

Assessment of Financial Circumstances form – Part-time Academic year 2020/21

You can send the details we're asking for online at www.studentfinancewales.co.uk

The student that you are providing information for must also complete and return their main application.

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 all of the student finance they're entitled to.

What you need to tell us


Some personal details and your income for the tax year 2018-19. 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, and your P60 or tax return information for tax year 2018-19 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.

What happens if your household income has dropped since tax year 2018-19?

If your household income has dropped by 15% or more since tax year 2018-19, you can apply for a 'Current Year Income assessment'. Doing this means the student could get more student finance.

To do this, you must complete this form and then go to www.studentfinancewales.co.uk 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.

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.

The student may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which the student(s) you are supporting may be entitled, we will share some of your personal and financial details with them. For more information about this, read our Privacy Notice.



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 and you can download another copy of this form.

Option 2

I am:

- 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.

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 <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"/> <input type="text"/>
Student's forename(s) <input type="text"/>
Student's surname <input type="text"/>
Student's date of birth 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"/>

2 Your details

Person 1

Your 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"/> <input type="text"/>
What is your relationship to the student? Tick one <input type="checkbox"/> The student's natural or adoptive parent <input type="checkbox"/> The student's step-parent <input type="checkbox"/> The husband, wife, civil partner or cohabiting partner of one of the student's parents <input type="checkbox"/> The husband, wife, civil partner or cohabiting partner of the student
Title <input type="text"/>
Forename(s) <input type="text"/>
Surname/family name <input type="text"/>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

Person 2

Your 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"/> <input type="text"/>
What is your relationship to the student? Tick one <input type="checkbox"/> The student's natural or adoptive parent <input type="checkbox"/> The student's step-parent <input type="checkbox"/> The husband, wife, civil partner or cohabiting partner of one of the student's parents
Title <input type="text"/>
Forename(s) <input type="text"/>
Surname/family name <input type="text"/>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

2 Your details – continued

Person 1

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

Date of birth

Day Month Year
 - -

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

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

Date of birth

Day Month Year
 - -

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

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 provisions of the applicable data protection legislation in the UK.

If you don't give us a NI number we'll ask you to provide photocopies of your financial documents. You don't have to send anything now – we'll contact you when you need to send your evidence.

If your NI number is shown on any documents you send us in support of an application, we'll use this information and share and check it with HM Revenue & Customs in order to obtain accurate financial information about you.

Person 1

Do you have a UK National Insurance number?

Tick one

No – If you don't have a National Insurance number because you receive non-UK taxable income, you need to complete the next section giving the equivalent financial information in pounds sterling.
– Go to Section 4

Yes – Give your UK National Insurance number

- -

now go to section 4

Person 2

Do you have a UK National Insurance number?

Tick one

No – If you don't have a National Insurance number because you receive non-UK taxable income, you need to complete the next section giving the equivalent financial information in pounds sterling.
– Go to Section 4


Yes – Give your UK National Insurance number

- -

now go to section 4

4 Financial information

How to complete Section 4

- Any amounts or information you give must be for the tax year starting **6 April 2018** and ending **5 April 2019**.
- You must give **gross** income amounts.
- For any income paid in a foreign currency you must state the equivalent in pounds sterling.
- If you don't receive a specific income type listed in a question – write 'n/a'.
- 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 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.

Person 1

4.1 Did you receive Working Tax Credits or Child Tax Credits?


No

Yes

4.2 Did you receive Income Support or Universal Credit?


No

Yes

4.3  What was your total income from salary or wages?

If you did not receive any of this income type – write 'n/a'

£

4.4  What was your total income from taxable state benefits?

If you did not receive any of this income type – write 'n/a'

£

4.5 What was your total income from occupational pension(s)?

If you receive a lump sum pension, only declare the amount you received that you paid tax on.

£

Person 2

4.1 Did you receive Working Tax Credits or Child Tax Credits?


No

Yes

4.2 Did you receive Income Support or Universal Credit?


No

Yes

4.3  What was your total income from salary or wages?

If you did not receive any of this income type – write 'n/a'

£

4.4  What was your total income from taxable state benefits?

If you did not receive any of this income type – write 'n/a'

£

4.5 What was your total income from occupational pension(s)?

If you receive a lump sum pension, only declare the amount you received that you paid tax on.

£

4 Financial information – continued

Person 1

4.6 What was your total income from private pensions?
If you receive a lump sum pension, only declare the amount you received that you paid tax on.

