

**2018/19**

**PTMN**

## Application form for new part-time students

We welcome applications in Welsh. This won't lead to a delay in our response. You can also apply online at: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

### About this form

#### Who should complete this form?

Complete this form if you're living in Wales and:

- you're a part-time or Open University student applying for student finance for the first time
- your course start date is on or after 1 August 2018.

#### What sections should you complete?

All students need to complete sections **1 to 4** and read, sign and date the student declaration.

You'll also need to complete other sections of the form depending on what you want to apply for.

Students applying for Tuition Fee Loan only	Complete section <b>5 &amp; 10</b>
Students applying for Tuition Fee Loan and a Welsh Government Learning Grant and/or Maintenance Loan	Complete sections <b>5 to 11</b>

#### Course Credits

Before applying, you need to know how many course credits you intend to study. Each module you study is worth a number of credits. You should agree how many credits you'll study with your university.

To apply for a Tuition Fee Loan, Welsh Government Learning Grant and/or a Maintenance Loan, you need to have a course intensity of at least **25%** in the academic year.

#### Additional student finance

You may also be able to apply for additional financial support if:

- you have children or adults who depend on you financially
- you have a disability, long-term health condition, mental health condition or specific learning difficulty.

If you're studying on a distance learning course, you won't be eligible for additional financial support for dependents.

If you want to apply for additional student finance you need to tell us on page 2.

You can find out more about student finance and download our part-time guides at:

[www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)



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### Disabled Students' Allowances (DSAs)

If you want to apply for DSAs you'll need to

- complete and return this form **and**
- complete a Disabled Students' Allowances Application Form (DSA1).  
You can download the DSA1 form at: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Tick the box below if you want us to send you a DSA form instead.

Send me a DSA form

### Parents' Learning Allowance (PLA) and Adult Dependants' Grant (ADG)

If you want to apply for PLA or ADG you'll need to:

- complete and return this form **and**
- complete a Grants for Dependants application form for part-time students (PTGFD).  
You can download the PTGFD form at: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Tick the box below if you want us to send you a PTGFD form instead.

Send me a PTGFD form

### Childcare Grant (CCG)

If you want to apply for CCG you'll need to:

- complete and return this form **and**
- complete a Grants for Dependants application form for part-time students (PTGFD) **and** an Application for help with childcare costs for part-time students form (PTCCG1). You can download the PTGFD and PTCCG1 form at: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)



Tick the box below if you want us to send you a PTGFD and PTCCG1 form instead.

Send me a PTGFD and PTCCG1 form



To find out more about additional student finance and read our part-time guides go to:  
[www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

If any information we ask for is missing or unclear we may not be able to process your application and you won't receive any funding.

# 1 Your personal details

**1.1 Customer Reference Number**   
(if you have one)  
Where you see this icon it means there's information in the application notes to help you. 

<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"/>
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**1.2 Personal details**  
Complete these details exactly as stated on your birth certificate or passport.  
If your name has changed from your birth certificate or passport then send us supporting evidence confirming the change. Give a note of any other previous names you've had on a separate sheet of paper and attach it to this form.   
Where you see this icon it means we need you to send documents as supporting evidence. You can find details in the accompanying notes. 

Title  
 Mr  Mrs  Miss  Ms

First name(s)

Surname

Sex  
 Male  Female

Date of birth  
Day:  Month:  Year:


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


Nationality

**1.3 National Insurance 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"/>
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**1.4 Do you hold a valid UK passport?**  
You must prove your identity. The easiest way to do this is by giving information from your passport.

**UK passport expired?**   
If your UK passport has expired we can't accept this information as proof of your identity. You'll have to give other evidence as explained in the accompanying notes.

**No** – you'll have to send alternative evidence 

**Yes** – complete the following details exactly as stated in your passport

Date of issue  
Day:  Month:  Year:

Date of expiry  
Day:  Month:  Year:

Passport number

First name(s)

Surname

# 1 Your personal details – continued

## 1.5 Address details

Give your current home address.

