

Assessment of Financial Circumstances form

The student that you are providing information for must also complete and return their main application before we can review this form. They can apply online or download a paper form from www.studentfinancewales.co.uk/pgfinance

About this form

As part of a student's application for student finance we ask them to confirm their current living arrangements. Depending on their age and who they live with, they may need to ask someone to send us some information in support of their application. This is so that they can get the student finance they're entitled to.

What you need to tell us

Some personal details and your income for the tax year 2017-18. We can't accept income details from any other tax year. We'll use your income details to work out how much student finance the student(s) you are supporting will receive.

How to complete this 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 UK National Insurance number (if you have one), and your P60 or tax return information for tax year 2017-18 to hand.

You need to complete all of the questions you're asked to. Any missing information will delay the student's application for student finance.



Where you see this you should check the notes at the back of this form for specific information to help you complete a question or section.

To find out how we'll use the information you provide go to www.studentfinancewales.co.uk/privacynotice to read our Privacy Notice before completing this form.

What happens if your household income has dropped since tax year 2017-18?

If your household income has dropped by 15% or more since tax year 2017-18, you can apply for a 'Current Year Income assessment'.

To do this, you must complete this form and then go to: www.studentfinancewales.co.uk/pgparents to download and complete a 'Current Year Income form'.

Please note that we can't use your Current Year Income form if you don't complete and return this form too.



How to complete this form

Tick the option below that applies to you and follow the instructions given.

Option 1

I am:

- the student's natural or adoptive parent; or
- the student's step-parent; or
- the husband, wife, civil partner or cohabiting partner of one of the student's parents.

You and your cohabiting partner, if you have one, need to complete the rest of the form as instructed.

By cohabiting partner we mean your husband, wife, civil partner, or long term partner that lives with you.

You should provide the student's details in Section 1 and complete the rest of the form as **Person 1**.

Your cohabiting partner should complete the rest of the form as **Person 2**. If you don't have a cohabiting partner leave Person 2 blank.

If you, or your cohabiting partner, are asked to answer a question and it is left blank this could delay any payments to the student.

You do not have to disclose your financial information to your partner.

If you would like to provide your information separately go to:

www.studentfinancewales.co.uk/pgfinance and you can download another copy of this form.

Option 2

I am:

- the student's husband, wife or civil partner; or
- the student's cohabiting partner

(if the student is over 25 and you live with them as though you are married or in a civil partnership)

You should provide the student's details in Section 1 and complete the rest of the form as Person 1, leave person 2 blank. By cohabiting partner we mean your husband, wife, civil partner, or long term partner that lives with you.



If the two options above don't apply to you, then you can't complete this form. You should give the form back to the student.

Section 1 Student's details

1.1 Student's details

Tell us about the student whose application you're supporting.

If you're supporting more than one student, we'll use your details for their application too.

Student's Customer Reference Number

Student's forename(s)

Student's surname

Student's date of birth

Day Month Year

 / /

Section 2 Your details

Person 1

Your Customer Reference Number

(if you have one)

What is your relationship to the student?

Tick one

- The student's natural or adoptive parent
- The student's step-parent
- The husband, wife, civil partner or cohabiting partner of one of the student's parents
- The husband, wife, civil partner or cohabiting partner of the student

Title

- Mr Mrs Miss Ms Mx
- Doctor Professor

Forename(s)

Surname/family name

Any previous names you have been known by

Date of birth

Day Month Year

 / /

Sex

- Male Female

Person 2

Your Customer Reference Number

(if you have one)

What is your relationship to the student?

Tick one

- The student's natural or adoptive parent
- The student's step-parent
- The husband, wife, civil partner or cohabiting partner of one of the student's parents

Title

- Mr Mrs Miss Ms Mx
- Doctor Professor

Forename(s)

Surname/family name

Any previous names you have been known by

Date of birth

Day Month Year

 / /

Sex

- Male Female

Section 2 Your details – continued

2.1 Person 1

Preferred correspondence language


English Welsh

What is your current marital status?


Tick one

Single

Married/civil partnership

Divorced/dissolved civil partnership 

Living with a partner

Separated 

Widowed/surviving civil partner

Place of birth

Name of the town or village exactly as it appears on your birth certificate or passport

Home Address

Give your full address details

Postcode

Home telephone number

Email address

Person 2

Preferred correspondence language


English Welsh

What is your current marital status?


