

cyllid myfyrwyr **cymru**
student finance **wales**



Welsh Government Learning Grant Further Education 2020/21

Application Form

We welcome applications in Welsh.
This won't lead to a delay in our response.

www.studentfinancewales.co.uk/wglgfe

How to complete this application form

- Follow the instructions, we'll tell you what questions you need to answer and what ones you can skip.
- You'll need to have your bank, building society or credit union details to hand.
- **Sections 8, 9 and 10** will ask about your household financial details. Depending on your situation, either:
 - you (and your partner, if you have one); **or**
 - you and your parent(s); **or**
 - you, your parent and their partner (if they have one)will need to complete up to two of these sections. You will all need to have your National Insurance numbers to hand.
- You need to complete all of the questions you're asked to. Any missing information will delay your application.
- Where we ask for supporting documents – we will need these before your application can be accepted. Any missing supporting documents will delay your application.

! If your household income is £18,371 or more do not complete this application form – you may not be eligible for this grant. If you're an eligible care leaver we won't need details of your income. Getting this grant won't affect any benefits you or your family already receive.

Use the notes



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



Where you see this you need to send us **supporting documents**. Use the notes to find out exactly what you need to send. You should send **photocopies** of your evidence unless otherwise stated. We will return any original documents.

How we process your data

To find out more about how your information is used and why, make sure you read our Information Usage Summary on page 4 of the accompanying notes.

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

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

2020/21 Calendar for courses with a September start date

May 2020	Application forms available for download from www.studentfinancewales.co.uk/wglgfe
June 2020	Return your application with all required evidence before 30 June 2020 to make sure your grant is agreed and ready for the start of your first term.
September 2020	Term starts.
May 2021	The final deadline date for applications for academic year 2020/21 is 31 May 2021 (or 9 months after your course start date). Applications received after this date will not be accepted.
August 2021	The final deadline date for sending supporting documentation for academic year 2020/21 is 31 August 2021 (or 12 months after your course start date). If you don't submit your documents before this date your application will be rejected.

Section 1 Declarations and consent

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



By authorised third party we mean someone who is authorised to act and/or receive payments on the student's behalf. Evidence is required such as documentation from a Local Authority or a Power of Attorney.

I am the student completing this form myself

Complete the **Student Declaration** below.

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

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



Complete the **Third Party Declaration A** on page 4.

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

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



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

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

- authorised to hold funds on behalf of the student.



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

Student Declaration

By signing this agreement you are confirming that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you understand that if you have provided details of your UK passport, SLC will verify those details with HM Passport Office;
- you understand that any attempt to dishonestly obtain this grant shall be treated as fraud and may result in criminal and/or civil proceedings against you; and
- where you have provided any personal information in relation to a third party, you have informed them of this.

Student full name (in BLOCK CAPITALS)

Today's date

Day			-	Month			-	Year				
	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student signature



Now go to **Consent** to share below

Consent to share

Important information if you live with your parent(s) or a partner:

It is important that we know if you will let us talk about your application and award with your parent(s) or partner. We can't give out information about your application or award to anyone without your consent.

- I consent to the Welsh Government Learning Grant for Further Education customer services team providing details of the progress of my application and award to the person named as parent 1 in section 10 of this application form. Yes No

and (if applicable)

- I consent to the Welsh Government Learning Grant for Further Education customer services team providing details of the progress of my application and award to the person named as parent 2/student's partner in section 10 of this application form. Yes No



Now go to **Section 2**



Section 1 Declarations and consent (continued)

Third Party Declaration A

By signing this agreement you are confirming that:

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

Authorised third party full name (in BLOCK CAPITALS)

Today's date

Day			-	Month			-	Year				

Authorised third party signature

 **Now go to 1.2**

Third Party Declaration B

By signing this agreement you confirm that:

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

Authorised third party full name (in BLOCK CAPITALS)