Give your term-time address if you know it. If you give a term-time address we'll send correspondence to that address. You can update your address(es) at any time by contacting us.

Home address

Postcode

Term-time address

Postcode

Date you'll move to your term-time address

Day

Month

Year

## 1.5.1 Contact details

Give your current contact details.

Home phone number

Mobile phone number

Email address

## 1.6 What language would you like us to use on the letters we send you?


Welsh

English

## 1.7 Marital status

Tick one box that best describes your current marital status.

Single

Living with a partner 


Married/civil partnership


Give the date of marriage/civil partnership


DAY

MONTH

YEAR

Separated 

Divorced/dissolved civil partnership 

Widowed/surviving civil partner 

## 2 Previous support and qualification history

**2.1 Will you be getting funding from any other source to meet the costs of your tuition fees in this academic year?**

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship. Please note that we do not need to know if you are receiving a Care Leavers Higher Education Bursary.

- No
- Yes – give details

**2.2 Do you have a degree from an educational institution in the UK? **

- No
- Yes - is this an honours degree?
- No
- Yes

**2.3 Have you ever had any other loans from the Student Loans Company (SLC)?**

- No
- Yes – are you behind with the repayments?
- No
- Yes – you can't apply for student finance until you resolve this. Call **0300 100 0611** for Income Contingent Repayment (ICR) loans. If you have any Mortgage Style (MS) loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you do not know who your debt owner is call **0300 100 0632** for advice.

**2.4 Have you received funding from SLC for any previous part-time courses you've studied?**

- No – go to section 3
- Yes

## 2 Previous support and qualification history – continued

2.4.1 Complete the table with details of any part-time Higher Education courses you've previously received funding for.


Course title and qualification (for example, BA (Hons) English)	Name and address of university or college (including town and country)	Start Date MM YYYY	End Date MM YYYY	Qualification gained?
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes

## 3 Residence

3.1 Are you a UK national? 

No


Yes – Did you give your valid UK passport details in 1.4?

No – send evidence  – go to 3.10

Yes – you don't need to send any other nationality evidence – go to 3.10


3.2 Are you an EU national?

No

Yes – send evidence 

3.3 Are you the child of a Turkish worker who is working in the UK? 

No


Yes - send evidence  - go to 3.11

3.4 Are you the child of a Swiss national? 

No

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

No


Yes – send evidence  – go to 3.11

3.5 Are you or your:

- husband, wife, civil partner or
- parent(s), step-parent or
- child, son- or daughter-in-law, child's civil partner

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK? 


No – go to 3.6

Yes – give details of employment  
send evidence 

give details of your previous studies

3.5.1 If you're currently working, are you going to continue working during your studies?

No – go to 3.11


Yes – give details – send evidence 

go to 3.11

### 3 Residence – continued


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

No

Yes – when did you get this status? 


Day      Month      Year


send evidence  – go to 3.11

3.7 Have you or your:

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


been granted 'refugee status' by the UK Government? 

No

Yes – when does this status expire? 

Day      Month      Year


      

send evidence  – go to 3.11


3.8 Have you or your:

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

been granted:


- 'leave to enter or remain' in the UK as a result of a failed asylum application or
- 'leave to enter or remain' in the UK on the grounds of private life or
- discretionary leave where no application for asylum has been made or
- Humanitarian Protection? 

No

Yes – when does this status expire? 


Day      Month      Year


send evidence  – go to 3.11

3.9 Have you or your:

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


been granted 'leave to remain' as a Stateless Person? 

No

Yes – when does this status expire? 

Day      Month      Year

send evidence  – go to 3.11



If you're not a UK national and you've not been asked to send any evidence in this section you might not be eligible for student finance from Student Finance Wales. Before you continue with this form visit [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk) for more information.

