

Continuing Student Application Supporting Notes

About these notes

Use these notes to help you complete your 'Postgraduate Master's Continuing Student Application form'.
You can also apply online at **www.studentfinancewales.co.uk/pgfinance**

How to use these notes



Where you see this in your Postgraduate Master's Continuing Student Application 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 1 Your details

1.1 Change of name

If your name has changed since your passport or birth certificate was issued you need to prove that your name has legally changed.

You need to send us one of the following:

- your change of name deed; or
- your marriage certificate or civil partnership documentation; or
- a final or conditional order; or
- your divorce certificate or dissolution order

1.5 National Insurance number

We can't pay your full loan until you've given us your National Insurance number.

If you've never been given a National Insurance number, you can leave the National Insurance number box blank and carry on with your application.

We'll contact the Department for Work and Pensions to check your National Insurance number. If you don't have one we'll write to you to advise how to get one.

Alternatively, you can go to www.gov.uk/apply-national-insurance-number to apply for one.

Section 2 Your previous study

2.2 Previous postgraduate qualifications

If you have a:

- Doctoral degree; or
- Master's degree; or
- Integrated Master's degree; or
- an overseas equivalent of any of the above

you are not eligible to receive Postgraduate Master's Finance.

If you have a:

- Postgraduate Diploma; or
- Postgraduate Certificate including Postgraduate Certificate in Education (PGCE); or
- Honorary Master's; or
- an overseas equivalent of any of the above

you may be eligible to receive Postgraduate Master's Finance.

We don't need any proof of your qualifications right now, but we may ask for these in the future.

Section 3 Your Postgraduate Master's course

3.2 Study type and duration

Postgraduate Master's students can study their course over a varying number of years. All full-time courses will be split over 1 – 2 years, however, part-time courses can last up to 4 years.

This will mainly affect how much funding you receive each year as the total amount you choose to borrow will be split over the duration of your course.

The following courses are eligible for funding from us:

- a full-time course lasting one or two academic years;
- a part-time course lasting two, three or four academic years.

3.3 Social Work bursary

Students are not eligible for Postgraduate Master's Finance if they're able to get a social work bursary. If you're unsure if you can apply for this, you need to speak to your university.

If you have applied for this and been rejected you need to send your rejection letter with your application. We can't accept your application without this.

3.4 NHS Bursary

Students are not eligible for Postgraduate Master's Finance if they're in receipt of an NHS bursary. If you're unsure if you can apply for this, you need to speak to your university.

Section 3 Your Postgraduate Master's course – continued

3.5 Distance Learning

Armed Forces

If you're not studying distance learning due to you or a family member being in the armed forces you must be living in Wales on the first day of the first academic year of your course to be eligible for Postgraduate Master's Finance.

Are you studying on a distance learning course because you or a member of your family are in the armed forces?

You may be eligible for support to study a distance learning course if you or your family member is currently serving both in and outside of the UK in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- the child/step-child under the age of 25 who is living with of a member of the Armed Forces serving in the UK or overseas
- a spouse or civil partner living with a member of the UK Armed Forces serving in the UK or overseas
- a dependant parent living with either;
 - a child who is a member of the UK Armed Forces serving in the UK or overseas
 - the child's spouse or civil partner who is a member of the UK Armed Forces serving in the UK or overseas

Evidence

What you need to send

You need to send a letter confirming your name and your address, or British Forces Post Office address.

If your family member is in the Armed Forces, you need to send a letter confirming the following:

- their name
- their address or British Forces Post Office (BFPO) address
- your name
- their relationship to you

The letter you send must be stamped, signed and dated by the Armed Forces Unit Records Officer. We can't accept a photocopy. We recommend that you use your BFPO address for all correspondence.

3.6 Will you be receiving a Knowledge Economy Skills Scholarship (KESS2)?

Students are not eligible for Postgraduate Master's Finance if they're getting a Knowledge Economy Skills (KESS2) Scholarship. If you're unsure if you can apply for this, you need to speak to your university or college.

Section 4 Your residency information

4.1 & 4.2 UK national

You are a UK national if you have a UK passport or are eligible to apply for one.

If you have provided your UK passport details in section 4, you do not need to send any further evidence of your UK nationality.

If it has expired, or is about to expire, you need to send:

- a photocopy of your UK birth or adoption certificate

Armed Forces

If you, your parent(s) or partner are members of the Armed Forces, you must apply for student finance in the UK country where you were ordinarily resident when you/they enlisted, unless you are permanently living in another area of the UK.

