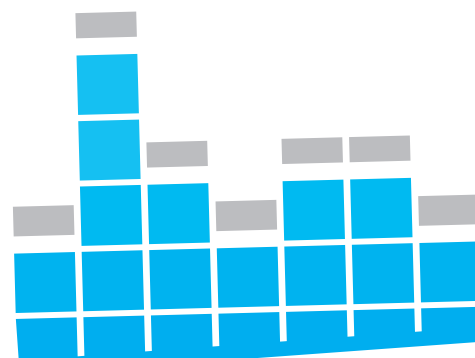


student finance wales
cyllid myfyrwyr cymru



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government



Welsh Government Learning Grant Further Education 2017/18

Application Form

www.studentfinancewales.co.uk/wglgfe

sound advice on

STUDENT FINANCE

How to complete this application form

- Follow the instructions, we'll tell you what questions you need to answer and what ones you can skip.
- You'll need to have your bank, building society or credit union details to hand.
- Sections 8 and 9 will ask about your household financial details. Depending on your situation, either you (and your partner, if you have one), your parent(s) or your parent and their partner (if they have one) will need to complete one or both of these sections. Your partner, parent(s) or parent's partner will need to have their National Insurance number to hand.
- You need to complete all of the questions you're asked to. Any missing information will delay your application.
- Where we ask for supporting documents – we will need it before your application can be accepted. Any missing supporting documents will delay your application.

Use the notes



Where you see this you should check the notes for specific **information** to help you complete a question or section.



Where you see this you need to send us **supporting documents**. Use the notes to find out exactly what you need to send. All documents you send must be originals, we can't accept copies. We will send your originals back to you.

What if I can't send the documents you need now?

Return your application without them. By doing this we can make a start on your application, but we won't be able to pay you until we see the documents we've asked for. We'll write to you to confirm what documents we still need to see.

2017/18 Calendar for courses with a September start date

March 2017	Application forms available for download from: www.studentfinancewales.co.uk/wglgfe
June 2017	Return your application with all required evidence before 30 June 2017 to make sure your grant is agreed and ready for the start of your first term.
September 2017	Term starts.
January 2018	2018
May 2018	The final deadline date for applications for academic year 2017/18 is 31 May 2018 (or 9 months after your course start date). Applications received after this date will not be accepted.
August 2018	The final deadline date for sending supporting documentation for academic year 2017/18 is 31 August 2018 (12 months after your course start date). If you don't submit your documents before this date your application will be rejected.



If your household income is £18,371 or more do not complete this application form – you will not be eligible for this grant.

Section 1 Declarations

1.1 Tick the statement that applies to you and follow the instruction.



By authorised third party we mean someone who is able to provide supporting documents from a public body or a Power of Attorney confirming their status.

I am the student completing this form myself

Complete the **Student Declaration** below.

I am an authorised third party who is **both**:



- completing this form on behalf of the student because they are unable to and
- I am authorised to hold funds on behalf of the student.

Complete the **Authorised Third Party Declaration A** below.

I am an authorised third party who is **only**:



- completing this form on behalf of the student because they are unable to

Complete the **Authorised Third Party Declaration B** on page 4.

I am an authorised third party who is **only**:



- authorised to hold funds on behalf of the student.

Complete the **Authorised Third Party Declaration C** on page 4.

Student Declaration

By signing this agreement you are confirming that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you understand that any attempt to dishonestly obtain this grant shall be treated as fraud and may result in criminal and/or civil proceedings against you;
- you have read and understood the Data Protection statement included on page 4 of the accompanying notes; and
- you have read and understood these statements.

Student full name (in BLOCK CAPITALS)

Today's date

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

Student signature

Now skip to Section 2

Third Party Declaration A

By signing this agreement you are confirming that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you are authorised to act on the student's behalf and have enclosed evidence to prove this;
- the student named in **Section 2** is unable to have a bank, building society or credit union account in his/her own name;
- you will provide correct bank, building society or credit union details in your own name;
- you are authorised to hold funds on the student's behalf and have enclosed evidence to prove this;
- you have read and understood the Data Protection Statement included on page 4 of the accompanying notes;
- you will use any grant payments made as a result of this application in accordance with the student's instructions; and
- you have read and understood these statements.