Today's date

Day			-	Month			-	Year				

Authorised third party signature

 **Now go to 1.2**

Third Party Declaration C

By signing this agreement you confirm that:

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

Authorised third party full name (in BLOCK CAPITALS)

Today's date

Day			-	Month			-	Year				

Authorised third party signature

 **Now go to 1.2**

Section 1 Declarations and consent (continued)

1.2 Third party details



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

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

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

Forename(s)
Surname
Home address
Postcode
Home phone number
Mobile phone number
Email address

Section 2 Student's details

2.1 Have you had Education Maintenance Allowance (EMA) in the past?

No Yes

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

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

No
 Yes – for what academic year did you receive this grant?

Year Year
 /

What course were you studying at the time?
For example NVQ1 Business Studies

2.3 Customer Reference Number
(If you don't have one yet, leave this blank.)

2.4 Personal details

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

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



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

Title
 Mr Mrs Miss Other

Forename(s)

Surname

Gender
 Male Female

Date of birth
Day Month Year
 - -

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

2.5 What language would you like us to use when we communicate with you?

English Welsh

Section 2 Student's details (continued)

2.6 Contact details



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

The proof can be in your parent's/partner's name.

Home address

Postcode

Home phone number

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

Email address

2.7 What was the name of the student's first school?

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

2.8 What is your marital status?



Tick the box that best describes your status.

I'm single.

I'm separated.

You need to send supporting documents, read the notes to see what to send.

I'm divorced.

You need to send supporting documents, read the notes to see what to send.

My civil partnership has been dissolved.

You need to send supporting documents, read the notes to see what to send.

I'm a widow/surviving civil partner.

I'm married.

You need to send supporting documents, read the notes to see what to send.

I'm in a civil partnership.

You need to send supporting documents, read the notes to see what to send.

I'm living with a partner.

Section 3 Your payment details

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

By authorised third party we mean someone who is authorised to act and/or receive payments on the student's behalf. Evidence is required such as documentation from a Local Authority or a Power of Attorney.

3.2 Student payment details

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

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

3.3 Third party payment details

This account must be able to accept direct credits.

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

No – I am the student – go to **3.2**

Yes – go to **3.3**

Account holder's name (student)

Sort code

- -

Account number

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

Now go to Section 4

Account holder's name (third party)

Sort code

- -

Account number

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

Now go to Section 4

Section 4 Student's school or college details

4.1 School or college details

If you don't know where you'll study, give details of the school or college you want to attend.

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

Name of school or college

Campus (if applicable)

School or college address

Postcode

4.2 Course details



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

Course name

Level of course (for example: GCSE, NVQ1, A Level)

4.3 When does your course start?

Month Year

 -

4.4 When does your course end?

Month Year

 -

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

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

No – go to **Section 5**

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



Section 5 Student's nationality and residency details

5.1 Are you a UK national?



The easiest way for you to verify your identity is to provide your UK passport details. This means **you do not need to send us your passport**.

Your passport must be currently valid and not expired.

We will share the passport details you give us with HM Passport Office so that we can verify your identity.



UK passport expired?

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to send alternative evidence as set out in the accompanying notes.

- 5.1.1 Have you been ordinarily resident in:**
- the UK; **or**
 - the EU/EEA; **or**
 - Switzerland
- for three years prior to the first day of the first academic year of your course?



Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

5.2 Are you an EU national?



Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.2**

Yes – do you hold a valid UK passport?

No – go to **5.1.1**

Yes – enter these details exactly as stated on your passport

Passport number

Date of issue

Day Month Year

 - -

Date of expiry

Day Month Year

 - -

Forename(s)

Surname

Now continue to 5.1.1

No – you need to send supporting documents.



Please check **Break in residency** on page 7 of the notes, then go to **Section 6**.

Yes – if you didn't enter valid UK passport details, you need to send supporting documents.



Read the notes to see what you need to send and then go to **Section 6**.