We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

4.1.1 Chagossians with British citizenship and their direct descendants

You must be the child, grand-child or other direct descendant of a Chagossian with British citizenship in order to be eligible as a family member.

If you are a Chagossian with British citizenship and don't have a UK passport, you need to send us your original birth certificate. If you're the family member of a Chagossian with British citizenship, you need to send us documents to show that you're a direct descendant. This can be:

- your own original birth certificate
- the birth certificates of parents, grandparents or others you're directly descended from
- change of name deed polls

Section 4 Your residency information – continued

4.3 Irish citizen

You must send your original ROI passport or national identity card.

If you hold a UK passport, you should provide your passport details in section 4 as you do not need to send further evidence of your nationality.

4.4 Family member of a UK national

By family member, you must be the:

- husband, wife, civil partner;
- child, step-child or other direct descendant

of a UK national.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

If you answer 'Yes' to this question, you must provide evidence to show you are the family member of a UK national by sending their passport.

You must also send proof of your relationship to the UK national.

This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the UK national's name; **and**
- the marriage or civil partnership certificate if you are a step-child.

If you are a child, step-child or other direct descendant of a UK national, you must be under 21 or dependent on the person or the person's spouse or civil partner.

You need to give us some details about your identity and residency at question **4.26**.

Section 4 Your residency information – continued

4.5 Family member of an Irish citizen

By family member, you must be the

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other direct ascending line relative;
- child, step-child or other direct descendant

of an Irish citizen.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

If you are a child, step-child or other direct descendant you must be under 21 or dependent on the Irish citizen family member.

If you have EU Settlement status and have been in the UK, the EEA, Switzerland or the Overseas Territories for three years, direct ascending line relatives of Irish citizens are eligible.

You must provide evidence to confirm your family member is an Irish citizen and your relationship to them by sending their original ROI passport or national identity card and your birth, marriage or civil partnership certificate (if this shows proof of their Irish citizenship and your relationship to them).

You need to give us some details about your identity and residency at question **4.26**.

Section 4 Your residency information – continued

4.6 Family member of a person of Northern Ireland

By family member, you must be the

- husband, wife, civil partner;
- parent(s), step-parent(s) or other direct ascending line relative;
- child, step-child or other direct descendant

of a person of Northern Ireland.

If you are a child, step-child or other direct descendant you must be under 21 or dependent on the Irish citizen family member.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

If you have been in the UK and Islands for three years and the person of Northern Ireland was in the UK, direct ascending line relatives of the person of Northern Ireland are not eligible.

If you have EU Settlement status and have been in the UK, the EEA, Switzerland or the Overseas Territories for three years, direct ascending line relatives of the person of Northern Ireland are eligible.

You must provide evidence to confirm your family member is a person of Northern Ireland and your relationship to them by sending their original ROI or UK passport and your birth certificate, marriage or civil partnership certificate that shows your relationship to them.

You need to give us some details about your identity and residency at question **4.26**.

Section 4 Your residency information – continued

4.7 Settled or pre-settled status under the EU Settlement Scheme

If you're an EU national

You need to give us some details about your identity and residency at question **4.26**.

If you're the family member of an EU national

You must also send proof of your relationship to the EU national.

You need to give us some details about you and your family member's identity and residency at question **4.27**.

The specified British Overseas Territories are:

- Anguilla;
- Bermuda;
- British Antarctic Territory;
- British Indian Ocean Territory;
- British Virgin Islands;
- Cayman Islands;
- Falkland Islands;
- Gibraltar;
- Montserrat;
- Pitcairn, Henderson, Ducie and Oeno Islands;
- South Georgia and the South Sandwich Islands;
- St Helena, Ascension Island and Tristan da Cunha; and
- Turks and Caicos Islands.

You must be attending or undertaking a course in Wales to qualify.

Section 4 Your residency information – continued

4.8 EU national, family member of an EU national, who is a resident in Gibraltar

By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other direct ascending line relative;
- child or step-child or other direct descendant (you must be under 21 years of age or dependent on the EU national)

of an EU national who is a resident in Gibraltar. A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

If you're an EU national

You need to give us some details about your identity and residency at question **4.26**.

If you're the family member of an EU national

You must also send proof of your relationship to the EU national.

You need to give us some details about you and your family member's identity and residency at question **4.27**.

4.9 Family member of a UK national who is resident of Gibraltar

By family member, you must be the:

- husband/wife/civil partner;
- child or step-child or other direct descendant (you must be under 21 or dependent on the UK national)

of a UK national who is a resident in Gibraltar.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

If you're a UK national, you must send your original UK passport, or original UK birth or adoption certificate.