Tick one

Single

Married/civil partnership

Divorced/dissolved civil partnership 

Living with a partner

Separated 

Widowed/surviving civil partner

Place of birth

Name of the town or village exactly as it appears on your birth certificate or passport

Home Address

Give your full address details

Postcode

Home telephone number

Email address

2.2

Will you be a student in the 2019/20 academic year?


Yes – will you be receiving a statutory award? 

Yes

No

No

Will you be a student in the 2019/20 academic year?

Yes – will you be receiving a statutory award? 

Yes

No

No

Section 3 Data sharing with HMRC

We will share and check the details you give us with HM Revenue & Customs, allowing us to gain the most accurate financial information possible. This can only be done if you have a valid National Insurance (NI) number. This information will be kept securely and held strictly under the provisions of the applicable data protection legislation in the UK.

If you don't have a NI number we'll ask you to provide photocopies of your financial documents. If you provide your NI number we'll use this information and share and check it with HM Revenue & Customs in order to obtain accurate financial information about you. You don't have to provide any evidence just now of your income. If we need anything we will contact you.

3.1 Person 1

Do you have a UK National Insurance number?

Tick one

No – is this because you only receive non-UK taxable income?

No – go to **Section 4**

Yes – go to **Section 4 Part D**



You will need to send us evidence of your income.

Yes – give your UK National Insurance number

- -

Go to Section 4

Person 2

Do you have a UK National Insurance number?

Tick one

No – is this because you only receive non-UK taxable income?

No – go to **Section 4**

Yes – go to **Section 4 Part D**



You will need to send us evidence of your income.

Yes – give your UK National Insurance number


- -

Go to Section 4

Section 4 Financial information

Part A Your financial information for the tax year 2017-18

How to complete Part A

- Any amounts or information you give must be for the tax year starting **6 April 2017** and ending **5 April 2018**.
- You must give **gross** income amounts.
- For any income paid in a foreign currency you must state the equivalent in pounds sterling.
- You can use your P60 or online tax return information to complete this section. If you completed a paper tax return you can download a guide from: www.studentfinancewales.co.uk/pgfinance to help you complete this section.
- Where you see the  icon, you can find more information about that question in the accompanying notes.

If you're self-assessed

If you completed an online tax return


You should refer to your saved online tax return for the income figures required in this section.

If you completed a paper tax return

There's an online guide to help you answer the questions in this section go to:

www.studentfinancewales.co.uk to download it.

Remember to answer every question – if you leave a question blank we won't be able to accept this form.

Q1  Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?


a Total income from salary / wages

b Total income from taxable state benefits

c Total income from occupational pension(s)

d Total income from private pension(s)

Don't include payments from War Pensions

Q2  Did you receive any income from a state retirement pension?

a Total non-lump sum amount received

b Total lump sum amount received

Person 1

Yes No

£

£

£

£

Person 1

Yes No

£

£

Person 2

Yes No

£

£

£

£

Person 2

Yes No

£

£

Section 4 Financial information – continued

Q3 Did you receive any income from savings and investments?



- a Total interest from UK banks, building societies and unit trusts
- b Total income from UK life insurance gains, securities and partnerships
- c Total income from UK investments and dividends
- d Total income from foreign investment and dividends

Person 1

Yes No



£

£

£

£

Person 2

Yes No



£

£

£

£

Q4 Did you receive any taxable benefits in kind?
(for example a company car or private medical insurance)



Total income received from taxable benefits in kind

Person 1

Yes No



£

Person 2

Yes No



£

Q5 Did you receive any other income during the 2017-18 tax year that you haven't yet told us about?

Person 1 Yes → go to **Part B**

No → go to **Part C**

Person 2 Yes → go to **Part B**

No → go to **Part C**

Section 4 Financial information – continued

Part B Other income

How to complete Part B

- Any amounts or information you give must be for the tax year starting **6 April 2017** and ending **5 April 2018**.
- You must give **gross** income amounts.

Remember to answer every question – if you leave a question blank we won't be able to accept this form.

