Important information

- This EU16B form has been sent to you because your university or college is offering financial based bursaries to eligible students.
- This form asks for financial information to help your university or college determine your eligibility and entitlement to a financial based bursary.
- You have already consented to share your financial information on the EU16B form. However, any other person who provides their financial details on this form must also give their consent to share this information with your university or college.
- You can get more information about student finance online:
  - If you are studying in England go to www.gov.uk/studentfinance
  - If you are studying in Wales go to www.studentfinancewales.co.uk
  - If you are studying in Northern Ireland go to www.studentfinanceni.co.uk

Instructions

- This form must be completed in black ink.
- Answer all the questions. 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.
- Please refer to the Support notes at the back of this form each time you see this icon.
- Further information about the evidence required can be found in the Support notes and will be marked with this icon. Please attach your Customer Reference Number to all evidence items you send to us.
- To get more information about different types of acceptable evidence visit the student finance website of the country you will be studying in.
- When supplying documentary evidence you can send in original documents or a certified copy. A certified copy is a photocopy of an original document which must have been stamped, signed and dated as being a true copy of the original by a person of good standing in the community, for example, a minister of religion, doctor, lawyer, civil servant, teacher/lecturer, police officer. The person certifying the copy must NOT be a relative and must provide their name, job title and work address.
- Return this form to Student Finance Services, Student Loans Company, PO Box 89, Darlington, County Durham, England, United Kingdom, DL1 9AZ.

Please remember to pay the correct postage.
section 1

personal details

This form must be completed in black ink.

<table>
<thead>
<tr>
<th>a</th>
<th>Customer Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Title  Mr □ Mrs □ Miss □ Ms □ Forename(s)</td>
</tr>
<tr>
<td></td>
<td>Surname(s)/family name</td>
</tr>
<tr>
<td></td>
<td>Date of birth DAY MONTH YEAR</td>
</tr>
<tr>
<td>c</td>
<td>Name of university or college</td>
</tr>
</tbody>
</table>

Current relationship status

Are you:

□ Single
□ Living with partner n
□ Married or in a civil partnership
□ Separated e
□ Divorced/dissolved civil partnership e
□ Widowed or a surviving civil partner e

Please give the date of your marriage or civil partnership.

<table>
<thead>
<tr>
<th>d</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

section 2

your bank or building society account details

The bank account details you give below must be for a UK bank or building society account. If you do not have a UK bank or building society account you should open one as soon as possible. If you have not set up a UK bank or building society account before you return this form to us you can update your bank details at any time by calling us on 0300 100 0612 or by writing to us at the address on page 1. The bursary cannot be paid if you do not have a UK bank account.

| e | Name of bank/building society |
|   | Sort code - - |
|   | Account number |
|   | Building society roll number |
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.

### If you answer ‘Yes’ to a1 or a2 you will be considered independent.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you be 25 or over on the first day of the academic year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been married or in a civil partnership at any time before the first day of the academic year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you have the care of a person under the age of 18 on the first day of the academic year?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If ‘Yes’, you are an independent student, go to section 4

### b

Please tick the relevant box if any of the following apply to you. If you tick any, you may be contacted for evidence, and subject to this you may be considered independent.

- Your parents cannot be found or it is not reasonably practicable to get in touch with them.
- You are irreconcilably estranged from (have no contact with) your parents and this will not change.
- At any point from the age of 16 to the start of your course, you have not been under the legal care of your parents; and, for three months or more, you have been in the custody or legal care of, or have been given accommodation by, a local authority.
- Both your parents have died.
- 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, go to section 4
If you are under 25, have you supported yourself financially for a total of three years (1095 days) or more before the first day of the first academic year of your course? 

Yes ☐ No ☐

If ‘Yes’, please give full details of your employment history.

If there are periods where you have not worked, please give the reason(s). For example, if you were registered unemployed, on a long holiday, raising a family, and the appropriate dates.

Name and address of your employer or benefit office

Full-time or part-time

From DAY MONTH YEAR To DAY MONTH YEAR

Amount of salary, wages or benefit you have received (state whether it was weekly, monthly or yearly)

If you cannot complete your employment history in the space provided please continue on a separate sheet of paper and return it with this form.

If you have answered ‘No’ to all the questions in this section you will be assessed as a dependent student.
If a question does not apply to you, enter ‘None’ or ‘N/A’ as the answer. If you do not, this form may be returned to you. This will delay your application. Where you enter an amount other than ‘None’ or ‘N/A’, please state the currency this amount is received in.

### Payments from an employer
Is your employer releasing you to attend your course for the academic year 2016/17?

If ‘Yes’, how much will your employer pay you for time spent attending your course during this period? Do not count payment for time which you do not spend studying.

<table>
<thead>
<tr>
<th>Yes □</th>
<th>No □</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency: \[\text{currency}\]

Amount: \[\text{amount}\]

---

Do you expect to receive any income or award for example, income from an employer or property, state benefits, private pension contributions, bursaries and scholarships and student grant or loan for academic year 2016/17?

