

PLEASE READ ATTACHED NOTES BEFORE FILLING THE FORM

MSB Public Universities Students Loan scheme
 MSB House, Corner Victoria Avenue,
 & Chitembwe Road,
 P.O. BOX 521,
 BLANTYRE,
 MALAWI
 Tel: 01825111/1824560.
 Fax: 01821929.



USE HAND PRINTED ONLY
 WITHIN BOXES

GOOD A	BAD A
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Affix One recent colour
 passport size photo and write
 your Student Identity No. on
 the reverse

MSB No. (Do not write in this box)

NOTE: DO NOT LET ANY LETTER/DIGIT CROSS THE BOX

PUBLIC UNIVERSITIES STUDENTS LOAN APPLICATION FORM

CAUTION

Any student who knowingly makes a false statement whether orally or in writing relating to any matter affecting the application for a Loan shall be guilty of an offence.

Please note that the following categories of students do not qualify to apply for the loan:

(i) studying in private universities; (ii) or upgrading students studying at any university

COMPLETE ALL SECTIONS IN CAPITAL/BLOCK LETTERS USING BLACK INK

A. Personal Details - Applicant (Mandatory Fields)**

Surname ** First Name** Middle Name(s)**

Student ID/No. (Attach Copy)** Date of Birth (DD/MM/YYYY) ** Gender **
 Male Female

E-mail

Contact No. Fax No.

Postal Address**

Nationality** Village**

Traditional Authority**

Home District**

Applicant's Marital Status (tick)
 Single Single Parent Married Divorced

Spouse's Full Details(if Married)

Surname	First Name	Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant's Current Place of Residence **

Physical Address nearest Public institution e.g. School/Police/Heath Centre

Village**

Traditional Authority (TA)**

Constituency Name**

District Name**

Current place of residence Plot No, Area, Town ** (Either)

Applicants Personal Bank Details

MSB Branch Name **

Account Number**

Account Name**

* Must be same as Applicant's Name

University Details

University Code ** College Code ** Program of Study and Faculty **

College Name **

Student Registration Number ** Year of admission ** e.g. 2010...
 Year of study **

Loan per Annum **

How much are you applying for?

MK Tuition
 Stationery

Siblings in University applying for MSB loan this academic year **

Student Registration Number	Names
1 <input type="text"/>	1 <input type="text"/>
2 <input type="text"/>	2 <input type="text"/>
3 <input type="text"/>	3 <input type="text"/>
None <input type="text"/>	

How much can your family raise towards your fees?

MK Tuition
 Stationery

Year Tuition Stationery Total

Year	Tuition	Stationery	Total
Previous Loan	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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B. Education Background Attach certified copies of your certificates (if not available only provide details)

Level	Institution Name	Certificate Obtained	Year (From)	Year (To)
Primary				
Secondary				
A-Level				
Tertiary				
University				

Declaration **

Applicant

I declare that the information given herein is true to the best of my knowledge.
I also understand that this is a loan that must be repaid.

Name.....

Signature..... Date.....

C. Details of Parents/Guardian

Are you an orphan? Y N

Father

Note: for salary/pension income, attach copy of latest pay slip

Surname** First Name** Middle Name(s)**

ID/No (attach copy)** Year of birth DD/MM/YYYY** Highest level of education (tick)**
 None Primary Secondary Tertiary University

Contact No. ** Employed Y N

Occupation/Profession** Employer Telephone No

Name of Employer/Business of former employer if no longer employed (attach evidence if no longer working)

Income **
 Gross Salary (Monthly)
 Business (Annual)
 Farming (Annual)
 Pension (Monthly)

Mother

Note: for salary/pension income, attach copy of latest pay slip

Surname** First Name** Middle Nam(s)**

ID/No (attach copy)** Year of birth DD/MM/YYYY** Highest level of education (tick)**
 None Primary Secondary Tertiary University

Contact No. ** Employed Y N

Occupation/Profession** Employer Telephone No

Name of Employer/Business of former employer if no longer employed (attach evidence if no longer working)

Income **
 Gross Salary (Monthly)
 Business (Annual)
 Farming (Annual)
 Pension (Monthly)

Parent's Marital Status**

Are you from a single parent?..... Single Married Divorced Widowed

Father Mother

Details of Guardian/Sponsor/Public Trustee responsible for your fees

Name(s) **

Contact No. **

Box No. ** Town ** District **

If both parents are deceased who has been paying your fees?
 Guardian Sponsor Public Trustee/Executor

** Note: Attach letter from Trustee or Sponsor

Estimated family Annual Expenses (MK)

No. of members in the family	<input type="text"/>	Medical (optional).....	<input type="text"/>
Food	<input type="text"/>	Rent.....	<input type="text"/>
Clothing	<input type="text"/>	Travel/Fuel.....	<input type="text"/>
Mortgage/Loan repayment (optional).....	<input type="text"/>	Other (taxes etc).....	<input type="text"/>

D. Gross education expenses (Siblings in secondary, tertiary or University who are not beneficiaries of MSB Loan)

Name	Institution	Level of Study	Annual Fees
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration **

I declare that I have read this application/this application has been read to me and I hereby confirm that the information given therein is true to the best of my knowledge

Name.....

Signature.....

Date.....

GUARANTORS (PARENT / GUARDIAN)

**E.
Guarantor 1**

Surname** First Name** Middle Name(s)**

ID No. e-mail Tel. No
(Attach copy)

P. O. Box** Town** District**
Current place of residence, Plot No, Area**

Village** TA**

I, _____ herein also referred to as "the guarantor" hereby acknowledge that I am bound to MSB in the sum of an amount equivalent to what MSB shall grant to _____ as loan under the agreement together with interest accrued thereon after exceeding the excepted repayment period, which amount I shall, on demand, repay to MSB in the event that the borrower fails to honor his/her obligation of repaying the same to the MSB when it falls due. The MSB will notify me of the amount granted to the borrower after the award is made. This guarantee shall remain valid and in full force until full repayment of the loan.