3.10 In the three years prior to the start of the first academic year of your course, did you live outside the UK and Islands at any time?

No

Yes



### 3 Residence – continued

**3.11 Give details of your residence for the three years before the start of the first academic year of your course** ⓘ

Make sure you give full details for the three years prior to the start of the first academic year of your course. If you leave any gaps your application may be delayed until we get the information we need.

Full address

From

Day      Month      Year  
       

To

Day      Month      Year  
       

Why were you there?

Full address

From

Day      Month      Year  
       

To

Day      Month      Year  
       

Why were you there?

**3.12 Did you move to Wales wholly or mainly for the purposes of receiving education?**

**No**

**Yes – you need to call us on 0300 200 4050**

### 3 Residence – continued

- 3.13 At any time since 1 September 2015 has:
- either of your parents, step-parents, guardians or
  - your husband, wife, civil partner
- lived or worked outside the UK and Islands or, in the case of an EU, EEA or Swiss national, outside the EEA or Switzerland?**

Make sure you give full details. If you leave any gaps your application may be delayed until we get the information we need.

<input type="checkbox"/>	<b>No</b>	
<input type="checkbox"/>	<b>Yes – give details</b>	
Full address		
<input type="text"/>		
From		
Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To		
Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Why were they there?		
<input type="text"/>		
Full address		
<input type="text"/>		
From		
Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To		
Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Why were they there?		
<input type="text"/>		

## 4 About your university or college and course

### 4.1 University or college details

If your course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university.

Name

Full address

#### 4.1.1 If the course is franchised to another university or college, give the name and address of the other university or college

Name

Full address

#### 4.1.2 Give the full name of your course

You should check the name of your course with your university or college. If the course details you give us can't be confirmed yet, your student funding may be delayed. Don't enter your module name here.

### 4.2 Qualification you expect to gain

For example, BA (Hons) English

### 4.3 In this academic year, when will you start your studies?

Month      Year

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 4.4 When will you finish the final year of your course?

Month      Year

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 4 About your university or college and course

4.5 Are you entering your first year of your current course?


- No  
 Yes – go to 4.8


4.6 What year of your studies are you going into?

Make sure you tell us what year of your studies you're going into **not** the year of your course.


4.7 What date did you start your studies?

Month      Year  
     

4.8 How many credits do you plan to study this academic year? 


4.9 Full tuition fee amount your university or college is charging you this academic year 

£

4.10 Is your course a part-time postgraduate Initial Teacher Education (ITE) course? 

- No  
 Yes


4.11 Have you been accepted on the Erasmus exchange program?


- No  
 Yes 


4.12 Are you studying a part-time distance learning course?

- No - go to section 5  
 Yes

4.13 Do you have a disability which prevents you from attending your university or college in person?

- No  
 Yes - send evidence 

4.14 Are you studying a distance learning course because you or a family member (who you live with) is currently serving in the Armed Forces outside Wales? 

- No  
 Yes - send evidence 

# ! Before you continue...

## What you need to know

Your course intensity must be at least 25% in academic year 2018/19 to be eligible to apply for a Tuition Fee Loan, Welsh Government Learning Grant and/or Maintenance Loan.

## What you need to do

The information below tells you which sections of the form you need to complete.

**If you want to apply for a Tuition Fee Loan only**

Complete section 5 & 10.

**If you want to apply for a Tuition Fee Loan and a Welsh Government Learning Grant and/or Maintenance Loan**

Complete section 5 to 11.

## 5 Your loan request

### 5.1 Tell us the amount of Tuition Fee Loan you want to borrow

Any Tuition Fee Loan you borrow will be paid directly to your university or college.

If you want the maximum available to you tick the box

If you want less than the maximum available to you tell us how much you want to borrow

£  (enter amount)

### 5.2 Tell us the amount of Maintenance Loan you want to borrow

We'll work out how much Welsh Government Learning Grant you can get first then the rest of your student finance will be awarded as a Maintenance Loan. If you request more Maintenance Loan than you're entitled to, we'll award you the lower amount.