Authorised Third Party full name (in BLOCK CAPITALS)

Today's date

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

Authorised Third Party signature

Now go to 1.2



Section 1 Declarations (continued)

Third Party Declaration B

By signing this agreement you confirm that:


- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you have read and understood the Data Protection Statement included on page 4 of the accompanying notes;
- you are authorised to act on the student's behalf and have enclosed evidence to prove this; and
- you have read and understood these statements.

Authorised Third Party full name (in BLOCK CAPITALS)

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorised Third Party signature

 **Now go to 1.2**

Third Party Declaration C

By signing this agreement you confirm that:


- the student named in **Section 2** is unable to have a bank, building society or credit union account in his/her own name;
- you will provide correct bank, building society or credit union details in your own name, are authorised to hold funds on the student's behalf and have enclosed evidence to prove this;
- you have read and understood the Data Protection Statement included on page 4 of the accompanying notes;
- you will use any grant payments made as a result of this application in accordance with the student's instructions; and
- you have read and understood these statements.

Authorised Third Party full name (in BLOCK CAPITALS)

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorised Third Party signature

 **Now go to 1.2**

1.2 Third Party details



You need to send supporting documents to prove your authorisation, read the notes to find out what you need to send.

You must contact us if the student's contact details change or if the student's nominated third party's details change during the academic year.

All correspondence will continue to be addressed directly to the applicant.

Forename(s)

Surname

Home address

Postcode

Home phone number

Mobile phone number

Email address

12 empty boxes for internal reference number

Section 2 Your details

2.1 Customer Reference Number

(If you don't have one yet, leave this blank)

12 empty boxes for Customer Reference Number

2.2 Personal Details

Complete these details exactly as stated on your birth certificate, passport or deed poll

If any of your details change during the year you need to let us know



You need to send evidence of your identity, such as your original birth certificate. Read the notes for a full list of what you can send.

Title

Mr Mrs Miss Other

Forename(s)

Surname

Gender

Male Female

Date of birth

DAY MONTH YEAR

Place of birth (the name of the town or village)

2.3 Contact Details



You need to send evidence, such as your household gas or electricity bill. Read the notes for a full list of what you can send.

Home address

Postcode

Home phone number






Mobile phone number (We may contact you by text message)

Email address

Section 2 Your details (continued)

2.4 What is your marital status?

Tick the box that best describes your status

- I'm single.**
- I'm separated.**
 You need to send supporting documents, read the notes to see what to send.
- I'm divorced.**
 You need to send supporting documents, read the notes to see what to send.
- My civil partnership has been dissolved.**
 You need to send supporting documents, read the notes to see what to send.
- I'm a widow/surviving civil partner.**
- I'm married.**
 You need to send supporting documents, read the notes to see what to send.
- I'm in a civil partnership.**
 You need to send supporting documents, read the notes to see what to send.
- I'm living with a partner.**

2.5 What was the name of your first school?

If you ever need to call us we'll ask you for the answer you give to this question as a security check, you need to remember the answer you give!

Section 3 Your payment details

3.1 Are you completing this section as an authorised third party who will hold the student's grant payments on their behalf?

By authorised third party we mean someone who is able to provide evidence from a public body or a Power of Attorney confirming their status.

- No – go to **3.2**
- Yes – go to **3.3**

3.2 Student payment details

This account must be in your name and be able to accept direct credits.

You must provide your details in full or we won't be able to pay you!

Account holder's name (Student)

Sort code

 - -

Account number

Building society roll/credit union membership number
(if applicable)

Now go to **Section 4**

3.3 Third party payment details

This account must be able to accept direct credits.

You must provide your details in full or we won't be able to pay you!

Account holder's name (Third Party)

Sort code

 - -

Account number

Building society roll/credit union membership number
(if applicable)

Now go to **Section 4**

Section 4 Your school or college details

4.1 School or college details

If you don't know where you'll study, give the details for your current school or college.

If these details change or you change where you'll study you must let us know as soon as possible and no later than before the start of your first term.