	Person 1	Person 2
Q1 Did you receive any income from self-employment? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a Total adjusted profit from businesses	£ <input type="text"/>	£ <input type="text"/>
b Total adjusted profit from partnerships	£ <input type="text"/>	£ <input type="text"/>
Q2 Did you receive any income as a Minister of religion? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total taxable income minus expenses that are not included on your P60 or P11D	£ <input type="text"/>	£ <input type="text"/>
Q3 Did you receive any other taxable income or lump sums? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received	£ <input type="text"/>	£ <input type="text"/>
Q4 Did you receive any income from property lettings? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received	£ <input type="text"/>	£ <input type="text"/>
Q5 Did you receive any income from UK trusts? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received	£ <input type="text"/>	£ <input type="text"/>
Q6 Did you receive any foreign income? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income received	£ <input type="text"/>	£ <input type="text"/>

Section 4 Financial information – continued

Q7 Did you receive any income from an overseas pension?



Total income received

Person 1

Yes No

£

Person 2

Yes No

£

Q8 Did you receive any other overseas income and gains?



Total income received

Yes No

£

Yes No

£

Part C Income deductions

How to complete Part C

- Any amounts or information you give must be for the tax year starting **6 April 2017** and ending **5 April 2018**.
- You must give **gross** income deduction amounts.
- If you don't receive a specific deduction type listed in a question – write 'n/a'.

Remember to answer every question – if you leave a question blank we won't be able to accept this form.

Q1 Did you pay any private pension contributions?

Total amount you paid

Person 1

Yes No

£

Person 2

Yes No

£

Q2 Did you pay any Additional Voluntary Contributions (AVCs)?

Total amount you paid

Person 1

Yes No

£

Person 2

Yes No

£

Q3 Did you have any allowable expenses on which you claimed tax relief?



Total amount on which you claimed tax relief

Person 1

Yes No

£

Person 2

Yes No

£

Section 4 Financial information – continued

Part D Your dependants

About this section

We need to know about any other dependent children.

By dependent child we mean any of your children that live in your household **and** are financially dependent on you (and your cohabiting partner). If they're 18 or over, we'll need evidence to confirm they're financially dependent on you.

Q1 Are there any children who are financially dependent on you?

Do not include the applicant when completing this question.

If you need more space, use the additional notes at the back of this form or attach another piece of paper.

If you're supporting any other student's application for student finance that you haven't included in this section, you should provide their details in the additional notes of this form. This means any student(s) your supporting will receive the correct student finance.

No – go to **Section 5**

Yes – give details below

Child 1

Full name

Date of birth

Day Month Year

 / /

Is this child in further or higher education?

No

Yes – will you be supporting their application for student finance (if they have one)?

No – if this changes you should contact us to let us know. This means any student(s) you're supporting will receive the correct student finance.

Yes

Child 2

Full name

Date of birth

Day Month Year

 / /

Is this child in further or higher education?

No

Yes – will you be supporting their application for student finance (if they have one)?

No – if this changes you should contact us to let us know. This means any student(s) you're supporting will receive the correct student finance.

Yes

Section 5 Non-UK taxable income



About this section

Complete this section if you **only** received non-UK taxable income in the tax year 2017-18.

You need to tell us:

- the source of each income type;
- the country you received this income;
- your figures in their original currency, **don't** convert your income to GBP;
- the gross income amounts. This is the amount before tax has been deducted; and
- the period in tax year 2017-18 you received your income. If you received income from a country where the tax year is different to the UK, use the tax year of that country. For example, if you received income from Spain where the 2017-18 tax year ran from 1 January 2017 to 31 December 2017, we need to know about any income you received between those dates.

Person 1

Source of income (for example; Salary/wages, pension, taxable benefits)	Country	Currency	Gross income (amount before tax deducted)	Period in tax year 2017-18	
				from Day Month Year	to Day Month Year

Person 2

Source of income (for example; Salary/wages, pension, taxable benefits)	Country	Currency	Gross income (amount before tax deducted)	Period in tax year 2017-18	
				from Day Month Year	to Day Month Year

Section 6 Declarations

This application for financial support may be delayed unless you sign and date this declaration.

Person 1

Read, then sign and date where indicated

- 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 that the students I am supporting may have their financial support withdrawn and I could be prosecuted.
- I agree to provide any further information in relation to the applicant's application for financial support as may reasonably be required, and I agree to provide immediate notice of, and details in relation to, any change in my circumstances that might in any way affect this application for financial support.

Today's date

Day Month Year
 / /

Your full name (BLOCK CAPITALS)

Your signature (in ink)

Person 2

Read, then sign and date where indicated

- 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 that the students I am supporting may have their financial support withdrawn and I could be prosecuted.
- I agree to provide any further information in relation to the applicant's application for financial support as may reasonably be required, and I agree to provide immediate notice of, and details in relation to, any change in my circumstances that might in any way affect this application for financial support.