If you want the maximum available to you tick the box

If you want less than the maximum available to you tell us how much you want to borrow

£  (enter amount)

### 5.3 Contact details

You must give the name and address of at least one contact. If you provide details of two contacts, the people you name should live at different addresses and will only be contacted if, for example, you move address and don't inform us. You must inform these people that you've named them as contacts.

#### Contact 1

First name(s)

Surname

Relationship to you

Address

Postcode

Home phone number

#### Contact 2

First name(s)

Surname

Relationship to you

Address

Postcode

Home phone number

## 6 Dependent and independent students



This section determines whether you are a dependent or an independent student. This is important as it establishes whose income we need to take into account from your household before we calculate your entitlement.

6.1 Will you be aged 25 or over on the first day of the academic year?

Yes  No

6.2 Have you been married or in a civil partnership at any time before the first day of the academic year?


Yes  No


6.3 Will you have care of a person under the age of 18 on the first day of the academic year?  

Yes  No

6.4 Please tick the relevant box if any of the following apply to you

Your parents cannot be found or it is not reasonably practicable to get in touch with them.

You are irreconcilably estranged (have no contact with) from your parents and this will not change. 

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, you have been under a special guardianship order or you have been in the custody or legal care of, or have been given accommodation by a Local Authority for 13 weeks or more. 

Both your parents are deceased.

You have applied for student finance before, and the parent who provided their income details is deceased.


Your parents are living outside the European Union and the assessment of their financial circumstances would place them in jeopardy.

Your parents are living outside the European Union and it would not be reasonably practicable or possible for them to send you money.

**If you have ticked any of the boxes above, you will be contacted for evidence and, subject to this, you may be considered independent.**


If you have ticked any of the boxes above, **go to section 7**

# ▶ Dependent and independent students – continued

**6.5** Have you supported yourself financially for a total of three years or more before the start of the first academic year of your course? 

**Yes**     **No**    If 'No' you are a dependent student **go to section 7**

If 'Yes', you may be considered an independent student. Please give details below.

Name and address of your employer or your benefit office	Did you work full or part-time	From	To	Amount of salary wages or benefit you have received (state whether it was weekly, monthly or yearly) 
		(MM YYYY)	(MM YYYY)	



## 7 Student financial details


The academic year is determined by when you begin your study. Please see page 7 of the guidance notes for academic year dates.

**If you leave any question blank we will not be able to process your application.  
If a question does not apply to you, please enter 'None' or 'N/A' as the answer.**

### Unearned income

**7.1** Taxable **unearned** income is any income you receive from the following sources:

- Bank or building society gross interest
- Property, lettings or rent
- Dividends or investments
- Trusts or sponsorships
- Any other payment received for attending the course

Please estimate the total taxable **unearned** income, before deductions, that you expect to receive for this academic year. 

£


What is the source of this income?

### Payments from an employer

**7.2.1** Will your employer be releasing you to attend your course this academic year?

Yes  No

If 'No' go to 7.3

If 'Yes', how much will your employer pay you for time spent attending your course during this period? 

£

**7.2.2** During this academic year, will you or your employer pay any money into a pension fund on your behalf?

Yes  No




If 'Yes', how much during this period?

£

### Dependent children

**7.3** Give details of any children who will be wholly or mainly financially dependent on you during this academic year.

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year 2016-17.

Child's full name	Date of birth  (DD MM YYYY)	Relationship to you	Who will they live with?	Child's income   (£)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# ▶ Your UK bank or building society account details

## 8.1 Account details


Sort code  
 -  -


Account number

Building society roll number (if applicable)

 We'll only use the bank details you provide to pay your Welsh Government Learning Grant and/or Maintenance Loan. Tuition fees will be paid directly to your university or college.

## 9 About your family

If you are a **dependent student** go to question 9.1. 