No – go to **5.3**

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

No – go to **5.3**

Yes – you need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.




Section 5 Student's nationality and residency details (continued)

5.3 Do you have 'settled status' in the UK?

By 'settled status' we mean:


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

 Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

5.4 Have you or a family member been granted:


- leave to enter or remain in the UK (as a result of a failed asylum application); **or**
- discretionary leave (where no application for asylum has been made); **or**
- leave to remain in the UK on the grounds of family life; **or**
- leave to remain in the UK on the grounds of private life; **or**
- leave to remain outside the immigration rules; **or**
- humanitarian protection?

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

 Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

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

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

 Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.4**

Yes – what was the date you received this status?

Day Month Year
□ □ - □ □ - □ □ □ □ □ □

Have you been ordinarily resident in:

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

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

No – you need to send supporting documents. Please check **Break in residency** on page 7 of the notes, then go to **Section 6**.


Yes – you need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.

No – go to **5.5**

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

No – go to **5.5**

Yes – date this status is due to expire

 Day Month Year
□ □ - □ □ - □ □ □ □ □ □

You need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.

No – go to **5.6**

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

No – go to **5.6**

Yes – date this status is due to expire


 Day Month Year
□ □ - □ □ - □ □ □ □ □ □

You need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.

Section 5 Student's nationality and residency details (continued)

5.6 Have you or a family member been granted 'leave to remain' as a stateless person?

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

 Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.7**

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


No – go to **5.7**

Yes – date this status is due to expire

 Day Month Year
[] [] - [] [] - [] [] [] [] []

You need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.

5.7 Have you been granted 'leave to remain' in the UK under section 67 of the Immigration Act 2016, or are you the dependent child of someone who has?


 Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.8**

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


No – go to **5.8**

Yes – date this status is due to expire

 Day Month Year
[] [] - [] [] - [] [] [] [] []

You need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.

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

 Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.9**

Yes – have you been ordinarily resident in:

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

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

No – go to **5.9**

Yes – you need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.

Section 5 Student's nationality and residency details (continued)

5.9 Are you the child of a Swiss national?



Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.10**

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

No – go to **5.10**

Yes – have you been ordinarily resident in:

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

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

No – go to **5.10**

Yes – you need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.

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

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



Read page 7 of the notes to understand what we mean by 'ordinarily resident'.

No – go to **5.11**

Yes – have you been ordinarily resident in:

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

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

No – go to **5.11**

Yes – you need to send supporting documents. Read the notes to see what you need to send and then go to **Section 6**.

5.11 Tick the box which applies to you

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

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

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



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

Section 6 Student's residence history

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

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

Home address

Postcode

From

Day Month Year

- -

To

Day Month Year

- -

Why were you there?

Home address

Postcode

From

Day Month Year

- -

To

Day Month Year

- -

Why were you there?

Section 6 Student's residence history (continued)

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

- No** – go to **Section 7**
- Yes** – give details of your previous address if different from **6.1**

Home address

Postcode

6.3 Why did you move to Wales?

Select one of the following options.

- For work related reasons
- For family related reasons
- For education purposes

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

Section 7 Student's independence details

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



- I'll be aged 25 or over – **go to 7.2**
- I'll be responsible for a child – **go to 7.2**
- I'll have financially supported myself for 3 years or more (this does not have to be 3 consecutive years) – **go to 7.2**
- I have not lived in the legal care of my parents for a combined total of at least 13 weeks before turning 25 (you need to send supporting documents, read the notes to see what you need to send) – **then go to Section 12**
- I'll be, or will have been, married or in a civil partnership – **go to 7.2**
- I will have been estranged from both my parents for more than 12 months – **go to 7.2**
- Both my parents are deceased – **go to 7.2**
- None of the above – **go to 7.3**



7.2 If you ticked any of the above.

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

You are an **independent student**, go to **Section 8**.

7.3 If you ticked none of the above.

You are a **dependent student**. You need to complete **Section 9** and your parent(s) need(s) to complete **Section 10**.

