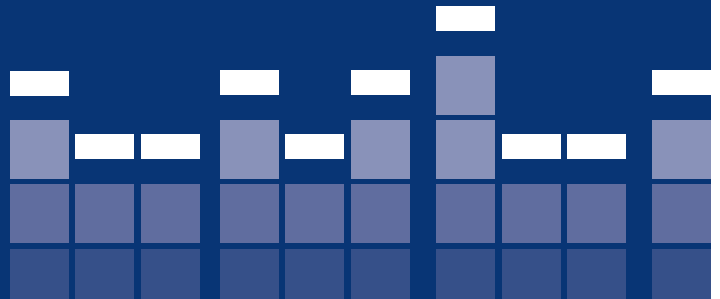




PTGFD

Grants for Dependants application form for part-time students 2016/17



About this form

Who should complete this form?

You should complete this form if:

- you're living in Wales
- you want to apply for Parents' Learning Allowance, Adult Dependants' Grant and/or Childcare Grant
- you're a part-time student studying an eligible course
- you've already applied for part-time loans and/or grants for academic year 2016/17

How to use this form

- Complete your personal details then complete all of the questions that apply to you in **section 1**.
 - ⓘ Where you see this icon we've provided extra guidance to help you answer the question.
 - ⓔ Where you see this icon you need to send us documents to support your application.
- Read, sign and date the declaration in **section 2** and return your form to us along with any documents we've asked for.
- Read **section 3** to find out if your university or college need to do anything.

For more information about student finance go to: www.studentfinancewales.co.uk



SFW/PTGFD/1617/A

facebook.com/sfwales



twitter.com/SF_Wales



1 Your personal details

Personal details

Customer Reference Number

Forename(s)

Surname

Home address

Postcode

Date of birth

DAY MONTH YEAR
 - -

1 Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant

1.1 Are you a lone parent?

No
 Yes – go to 1.4

1.2 Are you under 25, living with a partner and applying for a Childcare Grant or Parents' Learning Allowance?

No – go to 1.4
 Yes

1.3 Total (estimated) income after Income Tax and National Insurance contributions have been deducted for academic year 2016/17

This information will be used to work out if your children are mainly financially dependent on you or your partner during academic year 2016/17.

You

Your partner

1 Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant – continued

1.3.1 How much of this will be Child Tax Credit or the child element of Universal Credit for academic year 2016/17?

You

£

Your partner

£

If you are not applying for Childcare Grant go straight to 1.5

1.4 During the 2016/17 academic year, do you or your spouse, civil partner or cohabiting partner receive, or expect to receive:

- the childcare element of Working Tax Credit or Universal Credit; or
- Tax-Free Childcare from HMRC; or
- Childcare Allowance from the National Health Service (NHS)?

No

Yes – You can't get Childcare Grant if you receive childcare support from one of these sources **at the same time**.

You can still apply for Childcare Grant, however you'll only get it if you stop receiving support from these sources.



If you apply for Childcare Grant or you choose to receive Childcare Grant instead of the childcare element of either Working Tax Credit or Universal Credit, Tax-Free Childcare from HMRC or a Childcare Allowance from the NHS you will be sent a separate form (PTCCG1) to tell us your estimated childcare costs.

1.5 Are you applying for Adult Dependants' Grant?

No – go to 1.7

Yes – Who is your adult dependant?

husband, wife, civil partner – go to 1.7


partner (if you are 25 or over) – go to 1.7

other adult dependant

1.6 Will your other adult dependant's income be more than £3,923 for academic year 2016/17?

No

Yes – You can't get Adult Dependants' Grant

1.7 Give your husband, wife, civil partner, partner or other adult dependant's income for tax year 2014-15 

You need to send copies of documents that show any taxable income received. For example: P60, month 12/ week 53 payslip, or employer's letter to confirm earnings.

Income

All salary, wages and self employed income (including income from property)

All pensions, including private, occupational and state

All gross taxable income and interest from savings investments and dividends

Taxable state benefits

All other taxable income
For example, money received as compensation or from redundancy. You must include the full amount of your redundancy payment, even if you don't expect to pay tax on it.

Deductions

Private pension contributions and Additional Voluntary Contributions (AVCs)

Allowable expenses on which tax relief is claimed

Note: All boxes must be completed with £0 or N/A, don't leave them blank.

Husband, wife, civil partner or partner

Other adult dependant

£

£

£

£

£

£

£

£

£

£

£

£

£

£




If your husband, wife, civil partner, partner or other adult dependant's income will be at least £1,000 less in tax year 2016-17 than it was in tax year 2014-15 you can apply for a current year income assessment. This means we would use their expected income for tax year 2016-17 instead of their actual income for 2014-15 when working out your grant entitlement. If you want to be assessed using expected income for tax year 2016-17 attach a separate piece of paper to your application to let us know.