Guarantor 1 Signature and Date

Advocate/Magistrate/Chief/Village Headmen Signature, Date and Official Rubber Stamp

Guarantor 2

Surname** First Name** Middle Name(s)**

ID No.** e-mail Tel. No
(Attach copy)

P. O. Box** Town** District**
Current place of residence, Plot No, Area**

Village** TA**

I, _____ herein also referred to as "the guarantor" hereby acknowledge that I am bound to MSB in the sum of an amount equivalent to what MSB shall grant to _____ as loan under the agreement together with interest accrued thereon after exceeding the excepted repayment period, which amount I shall, on demand, repay to MSB in the event that the borrower fails to honor his/her obligation of repaying the same to the MSB when it falls due. The MSB will notify me of the amount granted to the borrower after the award is made. This guarantee shall remain valid and in full force until full repayment of the loan.

Guarantor 2 Signature and Date**

Advocate/Magistrate/Chief/Village Headmen Signature, Date and Official Rubber Stamp

2 Priest/Clergy/Pastor/ Sheikh/T.A/Village Headman/Commissioner of Oaths/ Magistrate

I confirm that the applicant appeared before me and that I interviewed him/her and hereby state that the information given herein is true to the best of my knowledge.

Signature..... Date.....

Name/Address/Telephone**

Official rubber stamp**

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G. Agreement (To be signed by loan applicant)

I understand that this is a loan which MUST be repaid and do hereby bind myself to repay to the order of MSB all sums disbursed to me (hereinafter called "the loan") together with the interest thereon and any other charges that may become due and payable under terms and conditions set hereinafter. I understand that acceptance of any disbursement issued to me at any time will signify obligation to repay the loan and I shall abide by all the obligations as bestowed upon me by MSB. MSB public Universities Loan Scheme, hereinafter called "MSB" shall refer to the current MSB Loan Scheme and its successors and assigns.

Terms and conditions

1. This application will only be granted after MSB has gone through the application and the bank reserves the right to approve, reject or differ any application.
2. No loan shall be granted unless all the details in the application forms have been supplied, paying attention to mandatory and optional fields.
3. All beneficiaries are required to open an account with MSB. No loan shall be disbursed through any other bank.
4. All other banking terms and condition shall apply.
5. MSB shall send to each borrower annual statements indicating the amount disbursed each academic year. The sums of the amount indicated in the statements shall form the principal loan to be recovered from the borrower. The contents of the statements shall be deemed to be correct unless a written complaint to the contrary is received by MSB within three (3) months from the date of the statement whereupon MSB shall either confirm the complaint or advise otherwise as the case may be.
6. Where it is discovered that the loan was granted due to false information furnished by the borrower, MSB shall withhold release of the amount yet to be disbursed if any, besides subjecting the borrower for prosecution and recovery of the amount disbursed becomes due immediately. MSB will consider it as criminal to provide any false information which cannot be verified.
7. A student will be eligible for MSB loans only during the number of years his/her programme of study will run.
8. In the event that the borrower discontinues studies for whichever reason before full disbursement is made, MSB shall not disburse the remaining allocation and shall recall the loan so far advanced in full together with the interest thereon.(where applicable)
9. In the event that the borrower receives additional financial assistance from any other source and the need to refund by the university arises, such a refund shall be made to MSB and the same shall be utilized towards reducing or offsetting the loan.
10. The loan shall be due for repayment one year after completion of the program studied and full payment shall be expected within four years after due date or within such a period as MSB may decide to recall the loan whichever is earlier.
11. Interest shall be charged on any loan that shall exceed the expected repayment period as stipulated in (10) above.
12. The loan shall be repaid in equal monthly installments or by any other convenient mode of repayment as shall be directed by MSB but subject to the provisions of MSB Loan Scheme.
13. If a borrower defaults in repayment when the loan is due, the whole amount shall become due and payable and the borrower shall be bound to pay all other charges that may arise as a result of the default including but not limited to the Advocates fees and penalties.
14. MSB shall engage agents e.g Debt collectors, employers, professional bodies etc who shall be responsible for the recovery of the loans as shall be advised by MSB from time to time.
15. The applicant hereby agrees that MSB may share information as contained in the application with credit reference bureaus or any other parties as deemed necessary.
16. The signature of the borrower shall certify the reading, understanding and being in agreement with the terms and conditions herein including the certifications.
17. No loan shall be disbursed unless this agreement form is signed.

Applicant's Signature ** _____ Date ** _____ Authorized Signature (MSB**) _____ Date ** _____

H. Applicants checklist

- 1 Have you attached the following:
 - a. Copies of IDs for parent(s) if applicable
 - b. Copies of IDs for Guarantors
 - c. Copy of your Student Identity Card
 - d. Copy of your MSCE Certificate /result slip
 - e. Copy of retirement letter of parent(s) if applicable
 - f. Evidence of loss of employment of parent(s) if applicable
 - g. Copy of admission letter
 - h. Copy of self/parents latest pay slips
- 2 Have confirmed the following
 - a. Your two guarantors and the commissioner of oath/magistrate's signature and stamp
 - b. Your priest/clergy/pastor/sheikh and his/her official stamp
 - c. Self, parent and guardian signature
 - d. The village headman signature & stamp
- 3 Have signed the loan agreement form on Page 3.
- 4 Have captured your account number, branch name and code correctly
- 5 Have written legibly and within boxes
- 6 Attached a sworn affidavit if from single parent
- 7 Make sure you have attached letter from school and sponsor if you had a sponsor or fees paid by other person/party other than parents