Section 8 Independent student financial details

Who completes this section?

Only complete this section if you've been instructed to do so at **7.2**.

The higher income from you or your partner (if applicable) will be used to assess your entitlement.

Part A

Household income for tax year 2020-21

You must provide estimates of **your** expected income for tax year 2020-21 (6 April 2020 to 5 April 2021).

How to complete Part A

- Give an **estimate** for each income type listed below.
- If you don't receive a specific type of income listed in a question, write 'n/a'.
- Estimates are for the tax year starting **6 April 2020** and ending **5 April 2021**.
- If you leave any question blank in **Part A** we will not be able to process this application.

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

No Yes

8.2 Do you currently receive Universal Credit?

No Yes

8.3 Income from gross salary and wages?

£

8.4 Income from self-employment?

£

8.5 Income from taxable state benefits?

£

8.6 Taxable income from any other source?

Specify each source below.

£

£

£

Section 8 Independent student financial details (continued)

Part B

Household deductions

How to complete Part B

- Give an estimate for each deduction type listed below.
- If you don't receive a specific type of deduction listed in a question, write 'n/a'.
- Estimates for the tax year starting **6 April 2020** and ending **5 April 2021**.
- If you leave any question blank in **Part B** we will not be able to process this application.

8.7 Deductions towards private pension contributions

Don't include any payments to a workplace pension.

£

8.8 Deductions towards Additional Voluntary Contributions (AVCs)

£

8.9 Deductions towards wages for domestic help due to incapacity

£

8.10 Deductions towards any other employment related expenses

£

8.11 Do you have a partner?

By partner we mean your wife, husband, civil partner or cohabiting partner.

No – go to **Section 12** to finalise your application.

Yes – **your partner** needs to complete **Section 10** and **Section 11**, then **you** need to complete **Section 12** to finalise your application.

Section 9 Dependent student financial details

Who completes this section?

Only complete this section if you've been instructed to do so at [7.3](#).

Data Sharing



We will share and check the details you give us with HM Revenue & Customs, allowing us to gain the most accurate information possible. This can only be done if you have a valid National Insurance (NI) number. This information will be used to work out if you are eligible to get Welsh Government Learning Grant Further Education (WGLG FE) based on household income. To find out more about how your information is used and why, make sure you read our Information Usage Summary on page 4 of the accompanying notes.

You can get up to £1,500 for a full-time course or up to £750 for a part-time course, depending on the household income. The higher income from you or your parent(s) will be used to assess your entitlement.

Annual household income	Part-time (275 – 499 hours)	Full-time (500+ hours)
Up to £6,120	£750	£1,500
£6,121 – £12,235	£450	£750
£12,236 – £18,370	£300	£450
£18,371 and above	£0	£0

Part A

Financial information for tax year 2018-19

How to complete Part A

- Answer every question.
- Where you answer 'Yes' to a question you must give gross income amounts.
- Any amounts given must be for the tax year starting **6 April 2018** and ending **5 April 2019**.
- If you leave any question blank in **Part A** we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

Do I need to send any evidence of financial details with this application?

No, you don't need to send any evidence of your financial details now, but we may write out to request this at a later date.

What if my income has dropped since 2018-19?

If your household income has permanently changed since tax year **2018-19**, refer to page 15 of the notes for more information.

If you're self assessed – read page 15 of the notes for more information.