You still need to complete this section with your husband, wife, civil partner, partner or other adult dependant's income for tax year 2014-15.

If you tell us you want to apply for a current year income assessment we'll send you another form to complete.

1 Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant – continued

1.8 Give details of financial commitments you have before the start of your course which you, your husband, wife or partner will continue to pay for during academic year 2016/17. 

Financial commitments to include would be insurance policies such as household or medical insurance, life assurance premiums, mortgage repayments or maintenance payments for a dependant. You'll have to send documents showing any financial commitments you tell us about on this form.

Type	Annual Amount
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>

2 Student declaration

Declaration

Our Data Protection Statement sets out who will use the information provided on this form and what they will use it for. Before signing this form please read our statement online at:

www.studentfinancewales.co.uk/dataprotection

If you cannot sign this form it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with this form before a signature from that Power of Attorney will be accepted.

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted. Any information provided which is found to be materially inaccurate may be regarded as evidence of an attempt to mislead the Student Loans Company (SLC). In such circumstances, SLC may report the matter to the authorities and/or terminate your eligibility for student finance.

Your full name
(in BLOCK CAPITALS)

Your signature

Today's date

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Once your form is fully complete and the declaration has been signed and dated, you should return it to:
Student Finance Wales, PO Box 211, Llandudno Junction, LL30 9FU

University or college information

We need information from your university or college to work out how much grant you can get.

What you need to do

- 1) Complete your personal details and complete your course details in this section
- 2) Take this to your university or college to complete the rest of the section
- 3) Return your completed application form to us.

If you have already taken this section to your university or college as part of an application for part-time grants, you won't need to do this again.

What your university or college need to do

They need to complete the university or college information section to confirm your course details and course intensity.

They only need to complete this section once.

What if my university can't complete this section right now?

If you're applying early, your university or college may not be able to complete this section yet. Don't worry, you can still apply early.

All you need to do is tear out this section and keep it until your university or college can complete it at a later time. In the meantime, send us the rest of your completed application form so we can start to process it.

Later, once your university or college completes section 3, post it to us and we will complete your assessment and write to you to tell you what you can get.

3 University or college information

Student's details

You need to complete the details below before passing this section to your university or college.

Customer Reference Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>													
Your name	<input type="text"/>													
Your date of birth	<table border="0"> <tr> <td>DAY</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> <td>MONTH</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> <td>YEAR</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	DAY	<input type="text"/>	<input type="text"/>	-	MONTH	<input type="text"/>	<input type="text"/>	-	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	<input type="text"/>	<input type="text"/>	-	MONTH	<input type="text"/>	<input type="text"/>	-	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Course name	<input type="text"/>													
Qualification you expect to gain	<input type="text"/>													

Now pass this section to your university or college to complete.

University or college information

Complete the details below then pass this section back to the student.

Course fee charged to this student for 2016/17	£ <input type="text"/>													
Course start date	<table border="0"> <tr> <td>DAY</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> <td>MONTH</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> <td>YEAR</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	DAY	<input type="text"/>	<input type="text"/>	-	MONTH	<input type="text"/>	<input type="text"/>	-	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Course end date	<table border="0"> <tr> <td>DAY</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> <td>MONTH</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> <td>YEAR</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	DAY	<input type="text"/>	<input type="text"/>	-	MONTH	<input type="text"/>	<input type="text"/>	-	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	<input type="text"/>	<input type="text"/>	-	MONTH	<input type="text"/>	<input type="text"/>	-	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
SLC or UCAS university/college code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>													

I confirm to the best of my knowledge and belief:

- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a part-time basis in academic year 2016/17
- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent full-time course within one academic year for new students, or the duration of the course for continuing students
- it's possible for the student to complete the course in no more than twice the length of time required to complete the equivalent full-time course
- the student's course is designated as eligible for financial support under Regulation 95 of the Education (Student Support) (Wales) Regulations 2013.
- the equivalent full-time course would last Years

Unit of measure

Circle the appropriate unit of measure

Credits/ credit points/
modules/ other

Part-time units

Enter number of units

÷

Full-time units

Enter number of units

x 100 =

Student's course intensity is



Your full name (in BLOCK CAPITALS)

Your position

Your phone number (including area code)

Your email address

Your signature

Today's date

DAY		MONTH		YEAR			
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

University or college stamp

Once your form is fully complete and the declaration has been signed and dated, you should return it to the address on the covering letter sent with the form.