If you're the family member of a UK national, you must:

- send your valid passport, or original birth or adoption certificate;
- provide evidence to confirm your family member is a UK national; and
- prove your relationship to your UK national family member

by sending their original UK passport, or original UK birth or adoption certificate and your birth certificate or marriage certificate (if this shows proof of their UK nationality and your relationship to them).

You need to give us some details about your identity and residency at question **4.26**.

Section 4 Your residency information – continued

4.10 Child of a Swiss national

To get student finance as a child of a Swiss national, your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme, and be resident in the UK on the first day of the academic year. You must have settled status and be ordinarily resident in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your first academic year. Go to the residency history section on page 20 to find out when your academic year starts.

To get student finance as the child of a Swiss national, your Swiss national parent must be resident in the UK on the first day of the academic year. We need a signed letter from your Swiss national parent stating their UK address, and that they live there on the first day of the academic year.

They must also send one of the following documents:

- bank statement
- payslip
- tenancy agreement/mortgage statement
- utility bill
- local authority correspondence
- government department correspondence

You need to give us some details about you and your family member's identity and residency at question **4.27**.

Section 4 Your residency information – continued

4.11 EEA or Swiss national worker

You need to give us some details about your identity and residency at question **4.26**.

You need to send:

- a completed Postgraduate Master's Finance UK Employment Status form

The Postgraduate Master's Finance UK Employment Status form is available to download at **www.studentfinancewales.co.uk/pgfinance**

Complete and return this additional form with any supporting documents along with your main application form to ensure that your funding can be in place as soon as possible.

If you can't return your additional form with your main application form, get it to us as soon as possible. We won't be able to confirm if you can get Postgraduate Master's Finance without this additional completed form.

Section 4 Your residency information – continued

4.12 Family member of a European Economic Area (EEA) national or Swiss national worker

Please note - children, step-children, other direct descendants or direct ascending line family members only apply to EEA worker family members.

By family member, you must be the:

- husband/wife/civil partner;
- parent(s)/step-parent(s) or other direct ascending line relative (only applicable to EEA worker family members);
- child or step-child;
- other direct ascending or descending line family member (only applicable to EEA worker family members)

of the EEA or Swiss national. A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your greatgrandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on. Other family relationships are excluded from the definitions above.

If you're the person working

You need to give us some details about your identity and residency at question **4.26**.

If you're the family member of the worker

You need to send evidence of your relationship to the person who holds the status if it is not you.

You need to give us some details about you and your family member's identity and residency at question **4.27**.

You need to send:

- a completed Postgraduate Master's Finance UK Employment Status form

The Postgraduate Master's Finance UK Employment Status form is available to download at **www.studentfinancewales.co.uk/pgfinance**

Complete and return this additional form with any supporting documents along with your main application form to ensure that your funding can be in place as soon as possible.

If you can't return your additional form with your main application form, get it to us as soon as possible. We won't be able to confirm if you can get Postgraduate Master's Finance without this additional completed form.

Section 4 Your residency information – continued

4.13 Child of a Turkish worker who is working in the UK

To apply for a loan as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course.

You must also be living in the UK on the first day of the first academic year of your course and have lived in the UK, the EEA, Turkey, Switzerland or Overseas Territories for 3 years before the start of your course.

You need to give us some details about you and your family member's identity and residency at question 4.27.

You need to send proof of your relationship, send us:

- a birth, marriage or civil partnership certificate

You also need to send proof of your Turkish parent's employment in the UK, for example send us:

- a contract of employment

And you also need to send your Turkish parent's proof of the extension of their Leave to Remain in the UK after 31 December 2020 from the Home Office.

All evidence items you send must be **originals**.

4.14 Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

If you were granted this leave

You need to give us some details about your identity and residency at question 4.28.

Expiry date

If you were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If your family member was granted this leave

You need to send evidence of your relationship to the person who holds the status if it is not you.

Expiry date

If your:

- husband, wife, civil partner; or
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

You need to give us some details about you and your family member's identity and residency at question 4.29.

Afghan Locally Employed Staff Ex-Gratia Scheme

This scheme was for previous employees of the UK government who resigned or were made redundant from their post. Afghan nationals relocated to the UK under this scheme are not eligible for a Postgraduate Master's Loan.

Section 4 Your residency information – continued

4.15 Settled status not granted under the EU Settlement Scheme

'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen
- You have been granted indefinite leave to enter or remain.
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office.