Name of school or college

Campus (if applicable)

School or college address

Postcode

4.2 Have you received the Welsh Government Learning Grant Further Education in the past?

This grant was also previously known as the Assembly Learning Grant Further Education, if you received this grant under either name answer 'Yes'.

No – go to **4.3**

Yes – For what academic year did you receive this grant?

Year

Year

What course were you studying at the time?

For example NVQ1 Business Studies

4.3 What type of course will you study in 2017/18?

For example: GCSE, NVQ1, A Level.

If you're unsure, you can ask your school or college.

4.4 When does your course start?

Month

Year

4.5 When does your course end?

Month

Year

4.6 Will you get an allowance for the course you're about to study?

For example: Education Maintenance Allowance or Work Based Learning Allowance.

No – go to **Section 5**

Yes – You are not eligible for this grant. Do not continue with this application.



Section 5 Your nationality and residency details

5.1 Are you a UK national?



Read page 6 of the notes to understand what we mean by 'ordinarily resident'.

5.2 Do you have 'Settled Status' in the UK?

By 'Settled Status' we mean:

- you have a right of permanent residence' in the UK; or
- you have been granted indefinite leave to remain; or
- you have a right of abode in the UK



Read page 6 of the notes to understand what we mean by 'ordinarily resident'.



No – go to **5.2**



Yes – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Switzerland

for three years prior to the first day of your course?



No – You need to send supporting documents, read the notes to see what you need to send and then go to **Section 6**.



Yes – You need to send supporting documents, read the notes to see what you need to send and then skip to **Section 7**.



No – go to **5.3**



Yes – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Switzerland

for three years prior to the first day of your course?



No – You need to send supporting documents, read the notes to see what you need to send and then go to **Section 6**.



Yes – You need to send supporting documents, read the notes to see what you need to send and then skip to **Section 7**.



Section 5 Your nationality and residency details (continued)

5.3 Have you or a family member been granted 'Leave to Enter or Remain for Humanitarian Protection' or 'Discretionary Leave'?

Your family member must be your husband, wife, civil partner, parent, step parent, child or step-child



Read page 6 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.4**

Yes – Have you been ordinarily resident in the UK since this status was awarded?

No – go to **Section 6**.

Yes – You need to send supporting documents, read the notes to see what you need to send and then skip to **6.2**

5.4 Do you or a family member have 'Refugee status in the UK' or 'EU temporary protection status' in the UK?

Your family member must be your husband, wife, civil partner, parent, step parent, child or step-child.



Read page 6 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.5**

Yes – Have you been ordinarily resident in the UK since this status was awarded?

No – go to **6.1**

Yes – You need to send supporting documents, read the notes to see what you need to send and then skip to **6.2**

5.5 Are you an EU national?



Read page 6 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.6**

Yes – Have you been ordinarily resident in the UK for three years prior to the first day of your course?

No – go to **5.6**

Yes – You need to send supporting documents, read the notes to see what you need to send and then skip to **6.2**

Section 5 Your nationality and residency details (continued)

5.6 Are you the child of a Turkish national who is working or has worked in the UK?



Read page 6 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.7**

Yes – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Turkey

for three years prior to the first day of your course?

No – go to **5.7**

Yes – You need to send supporting documents, read the notes to see what you need to send and then skip to **6.2**

5.7 Are you the child of a Swiss national?



Read page 6 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.8**

Yes – Will your Swiss national parent be living in the UK on the first day of the academic year?

No – go to **5.8**

Yes – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Switzerland

for three years prior to the first day of your course?

No – go to **Section 6**

Yes – You need to send supporting documents, read the notes to see what you need to send and then skip to **Section 7**

Section 5 Your nationality and residency details (continued)

5.8 Are you or a family member an EEA or Swiss national who is working/has worked or is looking for work in the UK?

Your family member must be your husband, wife, civil partner, parent, step parent, child or step-child.



Read page 6 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.9**

Yes – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Turkey; **or**
- Switzerland

for three years prior to the first day of your course?

No – go to **Section 6**

Yes – You need to send supporting documents, read the notes to see what you need to send and then skip to **6.2**



5.9 Tick the box which applies to you.

I have answered 'Yes' to at least one question in this section.