£


4.7 What was your total income from state retirement pensions?
If you did not receive any of this income type – write 'n/a'

Lump sums


£

Non-lump sums


£

4.8  What was your total income from UK banks, building societies and unit trusts?
If you did not receive any of this income type – write 'n/a'


£

4.9  What was your total income from UK life insurance gains, securities and partnerships?
If you did not receive any of this income type – write 'n/a'


£

4.10  What was your total income from UK investments and dividends?
If you did not receive any of this income type – write 'n/a'

£

4.11  What was your total income from foreign investment and dividends?
If you did not receive any of this income type – write 'n/a'

£

4.12  What was your total income from taxable benefits in kind?
If you did not receive any of this income type – write 'n/a'

£

4.13 Did you receive any other income during tax year 2018-19 that you have not told us about in Section 4?

No – go to Section 6

Yes – go to Section 5

Person 2

4.6 What was your total income from private pensions?
If you receive a lump sum pension, only declare the amount you received that you paid tax on.

£


4.7 What was your total income from state retirement pensions?
If you did not receive any of this income type – write 'n/a'

Lump sums


£

Non-lump sums


£

4.8  What was your total income from UK banks, building societies and unit trusts?
If you did not receive any of this income type – write 'n/a'


£

4.9  What was your total income from UK life insurance gains, securities and partnerships?
If you did not receive any of this income type – write 'n/a'


£

4.10  What was your total income from UK investments and dividends?
If you did not receive any of this income type – write 'n/a'

£

4.11  What was your total income from foreign investment and dividends?
If you did not receive any of this income type – write 'n/a'

£

4.12  What was your total income from taxable benefits in kind?
If you did not receive any of this income type – write 'n/a'

£

4.13 Did you receive any other income during tax year 2018-19 that you have not told us about in Section 4?

No – go to Section 6

Yes – go to Section 5

5 Other income

How to complete Section 5

- Any amounts or information you give must be for the tax year starting **6 April 2018** and ending **5 April 2019**.
- You must give **gross** income amounts.
- If you don't receive a specific income 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.

Person 1

5.1



What was your total income from self-employment?

If you did not receive any of this income type – write 'n/a'

Total adjusted profit from businesses

£

Total adjusted profit from partnerships

£

5.2

What was your total income as a Minister of religion?

If you did not receive any of this income type – write 'n/a'

Total taxable income minus expenses that are not included on your P60 or P11D

£

5.3



What was your total income from any other taxable income or lump sums?

If you did not receive any of this income type – write 'n/a'

£

5.4



What was your total income from property lettings?

If you did not receive any of this income type – write 'n/a'

£

5.5



What was your total income from UK trusts?

If you did not receive any of this income type – write 'n/a'

£

Person 2

5.1



What was your total income from self-employment?

If you did not receive any of this income type – write 'n/a'

Total adjusted profit from businesses

£

Total adjusted profit from partnerships

£

5.2

What was your total income as a Minister of religion?

If you did not receive any of this income type – write 'n/a'

Total taxable income minus expenses that are not included on your P60 or P11D

£

5.3



What was your total income from any other taxable income or lump sums?

If you did not receive any of this income type – write 'n/a'

£

5.4



What was your total income from property lettings?

If you did not receive any of this income type – write 'n/a'

£

5.5



What was your total income from UK trusts?

If you did not receive any of this income type – write 'n/a'

£

5 Other income – continued

Person 1

5.6



What was your total income from any foreign source?

If you did not receive any of this income type – write 'n/a'

£

5.7



What was your total income from any overseas pension?

If you did not receive any of this income type – write 'n/a'

£

5.8



What was your total income from any overseas incomes and gains?

If you did not receive any of this income type – write 'n/a'

£

Person 2

5.6



What was your total income from any foreign source?

If you did not receive any of this income type – write 'n/a'

£

5.7



What was your total income from any overseas pension?

If you did not receive any of this income type – write 'n/a'

£

5.8



What was your total income from any overseas incomes and gains?

If you did not receive any of this income type – write 'n/a'

£

6 Income deductions

How to complete Section 6

- Any amounts or information you give must be for the tax year starting **6 April 2018** and ending **5 April 2019**.
- 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.