If you are an **independent student with a partner**, please read and sign the **Student Declaration**  on **pages 20 and 21** and then pass this form to your partner to complete **section 11**.

If you are a **single independent student**, go to the **Student Declaration** on **pages 20 and 21**.



**9.1** Which parent do you normally live with, or have more contact with?

Mother  Father

or

Both parents  N/A

**9.2** What is the current relationship status of this parent?

- Single
- Living with a partner
- Married/civil partnership
- Separated 
- Divorced/dissolved civil partnership 
- Widowed/surviving civil partner

### What you need to do next

Read and sign the **Student Declaration** on **pages 20 and 21** and then pass this form to your parent(s).

### What your parent(s) need to do next

The parent(s) you normally live with should complete **section 11**.

If the parent indicated in 'a' is married, in a civil partnership or living with a partner, their partner must also complete **section 11**.

## 10 Declaration

The answers you give on this form will help us decide whether you are eligible to receive Tuition Fee Loan, Welsh Government Learning Grant or Maintenance Loan and if so how much you are entitled to under the Education (Student Support) (Wales) Regulations 2017.

**This application for financial support may be delayed unless you sign and date the declaration. Before signing, you should read the Privacy Notice in the notes that accompany this form.**

### Student declaration

This declaration applies in relation to all of the student finance available to students for academic year 2018/19.

Before signing and returning your completed form, you should read the specific terms and conditions concerning loans, Childcare Grant and Disabled Students' Allowances. If you apply for any of those types of finance at any time in academic year 2018/19 you will be bound by the related terms and conditions below. If you don't apply for a loan, Childcare Grant or Disabled Students' Allowances in academic year 2018/19 the specific terms and conditions relating to that type of finance will not affect you.

#### General Declaration

- 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 I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.

Any information provided which is found to be materially inaccurate may be regarded as evidence of an attempt to mislead the Student Loans Company (SLC). In such circumstances, SLC may report the matter to the authorities and/or terminate your eligibility for student finance.

- I agree to provide any information as may reasonably be required for the processing of my application, and I agree to provide immediate notice of, and details in relation to, any change in my circumstances that might in any way affect my entitlement to financial support. I understand that if I do not do this, I may not receive any further payment, and may have to repay the financial support I have already received.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this in full and I agree that such overpayment may be recovered by deduction from any future entitlement to financial support.
- I understand that if I have provided details of my UK passport, SLC will verify those details with HM Passport Office.
- I confirm where I have provided any personal information in relation to a third party, I have informed them of this.

#### Loan Contract

- a I confirm I have read and understood the terms and conditions guide available online at:  
**[www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)**

- b I acknowledge and agree that any loan(s) made to me by the Welsh Ministers, 'the lender' (which includes any persons exercising functions on behalf of the Welsh Ministers pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation, 'the Act') will be on the terms set out in these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.
- c I acknowledge and agree that in the event that I have:  
(i) reached the age of 18 years; and (ii) have entered into one or more agreements for a loan under section 22 of the Teaching and Higher Education Act 1998 (and relative secondary legislation) before I reached the age of 18 years, upon signing this declaration I am agreeing to ratify any and all such student loans. I understand that ratification of any agreement for a loan made with me before I reached the age of 18 years is a statutory precondition of my eligibility for student support after attaining the age of 18 years.
- d I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/ are contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.
- f I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- g I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- h I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my home address as stated in this form (or, if my address is outside the United Kingdom, English and Welsh law).

- i I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in this form is situated (or the English, Welsh, Scottish and Northern Ireland courts where my address is outside the United Kingdom) shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
- j I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance number) and contact details I have provided as required in accordance with the Regulations referred to in paragraph b.
- k In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph b and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.
- l I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph b.
- m If I breach any of the terms under which any loan(s) will be made I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the Regulations made under that Act, as amended from time to time or successor legislation and/or Regulations.
- n I understand that the Student Loans Company will check my National Insurance number and personal details, with the Department for Work and Pensions (DWP). If

I do not know my National Insurance number, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.