You need to go back to the question you answered 'Yes' to and follow the instruction given there.

I have answered 'No' to all the questions in this section.



You are not eligible for this grant. Do not continue with this application.

Section 6 Your residence history

6.1 Tell us your address details for the last three years before the start of the first academic year of your course

If you need more space, you can attach additional pieces of paper to this form.

Home address		
<input type="text"/>		
Postcode		
<input type="text"/>		
From		
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"/>
To		
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"/>
Why were you there?		
<input type="text"/>		

Home address		
<input type="text"/>		
Postcode		
<input type="text"/>		
From		
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"/>
To		
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"/>
Why were you there?		
<input type="text"/>		

Section 6 Your residence history (continued)

6.2 Have you moved to Wales from an address outside of Wales?

No – go to **Section 7**.

Yes – give details of your previous address if different from **6.1**

Home address

Postcode

6.3 Why did you move to Wales?

Select one of the following options

For work related reasons

For family related reasons

For education purposes

If none of the above, give details of why you moved to Wales

Section 7 Your independence details

7.1 Tick any of the following statements that will apply to you on the first day of your course

- I'll be aged 25 or over.
- I'll be responsible for a child.
- I'll have financially supported myself for 3 years or more.
(This does not have to be 3 consecutive years)
- I'll be living under the care of a Local Authority.
- I'll be, or will have been, married or in a civil partnership.
- I will have been estranged from both my parents for more than 12 months.
- Both my parents are deceased.

! If you ticked any of the above.



You need to send supporting documents to prove each statement ticked. Read the notes to see what you need to send.

You are an independent student, go to [Section 8](#).

! If you have not ticked any of the above.

You are a dependent student, your parent(s) or your parent and their partner now need to complete [Section 9](#).

Section 8 Independent student financial details

Who completes this section?

Only complete this section if you've been instructed to do so at 7.1.

Part A

Financial information for tax year 2017-18

8.1 Do you currently receive Income Support or income-related Employment and Support Allowance?

No
 Yes

8.2 Do you currently receive Universal Credit?

No
 Yes

Part B

Household Income

How to complete Part B

- Give an estimate for each income type listed below
- If you don't receive a specific type of income listed in a question, write 'n/a'
- Estimates are for the tax year starting **6 April 2017** and ending **5 April 2018**
- If you leave any question blank in **Part B** we will not be able to process this application.

8.3 Estimated income from gross salaries and wages?

£

8.4 Estimated income from self-employment?

£

8.5 Estimated income from taxable social security benefits?

£

8.6 Estimated taxable income from any other source?

Specify each source below.

£

£

£

8.7 Give your total estimated household income

£

Add the estimates from questions 8.3, 8.4, 8.5 and 8.6 to give your total estimated household income.

Section 8 Independent student financial details (continued)

Part C

Household deductions

How to complete Part C

- Give an estimate for each deduction type listed below
- If you don't receive a specific type of deduction listed in a question, write 'n/a'
- Estimates for the tax year starting **6 April 2017** and ending **5 April 2018**
- If you leave any question blank in **Part C** we will not be able to process this application.

8.8 Estimated deductions towards private pension contributions

£

8.9 Estimated deductions towards Additional Voluntary Contributions (AVCs)

£

8.10 Estimated deductions towards wages for domestic help due to incapacity

£

8.11 Estimated deductions towards any other employment related expenses

£

8.12 Give your total estimated household deductions

£

Add the estimates from questions **8.8**, **8.9**, **8.10** and **8.11** to give your total estimated household income.

8.13 Give your overall estimated household income

£

This is your total estimated household income (**8.7**) minus your total estimated household deductions (**8.12**).

8.14 Do you have a partner?

By partner we mean your wife, husband, civil partner or co-habitant partner

No – go to **Section 11** to finalise your application

Yes – Your partner needs to complete **Section 9** and **Section 10**, then you need to complete **Section 11** to finalise your application

Section 9 Financial details

Section 9 is divided into four parts. Read the following for a quick summary of each part.

Part A

Tell us your name and some other personal information including your National Insurance number.