Person 1

6.1 How much did you pay towards private pension contributions?
If you did not receive any of this income type – write 'n/a'

£

6.2 How much did you pay towards Additional Voluntary Contributions (AVCs)?
If you did not receive any of this income type – write 'n/a'

£

6.3  How much did you pay towards any allowable expenses on which you claimed tax relief?
If you did not receive any of this income type – write 'n/a'

£


Person 2

6.1 How much did you pay towards private pension contributions?
If you did not receive any of this income type – write 'n/a'

£

6.2 How much did you pay towards Additional Voluntary Contributions (AVCs)?
If you did not receive any of this income type – write 'n/a'

£

6.3  How much did you pay towards any allowable expenses on which you claimed tax relief?
If you did not receive any of this income type – write 'n/a'

£

7 Dependants

About this section

We need to know about any other dependent children living in your household and if they earn any income during the student's academic year.

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.

7.1 Are there any children in your household who are financially dependent on you?

No – go to 7.3
 Yes

7.2 Are any of your dependent children not in further or higher education in the student's 2020/21 academic year?


No – all of my children will be in further or higher education. Go to 7.3.
 Yes – give details for each child below

Child 1

Full name

Date of birth

Day Month Year
 - -

Income during the student's 2020/21 academic year 

£

Child 2

Full name

Date of birth

Day Month Year
 - -

Income during the student's 2020/21 academic year

£

Only include earned income details for persons aged 16 and over.

Do not count casual earnings of persons under 16.

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

7 Dependants – continued

7.3 Are any of your dependent children in further or higher education in the student's 2020/21 academic year?

Do not include the applicant when completing this question.

If the student is your cohabiting partner, please include any children they named on their Application for Student Finance if the children have applied for student finance.

- No – go to Section 8
- Yes – give details for each child below

Child 1

Full name

Date of birth

Day Month Year
 - -

School, university or college name

Course

Are they receiving financial support?

- No – go to Section 8
- Yes – give details of the authority or organisation

Child 2

Full name

Date of birth

Day Month Year
 - -

School, university or college name

Course

Are they receiving financial support?

- No
- Yes – give details of the authority or organisation

8 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. Tick
- Signed and dated the declaration Tick
- Paid the correct postage Tick

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

Notes to help you complete your Assessment of Financial Circumstances form.

How to use these notes.

 Where you see this in the form it means there's additional information in these notes. Whenever you see the notes icon you should read to accompanying note to help you answer the question.

The notes are numbered in the same way as the questions in the form to help you find the right note for each question.

4 Financial information

4.3 Income from salary or wages

You should refer to your 2018-19 P60 or final payslip for your income from salary/wages. If as part of your salary or wages for the tax year 2018-19 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 2018-19 SA102 (Employment) Form.

4.4 Taxable state benefits

You should refer to your 2018-19 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
- 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

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

4.8 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.

4 Financial information – continued

4.9 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%

4.10 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

4.11 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

4 Financial information – continued

4.12 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

5 Other income

5.1 Income from self-employment

To make this question easier to answer, we have split it up into 2 parts. You may or may not have received self-employment income from both parts, just tell us about the ones you did.

Total adjusted profit from businesses

Include any:

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

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

5 Other income – continued

5.3 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

5.4 Income from property lettings

This includes:

- Income from UK property
- Income from foreign property or land

5.5 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

5 Other income – Continued

5.6 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)

5.7 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)

5.8 Income from overseas incomes and gains

This includes:

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

6 Income deductions

6.3 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

7 Your dependants

Your dependent child(ren)'s income during the student's academic year

You should provide the child dependants' income for the academic year. The academic year is determined by when the student begins their study.

Student's study begins between:	Academic year
1 August 2020 and 31 December 2020 inclusive	1 September 2020 to 31 August 2021
1 January 2021 and 31 March 2021 inclusive	1 January 2021 to 31 December 2021
1 April 2021 and 30 June 2021 inclusive	1 April 2021 to 31 March 2022
1 July 2021 and 31 July 2021 inclusive	1 July 2021 to 30 June 2022

7.2 Income

The child dependant's income is required to assess eligibility for deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student, the student's husband, wife or partner or the student's parents or step parents. You can find out more information at: www.studentfinancewales.co.uk about how household information is calculated.

Please do not include income from sources such as the Government Child Trust, State Child Benefit, Child Tax Credit, the child element of Universal Credit or minimal sums of money from other sources when entering a child dependant's income.

Additional Information

Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship – ‘bursary administration purposes’) they will ask the Welsh Ministers or Student Loans Company for access to information you provide in connection with any application for student finance for academic year 2020/21 (whether on this form or at a later date).

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.