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

9.1 NI number

 - -

9.2 Were you in receipt of Income Support or Income-related Employment and Support Allowance?

 Yes No

9.3 Were you in receipt of Universal Credit?

 Yes No

Section 9 Dependent student financial details (continued)

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



Total income from salary/wages



Total income from taxable state benefits

Total income from occupational pension(s)

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

Total income from private pension(s)

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

Yes – give details

No – go to **9.5**

£

£

£

£

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

Total non-lump sum amount received

Total lump sum amount received

Yes – give details

No – go to **9.6**

£

£

9.6 Did you receive any income from savings and investments?



Total interest from UK banks, building societies and unit trusts



Total income from UK life insurance gains, securities and partnerships



Total income from UK investments and dividends



Total income from foreign investment and dividends



Yes – give details

No – go to **9.7**

£

£

£

£

9.7 Did you receive any taxable benefits in kind?



Total income from taxable benefits in kind

Yes – give details

No – go to **9.8**

£

9.8 Did you receive any other income during tax year 2018-19 that you have not told us about in **Part A**?

Yes – go to **Part B**

No – go to **Section 10**

Section 9 Dependent student financial details (continued)

Part B

Any other income

How to complete Part B

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** income amounts.
- Any amounts given must be for the tax year starting **6 April 2018** and ending **5 April 2019**.
- If you leave any question blank we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

9.9 Did you receive any income from self-employment?



Yes – give details No – go to **9.10**

9.10 Total taxable profit from businesses



£

9.11 Total taxable profit from partnerships



£

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



Yes – give details No – go to **9.11**

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

£

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



Yes – give details No – go to **9.12**

Total income received

£

9.12 Did you receive any income from property lettings?



Yes – give details No – go to **9.13**

Total income received

£

9.13 Did you receive any income from UK trusts?



Yes – give details No – go to **9.14**

Total income received

£

Section 9 Dependent student financial details (continued)

9.14 Did you receive any foreign income?



Yes – give details

No – go to **9.15**

Total income received

£

9.15 Did you receive any income from an overseas pension?



Yes – give details

No – go to **9.16**

Total income received

£

9.16 Did you receive any other overseas income and gains?



Yes – give details

No – go to **Section 10**

Total income received

£

– go to **Section 10**

Section 10 Parent(s)/Partner financial details

How to complete this section


If you're a single parent of the student.


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

If there are two parents in the student's household.

Complete this section with information for both **Parent 1** and **Parent 2/student's partner**. Remember to complete the 'Relationship to student' box.

If you're the student's partner.

Enter your information as **Parent 2/student's partner**. Remember to complete the 'Relationship to student' box, leave **Parent 1** blank. **Read page 15 of the notes for more information.** 

If you're self assessed – read page 15 of the notes for more information. 

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

Data Sharing



We will share and check the details you give us with HM Revenue & Customs, allowing us to gain the most accurate information possible. This can only be done if you have a valid National Insurance (NI) number. This information will be used to work out if the student is eligible to get Welsh Government Learning Grant Further Education (WGLG FE) based on household income. To find out more about how your information is used and why, make sure you read our Information Usage Summary on page 4 of the accompanying notes.

The student can get up to £1,500 for a full-time course or up to £750 for a part-time course, depending on the household income. The higher income from both parents or the student will be used to assess the student's entitlement.

Annual household income	Part-time (275 – 499 hours)	Full-time (500+ hours)
Up to £6,120	£750	£1,500
£6,121 – £12,235	£450	£750
£12,236 – £18,370	£300	£450
£18,371 and above	£0	£0

Personal details

Parent 1

Relationship to student

Forename

Surname

National Insurance number
 - -

Date of birth
 Day - Month - Year **go to Part A**

Parent 2/student's partner

Relationship to student

Forename

Surname

National Insurance number
 - -

Date of birth
 Day - Month - Year **go to Part A**

Section 10 Parent(s)/Partner financial details (continued)

Part A

Financial information for tax year 2018-19


How to complete Part A

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** income amounts.
- Any amounts given must be for the tax year starting **6 April 2018** and ending **5 April 2019**.
- If you leave any question blank in **Part A** we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

Do I need to send any evidence of financial details with this application?

No, you don't need to send any evidence of your financial details now, but we may write out to request this at a later date.

What if my income has dropped since 2018-19?

 If your household income has permanently changed since tax year **2018-19**, you'll need to send evidence, refer to page 15 of the notes for more information.