Part B

Answer every question.

Part C

Only complete if instructed.

Part D

Answer every question.

How to complete this section

If you are a single parent of the student


Enter your information as **Parent 1**, leave **Parent 2/student's partner** blank.

If there are two parents, or one parent and their partner, in the student's household

Complete this section with information for both **Parent 1** and **Parent 2/student's partner**. Your parent's partner should complete the form as **Parent 2**. Remember to tick the correct 'Relationship to student' box.

If you're the student's partner

Enter your information as **Parent 2/student's partner**. Remember to tick the correct 'Relationship to student' box, leave **Parent 1** blank.

If you're self assessed – read page 11 of the notes for more information. 

If you're not self assessed – you can use your P60 to complete this section.



Data Sharing

We will share and check the details you give us with HM Revenue & Customs, allowing us to gain the most accurate information possible. This can only be done if you have a valid National Insurance (NI) number.

Part A

9.1 Personal details

Parent 1

First name

Family name

Date of birth
 DAY MONTH YEAR
 - -

National Insurance number
 - - **go to Part B**

Parent 2/student's partner

First name

Family name

Date of birth
 DAY MONTH YEAR
 - -



Relationship to student (choose one)
 Parent 2 Partner



National Insurance number
 - - **go to Part B**

Section 9 Financial details (continued)



Part B

Financial information for tax year 2015-16

<p>How to complete Part B</p> <ul style="list-style-type: none"> • Answer every question • Where you answer 'Yes' to a question you must give gross income amounts • Any amounts given must be for the tax year starting 6 April 2015 and ending 5 April 2016 • If you leave any question blank in Part B we will not be able to process this application. • If you don't receive a specific type of income listed in a question, write 'n/a'. 	<p>Do I need to send any evidence of financial details with this application? No, you don't need to send any evidence of your financial details now, but we may write out to request this at a later date.</p> <p>What if my income has dropped since 2015-16?</p> <p> If your household income has permanently changed since tax year 2015-16, you'll need to send evidence, refer to page 11 of the notes for more information.</p> <p></p>
---	---

	Parent 1 Tax year 2015-16	Parent 2/student's partner Tax year 2015-16
9.2 Were you in receipt of Income Support or income-related Employment and Support Allowance?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
9.3 Were you in receipt of Universal Credit?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
9.4 Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?	<input type="checkbox"/> No – go to 9.5 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 9.5 <input type="checkbox"/> Yes – give details
 Total income from salary/wages	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
 Total income from taxable state benefits	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
Total income from occupational pension(s)	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
Total income from private pension(s)	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>

Section 9 Financial details (continued)

	Parent 1 Tax year 2015-16	Parent 2/student's partner Tax year 2015-16
9.5 Did you receive any income from a state retirement pension?	<input type="checkbox"/> No – go to 9.6 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 9.6 <input type="checkbox"/> Yes – give details
Total non-lump sum amount received	£ <input type="text"/>	£ <input type="text"/>
Total lump sum amount received	£ <input type="text"/>	£ <input type="text"/>
9.6 Did you receive any income from savings and investments?	<input type="checkbox"/> No – go to 9.7 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 9.7 <input type="checkbox"/> Yes – give details
 Total interest from UK banks, building societies and unit trusts	£ <input type="text"/>	£ <input type="text"/>
 Total income from UK life insurance gains, securities and partnerships	£ <input type="text"/>	£ <input type="text"/>
 Total income from UK investments and dividends	£ <input type="text"/>	£ <input type="text"/>
 Total income from foreign investment and dividends	£ <input type="text"/>	£ <input type="text"/>
9.7 Did you receive any taxable benefits in kind?	<input type="checkbox"/> No – go to 9.8 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 9.8 <input type="checkbox"/> Yes – give details
Total income from taxable benefits in kind	£ <input type="text"/>	£ <input type="text"/>
9.8 Did you receive any other income during tax year 2015-16 that you have not told us about in Part B ?	<input type="checkbox"/> No – go to Part D <input type="checkbox"/> Yes – go to Part C	<input type="checkbox"/> No – go to Part D <input type="checkbox"/> Yes – go to Part C

