

### **Private Loans**

Please note that Keele University cannot provide any financial advice regarding the use of private loan providers. You will enter into these agreements directly with the loan provider and therefore Keele University will not be held liable for any issues that may arise. You should read through all terms and conditions offered by the private loan provider before agreeing to take out a loan to pay your fees.

Keele University is not involved in the approval of private loans, your eligibility is a matter for the lender.

### **Informing the University**

If you are receiving a private loan then you must notify Keele University of the amount of funding being provided. This should include confirmation from your loan provider so that we can authenticate your funding and make any checks as necessary. Please provide your proof of funding to [finance.income@keele.ac.uk](mailto:finance.income@keele.ac.uk) before you commence your studies.

### **Cancelling your loan**

If you need to cancel or adjust your loan for any reason then this must be done directly with the loan provider.

### **Overpayments and Refunds**

Keele University will not refund any overpayment of a loan to the student, it will be refunded back to the loan provider. We will only accept private loans for the payment of University fees (tuition and / or accommodation fees). Any loans taken out for living expenses should not be paid to the University – they will be refunded back to the loan provider. The only exception to this will be in the case of US Federal Loans (Sallie Mae Loans).

### **Enquiries**

Queries about your private loan should be directed to your private loan provider. The Income Office Team are also available to help by contacting us on [finance.income@keele.ac.uk](mailto:finance.income@keele.ac.uk).