- o If I have broken the terms of this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

#### Disabled Students' Allowances (DSAs)

- I understand that any equipment I receive through DSAs must be used for my course of study and I am responsible for paying any repair costs.
- I understand that if I do not provide details about any change in my circumstances which may effect my entitlement, I may have to return any equipment I have already received in the year through a DSA.

#### Childcare Grant

- I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
- I understand that if I do not provide the evidence of childcare costs within the timescales set, I might lose my entitlement. Also if my payments to my childcare provider are different from the estimates I provide, I understand that further payment will increase or decrease accordingly, or if no further Childcare Grant payments are due to be paid to me, I may be liable to repay any difference.
- I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from the childcare element of: (i) the Working Tax Credit; (ii) the Universal Credit; (iii) Tax-Free Childcare; and/or (iv) the NHS Childcare Allowance; and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC reserves the right to share my personal data with HMRC to check whether I am in receipt of childcare support from HMRC.

Your full name (in BLOCK CAPITALS)

Your signature

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"/>

You may be eligible for a bursary or scholarship from your university or college. Your university or college will ask for some information about you and your application to decide if you are eligible for a non-repayable bursary or scholarship. We will automatically share your information with your university or college so they can work out if you are eligible for these awards.

If you **don't** want your details to be shared for this purpose, please tick this box

**Your decision about bursary and scholarship data sharing will not affect your entitlement to any other financial support available.**

Most universities and colleges won't pay bursaries or scholarships if you don't give consent to share your information.

## 11 Financial details for tax year 2016-17 for parents and partners

### Who needs to complete this section?

Section 9 of this form tells you who needs to complete this section.

### What details do I need to provide in this section?

You need to tell us some personal details and what your financial income was for tax year 2016-17. You must tell us your 2016-17 income details as we cannot accept amounts from any other tax year. We need your income amounts so we can work out what the student(s) you are supporting is entitled to.

### About this section

Section 11 is split into six parts:

**Part A** - Tell us your name and address and some other personal information.

**Part B** - Tell us your National Insurance number.

**Parts C and D** - Answer every question.

**Part E** - Answer every question and tell us about any income deductions for tax year 2016-17 where appropriate.

**Part F** - Tell us about any children who are financially dependent on you.

### How to complete this section

#### If you are a single parent of the student

Enter your information as Person 1, leave Person 2 blank.

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

Complete this section with information for both Person 1 and Person 2.

#### If you are an independent student with a partner

Your partner needs to enter their information as Person 1, leave Person 2 blank.

If you're self assessed – read page 13 of the notes for more information. 

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

### What happens if my household income has dropped since tax year 2016-17?

If your household income will be **at least** 15% less than it was in tax year 2016-17 you can apply for a Current Year Income Assessment.

This means we would use your expected income for tax year 2018-19 instead of your actual income from tax year 2016-17 when calculating the student's entitlement. However, there must be at least a 15% drop in the **overall household income** (not just your own income) between these two tax years for us to do this and we will ask for evidence of your 2018-19 income at the end of that tax year.

# 11 Financial details for tax year 2016-17 for parents and partners

## Part A – Your personal details

### Person 1

Your Customer Reference Number  
(If you have one)

Relationship to the student

Title

First name(s)

Surname

Any other names you may be known by

Date of birth

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

Place of birth  
(name of town or village exactly as it appears  
on your birth certificate or passport)

Home address

Postcode

Home telephone number

Email address

Preferred correspondence language

 Welsh  English

### Person 2

Your Customer Reference Number  
(If you have one)

Relationship to the student

Title

First name(s)

Surname

Any other names you may be known by

Date of birth

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

Place of birth  
(name of town or village exactly as it appears  
on your birth certificate or passport)

Home address

Postcode

Home telephone number

Email address

Preferred correspondence language

 Welsh  English

You do not have to disclose your financial information to the student.