Section 9 Financial details (continued)

Part C


Any other income

How to complete Part C

- Answer every question
- Where you answer 'Yes' to a question you must give **gross** income amounts
- Any amounts given must be for the tax year starting **6 April 2015** and ending **5 April 2016**
- If you leave any question blank we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'

	Parent 1 Tax year 2015-16	Parent 2/student's partner Tax year 2015-16
9.9  Did you receive any income from self-employment?	<input type="checkbox"/> No – go to 9.10 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 9.10 <input type="checkbox"/> Yes – give details
 Total adjusted profit from businesses	£ <input type="text"/>	£ <input type="text"/>
 Total adjusted profit from partnerships	£ <input type="text"/>	£ <input type="text"/>
9.10 Did you receive any income as a Minister of religion?	<input type="checkbox"/> No – go to 9.11 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 9.11 <input type="checkbox"/> Yes – give details
 Total taxable income minus expenses that are not included on your P60 or P11D	£ <input type="text"/>	£ <input type="text"/>
9.11  Did you receive any other taxable income or lump sums?	<input type="checkbox"/> No – go to 9.12 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 9.12 <input type="checkbox"/> Yes – give details
Total income received	£ <input type="text"/>	£ <input type="text"/>
9.12  Did you receive any income from property lettings?	<input type="checkbox"/> No – go to 9.13 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 9.13 <input type="checkbox"/> Yes – give details
Total income received	£ <input type="text"/>	£ <input type="text"/>

Section 9 Financial details (continued)

9.13 Did you receive any income from UK trusts?


Parent 1
 Tax year 2015-16

No – go to **9.14**

Yes – give details

£


Parent 2/student's partner
 Tax year 2015-16

No – go to **9.14**

Yes – give details

£

Total income received

9.14 Did you receive any foreign income?


No – go to **9.15**

Yes – give details


£

No – go to **9.15**

Yes – give details

£

Total income received

9.15 Did you receive any income from an overseas pension?


No – go to **9.16**

Yes – give details


£

No – go to **9.16**

Yes – give details

£

Total income received

9.16 Did you receive any other overseas income and gains?


No – go to **Part D**

Yes – give details

£

go to **Part D**

No – go to **Part D**

Yes – give details

£

go to **Part D**

Total income received

Section 9 Financial details (continued)

Part D

Deductions

How to complete Part D

- Answer every question
- Where you answer 'Yes' to a question you must give **gross** deduction amounts
- Any amounts given must be for the tax year starting **6 April 2015** and ending **5 April 2016**
- If you leave any question blank in **Part D** we will not be able to process this application.
- If you don't receive a specific type of deduction listed in a question, write 'n/a'

	Parent 1	Parent 2/student's partner
	Tax year 2015-16	Tax year 2015-16
9.17 Did you pay any private pension contributions?	<input type="checkbox"/> No – go to 9.18 <input type="checkbox"/> Yes – give details £ <input style="width: 100%;" type="text"/>	<input type="checkbox"/> No – go to 9.18 <input type="checkbox"/> Yes – give details £ <input style="width: 100%;" type="text"/>
Total amount you paid		
9.18 Did you pay any Additional Voluntary Contributions (AVCs)?	<input type="checkbox"/> No – go to 9.19 <input type="checkbox"/> Yes – give details £ <input style="width: 100%;" type="text"/>	<input type="checkbox"/> No – go to 9.19 <input type="checkbox"/> Yes – give details £ <input style="width: 100%;" type="text"/>
Total amount you paid		
9.19 Did you have any allowable expenses on which you claimed tax relief?	<input type="checkbox"/> No – go to Section 10 <input type="checkbox"/> Yes – give details £ <input style="width: 100%;" type="text"/> go to Section 10	<input type="checkbox"/> No – go to Section 10 <input type="checkbox"/> Yes – give details £ <input style="width: 100%;" type="text"/> go to Section 10
Total amount on which you claimed tax relief		

Section 10 Parent(s)/partner's declaration

How to complete this section?

If you are a single parent of the student

Read and understand the declaration below then sign and date as **Parent 1**, leave **Parent 2/student's partner** blank.