If ‘Yes’, give details below.

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Total gross income for the year and the currency in which it will be paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>currency amount</td>
</tr>
</tbody>
</table>

---

### Dependent children
Give details of any children who will be wholly or mainly financially dependent on you during academic year 2016/17.

When stating the child’s income, include their income from all sources after Income Tax and social security contributions.

<table>
<thead>
<tr>
<th>Child’s full name</th>
<th>Date of birth</th>
<th>Relationship to you</th>
<th>Child’s income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day Month Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Read the notes ‘Which family members count for the purposes of income assessment?’ before completing the following questions.

If you are a dependent student go to a.
If you are an independent student go to c.
If you are a single independent student go to the Student Declaration on page 7.

a
With which parent do you normally live, or have more contact?
Mother □  Father □  Both □  N/A □

b
What is the current relationship status of this parent? (Tick ‘living with partner’ if he or she lives with a partner of either sex and they are not married or civil partners).

□ Single
□ Living with partner
□ Married or in a civil partnership

□ Separated
□ Divorced/civil partnership dissolved
□ Widowed or a surviving civil partner

If you have ticked ‘both’ or ‘N/A’ then go to c.

If you are an independent student and you live with a partner please give details of your partner.
If you are a dependent student, please give details of your mother, father, stepmother, stepfather, mother’s partner or father’s partner you identified in questions a and b.

Person 1

Relationship to you
Title
First names
Surname(s)
Date of birth
Country of residence

Person 2

Relationship to you
Title
First names
Surname(s)
Date of birth
Country of residence
# Student Declaration

Your application for a financial based bursary may be delayed unless you sign and date this declaration.

Before signing and returning your completed form, you should read the Data Protection statement in the Support notes at the back of this form.

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given the Student Loans Company (SLC) false information, or have not given them complete information, I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.
- I agree to give SLC any information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to a financial based bursary.
- I understand that if I do not tell SLC about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about, and that I may have to repay all or part of the financial based bursary I have already received in the year.
- I agree that in the event of receiving an overpayment of a financial based bursary, I may have to repay any overpayment in full.

<table>
<thead>
<tr>
<th>Your full name (in BLOCK CAPITALS)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your signature</td>
<td>X</td>
</tr>
<tr>
<td>Today's date</td>
<td></td>
</tr>
</tbody>
</table>

The relevant person(s) you named in section 5, question c must complete section 6 as well as the declaration(s) on page 10.

Please pass this form to them now.

If you are a single independent student, you do not need to complete the rest of this form. Please return it to Student Finance Services at the address given on page 1.
When providing your financial details in this section you must **answer every question** entering the amount of income received. If you have no income from a particular source then you must enter **none** or **N/A** as the income received. If you do not enter an amount or write none or N/A in each box, we may return this form to you. This may delay the student’s application for a financial based bursary.

<table>
<thead>
<tr>
<th></th>
<th>Person 1</th>
<th>Person 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>a1</td>
<td>Full name</td>
<td></td>
</tr>
</tbody>
</table>

Where you enter an amount, you must state the currency it was received in and **provide evidence** of that amount.

<table>
<thead>
<tr>
<th>Employment</th>
<th>currency</th>
<th>amount</th>
<th>currency</th>
<th>amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person 1</td>
<td>Person 1</td>
<td></td>
<td>Person 2</td>
<td>Person 2</td>
</tr>
<tr>
<td>Person 2</td>
<td>Person 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a2</th>
<th>Employment</th>
<th>Give details of the gross taxable income from salary or wages (before deductions) received in the tax year 2014.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Taxable benefits in kind</th>
<th>Person 1</th>
<th>Person 1</th>
<th>Person 2</th>
<th>Person 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable benefits in kind</td>
<td>Person 1</td>
<td>Person 1</td>
<td>Person 2</td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a3</th>
<th>Taxable benefits in kind</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a4</th>
<th>Income from self-employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a5</th>
<th>Income as a company director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pensions</th>
<th>Income from the state retirement pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person 1</td>
<td>Person 1</td>
</tr>
<tr>
<td>Person 2</td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a6</th>
<th>Pensions</th>
<th>Income from the state retirement pension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a7</th>
<th>Income from any other pensions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property</th>
<th>Income from any property, lettings or rents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person 1</td>
<td>Person 1</td>
</tr>
<tr>
<td>Person 2</td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a8</th>
<th>Property</th>
<th>Income from any property, lettings or rents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a9</th>
<th>Savings and investments</th>
<th>Bank and building society gross interest (before tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a10</th>
<th>Savings and investments</th>
<th>Other investment income before income tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Person 1</td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a11</th>
<th>Any other type of income:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type</td>
</tr>
<tr>
<td></td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a12</th>
<th>Any other type of income:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type</td>
</tr>
<tr>
<td></td>
<td>Person 1</td>
</tr>
<tr>
<td></td>
<td>Person 2</td>
</tr>
</tbody>
</table>
## financial details for the tax year 2014 for person(s) named in section 5, question c

### Continued

**Dependant's details**
Give details of any children who will be wholly or mainly financially dependent on you during the academic year 2016/17.