10.1 Were you in receipt of Income Support or Income-related Employment and Support Allowance?

Parent 1

Tax year 2018-19

No
 Yes

Parent 2/student's partner

Tax year 2018-19

No
 Yes

10.2 Were you in receipt of Universal Credit?

Tax year 2018-19

No
 Yes

Tax year 2018-19

No
 Yes

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

Tax year 2018-19

No – go to **10.4**
 Yes – give details

Tax year 2018-19

No – go to **10.4**
 Yes – give details

 Total income from salary/wages

£

£

 Total income from taxable state benefits

£

£

Total income from occupational pension(s)

£

£

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



Total income from private pension(s)

£

£

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

Section 10 Parent(s)/Partner financial details (continued)

	Parent 1 Tax year 2018-19	Parent 2/student's partner Tax year 2018-19
10.4 Did you receive any income from a state retirement pension?	<input type="checkbox"/> No – go to 10.5 <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to 10.5 <input type="checkbox"/> Yes – give details
Total non-lump sum amount received	£ <input type="text"/>	£ <input type="text"/>
Total lump sum amount received	£ <input type="text"/>	£ <input type="text"/>
10.5  Did you receive any income from savings and investments?	Tax year 2018-19 <input type="checkbox"/> No – go to 10.6 <input type="checkbox"/> Yes – give details	Tax year 2018-19 <input type="checkbox"/> No – go to 10.6 <input type="checkbox"/> Yes – give details
 Total interest from UK banks, building societies and unit trusts	£ <input type="text"/>	£ <input type="text"/>
 Total income from UK life insurance gains, securities and partnerships	£ <input type="text"/>	£ <input type="text"/>
 Total income from UK investments and dividends	£ <input type="text"/>	£ <input type="text"/>
 Total income from foreign investment and dividends	£ <input type="text"/>	£ <input type="text"/>
10.6  Did you receive any taxable benefits in kind?	Tax year 2018-19 <input type="checkbox"/> No – go to 10.7 <input type="checkbox"/> Yes – give details	Tax year 2018-19 <input type="checkbox"/> No – go to 10.7 <input type="checkbox"/> Yes – give details
Total income from taxable benefits in kind	£ <input type="text"/>	£ <input type="text"/>
10.7 Did you receive any other income during tax year 2018-19 that you have not told us about in Part A ?	Tax year 2018-19 <input type="checkbox"/> No – go to Part C <input type="checkbox"/> Yes – go to Part B	Tax year 2018-19 <input type="checkbox"/> No – go to Part C <input type="checkbox"/> Yes – go to Part B

Section 10 Parent(s)/Partner financial details (continued)

Part B

Any other income

How to complete Part B

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** income amounts.
- Any amounts given must be for the tax year starting **6 April 2018** and ending **5 April 2019**.
- If you leave any question blank we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

10.8 Did you receive any income from self-employment?



Parent 1

Tax year 2018-19

No – go to **10.9**

Yes – give details

£

£

Parent 2/student's partner

Tax year 2018-19

No – go to **10.9**

Yes – give details

£

£

10.8 Total adjusted profit from businesses



10.8 Total adjusted profit from partnerships



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



Tax year 2018-19

No – go to **10.10**

Yes – give details

£

Tax year 2018-19

No – go to **10.10**

Yes – give details

£

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

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



Tax year 2018-19

No – go to **10.11**

Yes – give details

£

Tax year 2018-19

No – go to **10.11**

Yes – give details

£

Total income received

10.11 Did you receive any income from property lettings?



Tax year 2018-19

No – go to **10.12**

Yes – give details

£

Tax year 2018-19

No – go to **10.12**

Yes – give details

£

Total income received

Section 10 Parent(s)/Partner financial details (continued)

