will you need to borrow? How much are the tuition fees at your first and second choice universities? How many years will you study for?

*The tuition fee at Norton University is
Years 1 & 2: \$420/year, Years 3 & 4: \$480/year*

*The tuition fee at Vanda Institute is
Years 1 & 2: Grade A - pay \$300 Grade B - pay \$320
Years 3 & 4: All pay \$400*

Therefore, If I go to the Norton University, then I will need to borrow \$420 for the 1st and 2nd year and \$480 for the 3rd and 4th year. If I go to Vanda Institute, then I will borrow the amount of tuition fee I have to pay according to my grades.

I will add on \$10/month for living costs for each year that I will be studying for.

This means that for Norton, my fees over the 4 years will be \$1800. Together with \$10/ month, the total loan amount will be \$2280.

How do you intend to repay this loan? How much do you think you will pay per month? How long until the loan is repaid?

I will repay \$60 per month, which means I will clear the \$1800 (university for 4 years) + \$480 (\$10 x 48 months), which is \$2280.

My research suggests that a reasonable starting salary for an accountant working in Phnom Penh is around \$300. My living costs will be about \$180, so I can save \$60 a month towards holidays like Khmer New Year and the Water Festival, and still make a monthly repayment of \$60.

** See repayment plan below*

*** Budget plan (Section 3)**

University Costs:

15 th September 2013 (1st year) -	\$420
15 th September 2014 (2nd year)-	\$420
15 th September 2015 (3rd year)-	\$480
15 th September 2016 (4th year)-	\$480
Total borrowed -	\$1800

Annual Budget for University Costs

Income	Loan	\$450
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Expenditure	Tuition	\$420
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Surplus	\$30
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(which can be saved or spent on books or stationery as needed)

Living Costs:

Monthly Budget for Living costs

Income	Salary	\$40
	Family	\$10
	Loan	\$10

Expenditure	Rent/Food	\$30
	Transport	\$20
	+ 10%	\$5

Surplus	\$5
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Annual surplus \$5 x 12(months) + \$30 maximum = \$60 for savings.

After graduation:

Monthly Budget

Income	Salary	\$300
Total		\$300

Expenditure	Rent	\$100
	Food	\$40
	Transport	\$30
	Bills	\$10
Total		\$180

Income - expenditure = \$300 - \$180 = **\$120**

Monthly Savings (for holidays etc.) \$60

Monthly Repayment \$60

Repayment Plan

$\$2280 / \$60 = 38 \text{ months} = 3 \text{ years and } 2 \text{ months}$

The 1st payment in January 2017 and the last payment in May 2020.

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Sponsorship Advice

Questions to consider:

(Maybe speak to your advisor if you are not sure about the following)

- (1) Does the sponsorship you have cover all university costs?
- (2) If not, how will/are you covering the additional costs?
- (3) Does your sponsor/s know what dates they must pay by?
- (4) How will you keep in touch with your sponsor and give them reports about your university progress?
- (5) What if your sponsor disappears or is unable to make the required payments? Do you have a backup? Maybe Golden Futures? Do you have a contract in place to guarantee payment for university until graduation?