If there are two parents, or one parent and their partner, in the student's household

Read and understand the declaration below then sign and date both **Parent 1** and **Parent 2/student's partner**. Your parent's partner should complete the declaration for **Parent 2**.

If you're an independent student with a partner

Your partner needs to read and understand the declaration below then sign and date as **Parent 2/student's partner**, leave **Parent 1** blank. You've already signed your declaration in **Section 1**, continue on to **Section 11**.

If you're an independent student without a partner

Don't complete this section – You've already signed your declaration in **Section 1**, continue on to **Section 11**.

Parent/Student's partner declaration

By signing and dating this declaration you confirm that:

- the information given on this form is correct and complete to the best of your knowledge and belief;
- you understand that any attempt to dishonestly obtain this grant shall be treated as fraud and may result in criminal and/or civil proceedings against you;
- you have read and understood the Data Protection Statement included on page 4 of the accompanying notes; and
- you have read and understood these statements.

Parent 1	Parent 2/student's partner
Full name (in BLOCK CAPITALS) <input type="text"/>	Full name (in BLOCK CAPITALS) <input type="text"/>
Signature <input type="text"/>	Signature <input type="text"/>
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"/>	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"/>

Section 11 Finalising your application



This must be completed by the student

11.1 Have you signed and dated your declaration in **Section 1**?

- No** – You must sign the declaration, we can't process your application without it.
- Yes**

11.2 Have you answered all the questions that apply to you?

- No** – If you don't complete a section or question you've been asked to, this could delay your grant payments.
- Yes**

11.3 Have your parent(s), your parent and their partner or your partner completed **Sections 9 and 10**?

Remember – **Section 7** told you if you needed to do this or not

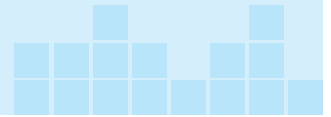
- No** – If you have been instructed that these sections are to be completed, and you forget to do this, it will delay any grant payments you could get.
- Yes**

11.4 Have you included **all** the original supporting documents we've asked for?

All students need to send documents for **Sections 2 and 5**, and some students will need to send further documents for **Section 7**. Check to make sure you have all the right documents to support your application.

- No** – If there's some supporting documents you can't give us right now, you can send your application back without them. This means we can make a start on your application and we'll contact you for the remaining documents later but we won't be able to confirm if you can get grant payments until you've sent all your documents.
- Yes** – Read the "3 things to remember" information on the next page before returning your application form.

3 things to remember



Get paid on time!

Send us your completed application form as soon as you can and as far in advance of your course start date as possible so that there is plenty of time for us to contact you to finalise your grant application before you start your studies.

Don't worry if you don't have all your supporting documentation right now, still send us your completed form so we can start to process it. Just send in your documents as soon as you can after this in order to avoid any delay.

Make sure you send us your completed application form with all appropriate evidence by 30th June 2017 at the latest if you want to have your grant application assessed and ready for the start of your course.

Check the postage

Make sure that your completed application and all evidence are weighed and the postage costs are fully paid.

Remember to ask for proof of postage!

Send the form

Return your completed form and supporting evidence to the address below:

**Student Finance Wales
FE Customer Services
PO Box 5597
Glasgow
G52 9BS**

Before you go

Please complete the equal opportunities questionnaire on the next page.

Confidential

Equal opportunities questionnaire

How to complete this section

The following questions are voluntary – you do not have to answer them. Whether you answer them or not will not affect your application for this grant. If you do answer, the information may be used to help the Welsh Government develop its policies in the future.

1 Do you consider yourself to have a disability?

Yes No

2 What do you consider your nationality identity to be?
(Choose as many or as few as apply).

Welsh British
 Irish Scottish
 English Other

3 Choose ONE section from A to E, then tick the appropriate box to indicate your ethnic group.

- A** White
- British
 Any other white background
- B** Mixed
- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background
- C** Asian or Asian British
- Indian
 Pakistani
 Bangladeshi
 Any other Asian background
- D** Black or Black British
- Caribbean
 African
 Any other black background
- E** Chinese or other ethnic group
- Chinese
 Any other