10.12 Did you receive any income from UK trusts?


Parent 1
Tax year 2018-19

No – go to **10.13**

Yes – give details

£


Parent 2/student's partner
Tax year 2018-19

No – go to **10.13**

Yes – give details

£

Total income received

10.13 Did you receive any foreign income?


Tax year 2018-19

No – go to **10.14**

Yes – give details

£


Tax year 2018-19

No – go to **10.14**

Yes – give details

£

Total income received

10.14 Did you receive any income from an overseas pension?


Tax year 2018-19

No – go to **10.15**

Yes – give details

£


Tax year 2018-19

No – go to **10.15**

Yes – give details

£

Total income received

10.15 Did you receive any other overseas income and gains?


Tax year 2018-19

No – go to **Part C**

Yes – give details

£

go to **Part C**

Tax year 2018-19

No – go to **Part C**

Yes – give details

£

go to **Part C**

Total income received

Section 10 Parent(s)/Partner financial details (continued)

Part C

Income deductions

How to complete Part C

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** deduction amounts.
- Any amounts given must be for the tax year starting **6 April 2018** and ending **5 April 2019**.
- If you leave any question blank in **Part C** we will not be able to process this application.
- If you don't receive a specific type of deduction listed in a question, write 'n/a'.

10.16 Did you pay any private pension contributions?

Don't include any payments to a workplace pension.

Total amount you paid

Parent 1

Tax year 2018-19

No – go to **10.17**

Yes – give details

£

Parent 2/student's partner

Tax year 2018-19

No – go to **10.17**

Yes – give details

£

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

Total amount you paid

Tax year 2018-19

No – go to **10.18**

Yes – give details


£

Tax year 2018-19

No – go to **10.18**

Yes – give details

£

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

Total amount on which you claimed tax relief

Tax year 2018-19

No – go to **Section 11**

Yes – give details

£

go to **Section 11**

Tax year 2018-19

No – go to **Section 11**

Yes – give details

£

go to **Section 11**

Section 11 Parent(s)/partner's declaration

How to complete this section

If you're a single parent of the student

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

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

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

If you're the partner of the student

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

Parent/Partner declaration

By signing and dating this declaration you confirm that:

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

Parent 1	Parent 2/student's partner
Full name (in BLOCK CAPITALS) <input type="text"/>	Full name (in BLOCK CAPITALS) <input type="text"/>
Signature <input type="text"/>	Signature <input type="text"/>
Today's date Day Month Year <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Today's date Day Month Year <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Section 12 Finalising your application



This must be completed by the student

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

No – you must sign the declaration, we can't process your application without it.

Yes

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

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

Yes

12.3 Have you, your parent(s), your parent and their partner, or your partner completed **Sections 8, 9, 10** and **11**?

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

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

Yes

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

All students need to send documents for **Sections 2 and 5**, and some students will need to send further documents for **Section 7**.

Check to make sure you have all the right documents to support your application.

No – if there's some supporting documents you can't give us right now, you can send your application back without them. This means we can make a start on your application and we'll contact you for the remaining documents later but we won't be able to confirm if you can get grant payments until you've sent all your documents.

Yes – read the '3 things to remember' information on the next page before returning your application form.

3 things to remember



1 Get paid on time!

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

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

Make sure you send us your completed application form with all appropriate evidence by **30th June 2020** at the latest if you want to have your grant application assessed and ready for the start of your course.



2 Check the postage

Make sure that you've included all evidence with your completed application, had it weighed and paid the correct postage costs.

Remember to ask for proof of postage!



3 Send the form

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

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

Confidential

Equal opportunities questionnaire

How to complete this section

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

1 Do you consider yourself to have a disability?

Yes No

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

Welsh British
 Irish Scottish
 English Other

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

A White
 British
 Any other white background

B Mixed
 White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

C Asian or Asian British
 Indian
 Pakistani
 Bangladeshi
 Any other Asian background

D Black or Black British
 Caribbean
 African
 Any other black background

E Chinese or other ethnic group
 Chinese
 Any other