Today's date

Day Month Year
 / /

Your full name (BLOCK CAPITALS)

Your signature (in ink)

Checklist

Before returning this form, please make sure you have done the following:

- I have answered all of the relevant questions
If you have been asked to answer a question and haven't – we won't be able to accept your form.
- Included evidence of any income not paid through HMRC
For example, foreign income.
- Included evidence of marital status
- Signed and dated the declaration
- Paid the correct postage

Now return your form to us at: Student Finance Wales
PO Box 211
Llandudno Junction
LL30 9FU

Assessment of Financial Circumstances notes

About these notes

Use these notes to help you complete your 'Postgraduate Master's Finance Assessment of financial circumstances form'.

How to use these notes



Where you see this in your 'Postgraduate Master's Finance Assessment of financial circumstances form' it means there's additional information in these notes to help or advise you.

This could be information about how to complete a question or section or an instruction to send specific supporting documents.

These notes are in sections and numbered in the same way as the questions in the application form.

Read these notes – if you don't answer a question or section correctly or you don't include the documents we need this will delay any payments.

Alternative formats

All of our forms and guides are available in Braille, large print format or audio. If you need these, you can request them by emailing your name, address and details of the format you require to:

brailleandlargefonts@slc.co.uk or call **0141 243 3686** (this number is only for alternative format requests).

Section 2 Your details

2.1 What is your current marital status?

If you're divorced or separated, or if you've been in a civil partnership which has been dissolved, you should send us a copy of either:

- decree nisi/absolute
- dissolution order
- a letter from your solicitor confirming your status

If you're widowed or a surviving civil partner, you should send us a copy of:

- your partner's death certificate

2.2 Statutory award

A statutory award includes any support paid out of public funds for studying a further/higher education course, for example:

- funding from Student Finance Wales/England/Northern Ireland or Student Awards Agency Scotland
- an NHS Bursary
- a Social Work Bursary

If you receive funding for a course but don't know if you should include it, contact your college or university for more information.

Section 4 Financial information

Part A Your financial information for the tax year 2017-18

Q1 Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?

You should refer to your 2017-18 P60 or final payslip for your income from salary/wages.

a Income from Salary/wages

You should refer to your 2017-18 P60 or final payslip for your income from salary/wages. If as part of your salary or wages for the tax year 2017-18 you received **tips and other payments** that did not show on your P60, you still need to include this figure when providing your total income amount earned from employment. If you declared this type of income to HM Revenue and Customs (HMRC) you would have done so by completing Box 3 on Page E1 for the 2017-18 SA102 (Employment) Form.

b Taxable state benefits

You should refer to your 2017-18 P60 or P45 from the Department of Work and Pensions for your taxable state benefit details.

Only include income received for the following benefits:

- Bereavement Allowance/Widow's Pension
- Carer's Allowance
- contribution-based Employment and Support Allowance
- Graduated retirement benefit
- Incapacity Benefit (only include the amount received after 28 weeks of incapacity)
- Industrial Death Benefit
- Jobseekers Allowance
- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Widowed Parent's Allowance
- any income support paid to strikers or people involved in a trade dispute

Don't include income from any other benefits, including Universal Credit.

d Private pension(s)

If you received an occupational or private pension, you should refer to your P60P or annual statement from your pension provider.

Don't include payments from War Pensions.

Section 4 Financial information – continued

Q3 Income from savings and investments

Only tell us about the amount of interest / income you gained from savings and investments during the 2017-18 tax year, not the actual amount of savings or invested sums you had.

a Total **interest** from UK banks, building societies and unit trusts

This includes:

Gross UK interest (before tax has been deducted)
Any interest you receive on bank, building society and other savings accounts unless specifically non-taxable, for example, a non-taxable Individual Savings Account (ISA) etc.