You need to give us some details about your identity and residency at question **4.26**.

4.16 Family member of a person with settled status in the UK

By family member, you must be the:

- husband, wife, civil partner;
- child, step-child or other direct descendant (you must be under 21 or dependent on the person with settled status)

of a person with settled status in the UK.

'Settled status' means that your family member can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

They are free from any restriction if any of the following apply:

- your family member is a British citizen.
- your family member has been granted indefinite leave to enter or remain.
- your family member has a right of abode in the UK.

You need to give us some details about you and your family member's identity and residency at question **4.27**.

Section 4 Your residency information – continued

4.17 Limited leave to enter or remain under a Ukraine Scheme

If you were granted this leave

You need to give us some details about your identity and residency at question 4.28.

If your family member was granted this leave

You need to send evidence of your relationship to the person who holds the status if it is not you.

You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

You need to give us some details about you and your family member's identity and residency at question 4.29.

4.18 Refugee status

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

Expiry date

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If you were granted this leave

You need to give us some details about your identity and residency at question 4.28.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question 4.29.

Section 4 Your residency information – continued

4.19 Humanitarian Protection

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

Expiry date

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If you were granted this leave

You need to give us some details about your identity and residency at question 4.28.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question 4.29.

4.20 Stateless Person

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

Expiry date

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If you were granted this leave

You need to give us some details about your identity and residency at question 4.28.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question 4.29.

Section 4 Your residency information – continued

4.21 Leave to enter or remain

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

Expiry date

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If you were granted this leave

You need to give us some details about your identity and residency at question 4.26.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question 4.27.

4.22 Indefinite leave to enter or remain as a victim of domestic violence or abuse

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of a person granted indefinite leave to enter or remain as a victim of domestic violence, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you were granted this leave

You need to give us some details about your identity and residency at question 4.28.

If your parent/step-parent was granted this leave

You need to give us some details about you and your parent/step-parent's identity and residency at question 4.29.

Section 4 Your residency information – continued

4.23 Section 67 of the Immigration Act 2016

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to remain in the UK under Section 67 of the Immigration Act 2016, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

You need to give us some details about your identity and residency at question **4.28**.

4.24 Calais leave

You need to send evidence of your relationship to the person who holds the status if it is not you.

You need to give us some details about your identity and residency at question **4.28**.

4.25 Bereaved partner

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of a person granted indefinite leave to enter or remain as a bereaved partner, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you were granted this leave

You need to give us some details about your identity and residency at question **4.28**.

If your parent/step-parent was granted this leave

You need to give us some details about you and your parent/step-parent's identity and residency at question **4.29**.

Section 5 Your address history

5.1 & 5.2 Residency status

If you have refugee status you should provide your address details from the point your status was granted or up to a maximum of three years if your status was granted prior to that point.

Date study begins between	Date academic year begins
1 August until 31 December inclusive	1 September
1 January until 31 March inclusive	1 January
1 April until 30 June inclusive	1 April
1 July until 31 July inclusive	1 July

Section 8 Terms and conditions

Power of Attorney

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

Section 9 Dependent or independent student

- 9.1** Were you aged 24 or under on the first day of the first academic year of your course and at any point from the age of 14 to the first day of the first academic year of the course, you:
- have not been under the legal care of your parents for 13 weeks or more; or
 - have been under a special guardianship order; or
 - have been in the custody or legal care of, or have been given accommodation by a Local Authority for 13 weeks or more

Please provide **one** of the following:

- care order confirmation documents
- a letter from 'Foyer' or other supported housing scheme
- a letter signed and dated by a professional person who is not a friend or relative, detailing your situation (e.g. Doctor). This person must have known you for at least 12 months and be fully aware of your circumstances.

- 9.2** Over 25 marital status evidence

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.

- 9.3** Have you been or are you currently married or in a civil partnership?

If you're **married** or in a **civil partnership**, send us:

- your marriage certificate
- your civil partnership documentation

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:

- a decree nisi/absolute
- a 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.

- 9.4** Will you have care of a person under the age of 18 on the first day of the current academic year?

Send us:

- the child's/children's original birth certificate(s)
- evidence that you are receiving Child Benefit, Child Tax Credit or the child element of Universal Credit.

Section 9 Dependent or independent student - continued

9.5 Have you supported yourself financially for a total of three years or more prior to the first day of the first academic year of your course?