If you would like to provide your financial information separately, you can download a form at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk) or alternatively, you can have the form sent to you by ticking the box below:

**Person 1**  
**Send me a separate form**  Tick

**Person 2**  
**Send me a separate form**  Tick

# 11 Financial details for tax year 2016-17 for parents and partners

## Part B – Data sharing and you

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. 

### Person 1

I have an NI number  Tick

Please provide your NI number below:

-       -

You are now ready to provide your financial information.

[go to Part C](#)

I do not have an NI number  Tick

If you do not have an NI number because you receive non-UK taxable income, please provide the equivalent financial information in pounds sterling.

You are now ready to provide your financial information.

[go to Part C](#)

### Person 2

I have an NI number  Tick

Please provide your NI number below:

-       -

You are now ready to provide your financial information.

[go to Part C](#)

I do not have an NI number  Tick

If you do not have an NI number because you receive non-UK taxable income, please provide the equivalent financial information in pounds sterling.

You are now ready to provide your financial information.

[go to Part C](#)



# 11 Financial details for tax year 2016-17 for parents and partners


## Part C - Your financial information for tax year 2016-17

### Instructions

- Please give gross financial details for tax year from **6 April 2016 to 5 April 2017**.
- Answer 'Yes' or 'No' to every question. If you answer 'Yes' please provide the income amount.
- If any questions are left blank we will not be able to process this application.



**You do not need to send us any evidence.** However, you should keep all of your 2016-17 financial evidence as we may ask for it at a later date to verify the details you have provided.

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

**Person 1**

Yes  No  
▼

**Person 2**

Yes  No  
▼

**a** Total income from salary/wages

£

£

**b** Total income from taxable state benefits

£

£

**c** Total income from occupational pension(s)

£

£

**d** Total income from private pension(s)

£

£

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

**Person 1**

Yes  No  
▼

**Person 2**

Yes  No  
▼

**a** Total lump sum amount received

£


£

**b** Total non-lump sum amount received

£

£

# 11 Financial details for tax year 2016-17 for parents and partners

**Q3** Did you receive any income from savings and investments? 

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

**Person 1**  
 Yes  No

£

£

£

£

**Person 2**  
 Yes  No

£

£

£

£

**Q4** Did you receive any taxable benefits in kind? 

Total income received from taxable benefits in kind

**Person 1**  
 Yes  No

£

**Person 2**  
 Yes  No

£

**Q5** Did you receive any other income during tax year 2016-17 that you **haven't** yet told us about?

**Person 1**  Yes → **go to Part D**  
 No → **go to Part E**

**Person 2**  Yes → **go to Part D**  
 No → **go to Part E**

# 11 Financial details for tax year 2016-17 for parents and partners


## Part D - Other income

### Instructions

- Complete Part D in the same way you completed Part C giving gross financial details for the tax year from **6 April 2016 to 5 April 2017**.

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

# 11 Financial details for tax year 2016-17 for parents and partners

**Q6** Did you receive any foreign income? 

**Person 1**

Yes  No


£

**Person 2**

Yes  No

£

Total income received

**Q7** Did you receive any income from an overseas pension? 


Yes  No

£

Yes  No

£

Total income received

**Q8** Did you receive any other overseas income and gains? 

Yes  No

£

Yes  No

£

Total income received

## Part E – Income deductions

### Instructions

- Complete Part E in the same way you completed Part C giving gross financial details for the tax year from **6 April 2016 to 5 April 2017**.

**Q1** Did you pay any private pension contributions?

**Person 1**

Yes  No

£

**Person 2**

Yes  No

£

Total amount you paid

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

**Person 1**

Yes  No

£

**Person 2**

Yes  No

£

Total amount you paid

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

**Person 1**

Yes  No

£

**Person 2**

Yes  No

£

Total amount on which you claimed tax relief



## Part F – Your dependants

Identify any children who will be wholly or mainly financially dependent on you. If you need to tell us about more children, use the Additional notes section at the back of this form.