If you did not declare any savings and investment income to HMRC, refer to your bank or building society statements for these figures.

b Total income from UK life insurance gains, securities and partnerships

This includes:

- interest from gilt edged and other UK securities – gross amount before tax
- UK life insurance policy etc. gains on which tax was treated as paid
- UK life insurance policy etc. gains on where no tax was treated as paid
- UK life insurance policy etc. gains from voided ISAs
- your share of taxed interest etc.
- total untaxed savings income taxable at 20%
- taxed income taxable at 10%
- taxed income taxable at 20%

c Total income from UK investments and dividends

This includes:

- dividends from UK companies
- other dividends
- stock dividends
- non-qualifying distributions and close company loans written off or released
- share schemes – taxable amount

d Total income from foreign investment and dividends

This includes:

- foreign dividends
- interest and other income from overseas savings
- dividends from foreign companies
- dividend income received by a person overseas

Section 4 Financial information – continued

Q4 Total income from taxable benefits in kind

Tell us about any of the following taxable benefits in kind you received:

- assets transferred or placed at employee's disposal
- payments made on behalf of employee
- vouchers and credit cards
- living accommodation
- mileage allowance and passenger payments
- total cash equivalent of all cars/vans made available
- total cash equivalent of fuel for all cars/vans made available
- cash equivalent of loans after deducting any interest paid by the borrower
- private medical treatment or insurance
- qualifying relocation expenses payments and benefits
- services supplied
- assets placed at employee's disposal
- other items (including subscriptions and professional fees)
- expenses payments made to, or on behalf of, the employee

Part B Other income

Q1 Income from self-employment

To make this question easier to answer, we have split it up into two parts. You may or may not have received self-employment income from both parts, just tell us about the ones you did.

a Total adjusted profit from businesses

Include any:

- total adjusted profits from this business (aggregated for multiple self employments)

b Total adjustable profit from partnerships

This includes:

- share of total taxed and untaxed income other than that taxable at 10% and 20%
- your share of total adjusted profit from the partnerships

Section 4 Financial information – continued

Q3 Any other taxable income or lump Sums

This includes:

- other taxable income – before expenses and tax taken off
- foreign earnings not taxable in the UK
- taxable lump sums
- lump sums or benefits received from an Employer Financed Retirements Benefit Scheme excluding pensions
- redundancy and other lump sums and compensation payments

Q4 Income from property lettings

This includes:

- income from UK property
- income from foreign property or land

Q5 Income from UK trusts

This includes:

- discretionary income payment from a UK resident trust – net amount
- discretionary income payment from a UK resident trust – total payments from settlor-interested trusts
- non-discretionary income entitlement from a trust – net amount of non-savings income
- non-discretionary income entitlement from a trust – net amount of savings income
- non-discretionary income entitlement from a trust – net amount of dividend income
- income chargeable on settlors
- income from UK estates
- foreign estate income

Section 4 Financial information – continued

Q6 Foreign income

This includes:

- total taxable amount of overseas pensions, social security benefits and royalties etc.
- total taxable amount of all other income received by a person abroad and any remitted 'ring fenced' foreign income
- gains on disposals of holdings offshore funds and discretionary income from non-resident trusts
- benefit received from an overseas trust, company or other person
- gains on foreign life policies (amount of gain)

Q7 Income from an overseas pension

This includes:

- value of pension benefits in excess of your Available Lifetime Allowance, taken by you as a lump sum
- amount of unauthorised payment from a pension scheme, not subject to surcharge
- total amount of unauthorised payment from a pension scheme, subject to surcharge
- taxable short service refund of contribution (overseas pension schemes only)
- taxable lump sum death benefit payment (overseas pensions only)

Q8 Income from other overseas income and gains

This includes:

- amount of omissions (exemptions under transfer of foreign assets)

Section 4 Financial information – continued

Part C Income deductions

Q3 Allowable expenses on which you claimed tax relief

This includes:

- total amount of allowable expenses
- foreign tax for which tax credit relief not claimed
- business travel and subsistence expenses
- fixed deductions for expenses
- professional fees and subscriptions
- other expenses and capital allowances

Section 5 Non-UK taxable income

Non-UK taxable income

Send us evidence of your income for tax year 2017-18.

For example, send us:

- a P60
- Month 12 wageslip or Week 53 wageslip
- a photocopy of your full finalised online tax return
- annual statement from your pension or insurance company

This evidence must be certified translated into English or Welsh

Additional Information

Change of circumstances

You must provide immediate notification of, and details about, any change in your circumstances, which may affect the applicant's entitlement to financial support. The most common change of circumstances would be if:

- your household income changes; or
- your marital status changes.

Declaration

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.

To find out how we'll use the information you provide go to www.studentfinancewales.co.uk/privacynotice to read our Privacy Notice.