Send us evidence to show that you've been supporting yourself for at least 36 months, such as:

- P60s
- month 12 or Week 52/53 payslips
- statement of earnings from HM Revenue and Customs (HMRC)
- statement of earnings from employer
- a letter from the local Jobcentre Plus/Department for Work & Pensions (DWP) confirming the periods of any/all benefit entitlement received.

9.6 Can your parents not be found or is it not reasonably practicable to get in touch with them?

Send us:

- a letter signed and dated by a professional person who is not a friend or relative, detailing your situation (e.g. a Doctor). This person must have known you for at least 12 months and be fully aware of your circumstances.

9.7 Your parents live outside the EU and it wouldn't be possible for them to send you money, or assessing their financial circumstances would place them in jeopardy

Send us:

- a letter signed and dated by a professional person who is not a friend or relative, detailing your situation (e.g. a Doctor). This person must have known you for at least 12 months and be fully aware of your circumstances.

9.8 Are you irreconcilably estranged from (have no contact with) your parents and this will not change?

Please provide a signed and dated letter from a professional person, i.e a Doctor, Teacher or Social Worker, confirming the following:

- their relationship to you
- the length of time they have known you
- the reasons for your estrangement from your parents
- if reconciliation is likely

9.9 Are both your parents deceased?

Send us:

- certified copies of death certificates
- a copy of your birth certificate

Section 11 Personal details – parent(s) or partner

11.1 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.

11.2 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 12 Financial questions

Part A Your financial information for the tax year 2023-24

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

a Total income from salary / wages

You should refer to your 2023-24 P60 or final payslip for your income from salary/wages. If as part of your salary or wages for the tax year 2023-24 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.

b Taxable state benefits

You should refer to your 2023-24 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
- income support paid to strikers or people involved in a trade dispute
- Jobseeker's Allowance
- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Widowed Parent's Allowance

Do not include income received from any other benefits or Universal Credit.

c Occupational/private pension

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

Section 12 Financial questions – continued

Q3 Did you receive any income from savings and investments?

a Income from UK banks, building societies and unit trusts

Tell us about the amount of interest / income you received from the following savings and investment income type(s):

- gross UK interest (before tax has been deducted)

You must include interest you receive on bank, building society and other savings accounts unless it is 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

Please refer to your bank or building society statements for these figures.

b Income from UK life insurance gains, securities and partnerships

Tell us about the amount of interest / income you received from the following savings and investment income type(s):

- 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 Income from UK investments and dividends

Tell us about the amount of interest / income you received from the following savings and investment income type(s):

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

d Income from foreign investment and dividends

Tell us about the amount of interest / income you received from the following savings and investment income type(s):

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

Section 12 Financial questions – continued

Q4 Did you receive any taxable benefits in kind?

P11D

Add together all the benefits in kind you received and write your total figure on the form. The following list provides a breakdown of what we want you to include as part of your total income from 'taxable benefits in kind' during the 2023-24 tax year:

- assets placed at employees disposal (cars, property, goods or other assets)
- 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 the borrower of loans after deducting any interest paid by the borrower
- private medical treatment or insurance
- qualifying relocation expenses payments and benefits
- services supplied
- other items (including subscriptions and professional fees)
- expenses payments made to, or on behalf of, the employee

Part B Other income

Q1 Did you receive any income from self-employment?

a Total adjusted profit from businesses

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

b Total adjusted profit from partnerships

Include:

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

Q2 Did you receive any income as a Minister of religion?

Taxable income minus expenses (Ministers of religion) that are not included in your P60 or P11D

Section 12 Financial questions – continued

Q3 Did you receive any other taxable income or lump sums?

Add together any income types below that you received during the 2023-24 tax year and tell us your total figure on the form:

- 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 Did you receive any income from property lettings?

Add together any income types below that you received during the 2023-24 tax year and tell us your total figure on the form:

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

Q5 Did you receive any income from UK trusts?

Add together any income types below that you received during the 2023-24 tax year and tell us your total figure on the form:

- 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 12 Financial questions – continued

Q6 Did you receive any foreign income?

Add together any income types below that you received during the 2023-24 tax year and tell us your total figure on the form:

- 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 Did you receive any income from an overseas pension?

Add together any income types below that you received during the 2023-24 tax year and tell us your total figure on the form:

- 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 Did you receive any other overseas income and gains?

Add together the income types below that you received during the 2023-24 tax year and tell us your total figure on the form:

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

Part C Income deductions

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

Add together all allowable expenses below which you had during the 2023-24 tax year and tell us your total figure on the form:

- 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 13 Non-UK taxable income

Non-UK taxable income

Send us evidence of your income for tax year 2023-24.

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.