### Q1 Child dependants not in further or higher education in academic year 2018/19

Full name

Full name

Date of birth

Day      Month      Year

Date of birth

Day      Month      Year

### Q2 Child dependants in further or higher education in academic year 2018/19

Do **not** include the applicant when completing this question.

If the student is your partner, please include any children they named in section 8 of this form if the children have applied for student finance.

Full name

Full name

Date of birth

Day      Month      Year

Date of birth

Day      Month      Year

School, college or university

School, college or university

Course

Course

Are they receiving financial support? If so, from which authority or organisation?

Are they receiving financial support? If so, from which authority or organisation?

Do you want to support this student's application for student finance?

Yes  No

Do you want to support this student's application for student finance?

Yes  No

# Declaration for parents and partners


Before signing, you should read the Privacy Notice in the notes that accompany this form. 

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

- 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 the student(s) I am supporting may have their support withdrawn and I could be prosecuted.
- I agree to supply any further information in relation to the applicant's application for financial support that SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.


Person 1	Person 2
Your full name (in BLOCK CAPITALS) <input type="text"/>	Your full name (in BLOCK CAPITALS) <input type="text"/>
Your signature <input type="text" value="X"/>	Your signature <input type="text" value="X"/>
Today's date 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"/>	Today's date 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"/>

**Your decision about bursary and scholarship data sharing consent will not affect the student's entitlement to any other financial support available.**

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. 

If you **do not** wish your details to be shared for this purpose, please tick this box.

**Your decision about bursary and scholarship data sharing consent will not affect the student's entitlement to any other financial support available.**

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. 

If you **do not** wish your details to be shared for this purpose, please tick this box.

## Returning the form

To make sure the student receives their first payment at the start of term, this form **should** be returned with all of the evidence we need as soon as possible. If the application form is returned more than 9 months after the start of the academic year it won't be processed, and the student may lose their full entitlement to student finance for this academic year.



**Now pass this form back to the student.**

## 12 Voluntary questions

The following questions are voluntary – you do not have to answer them. Whether or not you answer will not affect our assessment of your entitlement to financial support.

If you answer both questions 12.1 and 12.2, the information will be used to help the Welsh Ministers develop their policies in the future. Student Finance Wales will also use your answer to question 12.2 to improve their ability to deliver suitable and accessible educational services that meet the varied needs of their communities in the future.

**12.1 Do any of your parents have any higher education qualifications, for example, degrees and diplomas or certificates of higher education?**

This includes your natural parents, your adoptive parents, your step-parents, partners of your parents, and your guardians.

- No
- Yes
- Don't know

**12.2 How would you describe your ethnic origin?**

**White**

- British
- Irish
- Any other white background

**Black or Black British**

- African
- Caribbean
- Any other black background

**Mixed**

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background

**Chinese or other ethnic group**

- Chinese
- Any other

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

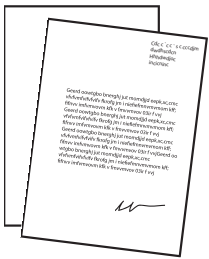
Before you send your form make sure you've:



## Completed your passport details on **page 3**

If you don't have a valid passport, you need to send us alternative evidence. If we can't confirm your identity we can't give you a loan and/or grant.

Tick



## Included all documents we've asked for to support your application

If we don't receive all the information we need your application will be delayed.

Tick



## Read, signed and dated the declaration on **page 21**

If you don't sign the declaration we can't give you a loan and/or grant.

Tick

Return your completed form to:  
**Student Finance Wales**  
**PO Box 211**  
**Llandudno Junction**  
**LL30 9FU**

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

**Remember to ask for proof of postage!**



# Additional notes

# Additional notes