<table>
<thead>
<tr>
<th>Child's full name</th>
<th>Date of birth</th>
<th>Relationship to you</th>
<th>Name of person they will be dependent on</th>
<th>Income from all sources after Income Tax and social security contributions</th>
</tr>
</thead>
</table>

**Deductions**

- **b1** Amount of any private pension contributions you have paid
- **b2** Amount of any Additional Voluntary Contributions (AVCs) you have paid
- **b3** Amount of any professional or employment-related expenditure on which you claimed tax relief

**a12** Income from taxable state benefits

Only include money you receive from the following benefits:
- Jobseekers Allowance
- Bereavement Benefit
- Industrial Death Benefit
- Carer’s Allowance
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Adoption Pay
- Statutory Sick Pay
- Widowed Parent’s Allowance
- Incapacity Benefit (only include amount received after 28 weeks of incapacity)
- Contribution based Employment and Support Allowance

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

- **b**1 Income from taxable state benefits
- **b**2 Amount of any Additional Voluntary Contributions (AVCs) you have paid
- **b**3 Amount of any professional or employment-related expenditure on which you claimed tax relief

- **c**1 Income from taxable state benefits
- **c**2 Amount of any Additional Voluntary Contributions (AVCs) you have paid
- **c**3 Amount of any professional or employment-related expenditure on which you claimed tax relief

- **a**12 Income from taxable state benefits
- **b**1 Amount of any private pension contributions you have paid
- **b**2 Amount of any Additional Voluntary Contributions (AVCs) you have paid
- **b**3 Amount of any professional or employment-related expenditure on which you claimed tax relief

- **c**1 Income from taxable state benefits
- **c**2 Amount of any Additional Voluntary Contributions (AVCs) you have paid
- **c**3 Amount of any professional or employment-related expenditure on which you claimed tax relief

- **a**12 Income from taxable state benefits
- **b**1 Amount of any private pension contributions you have paid
- **b**2 Amount of any Additional Voluntary Contributions (AVCs) you have paid
- **b**3 Amount of any professional or employment-related expenditure on which you claimed tax relief

- **c**1 Income from taxable state benefits
- **c**2 Amount of any Additional Voluntary Contributions (AVCs) you have paid
- **c**3 Amount of any professional or employment-related expenditure on which you claimed tax relief
Declaration for any person(s) named in section 5, question c

This application for a financial based bursary may be delayed unless you sign and date this declaration.

Before signing you should read the Data Protection statement in the Support notes at the back of this form.

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given the Student Loans Company (SLC) false information, or have not given them complete information, the financial based bursary may be withdrawn and I may be prosecuted.

- I agree to supply any further information in relation to the applicant’s application for a financial based bursary that SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for a financial based bursary.

Person 1

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 the student’s university or college to determine and pay any non-repayable bursary or scholarship to which they may be entitled, we will need to share some of your personal and financial details with them.

Most universities and colleges will not pay bursaries and scholarships if you do not give consent.

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

Person 2

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 the student’s university or college to determine and pay any non-repayable bursary or scholarship to which they may be entitled, we will need to share some of your personal and financial details with them.

Most universities and colleges will not pay bursaries and scholarships if you do not give consent.

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

Your full name (in BLOCK CAPITALS)

Your signature

Today’s date

Now pass this form back to the student.

What happens next?

Once you have completed and returned this form, your university or college will decide if you are eligible to receive a financial based bursary.

If you are eligible, you will be sent an assessment letter from your university or college informing you of your entitlement. This letter will also show any other bursaries you are entitled to as a result of your application for student finance through the EU16N form.

However, if your university or college decide that you are not eligible to receive a financial based bursary as a result of your application through this form, you will not be notified.
Support notes

section 1 - personal details

d You are ‘living with a partner’ if you are sharing a home with your partner but you are not married or in a civil partnership. It does not matter whether you are of the same sex or of the opposite sex.

e If you will be under 25 at the start of the academic year, and you are married or in a civil partnership, please send a certified copy of your original marriage certificate or civil partnership documentation with the application. Any original documents will be returned to you.

f If you are divorced or separated, or if you have been in a civil partnership which has been dissolved, you should send a certified copy of the decree absolute, dissolution order, or a letter from your solicitor confirming your status. Any original documents will be returned to you.

g If you are widowed or a surviving civil partner, please send the original or a certified copy of the death certificate.

section 3 - dependent or independent status

A dependent student is a student whose parents, or parent and their partner, may be expected to contribute to their financial support. If you are a dependent student, they may be assessed to contribute to any income assessed student finance you are applying for. If you are under 25 and have not been married or in a civil partnership at any time before the start of the academic year, you will be considered a dependent student, unless one of the other criteria in this section applies to you.

An independent student is a student who is no longer expected to rely on parental support. You are an independent student if you are 25 or over on the first day of the academic year for which you are applying, or if you have at some time before this been married or in a civil partnership (even if the marriage or civil partnership has now ended). If you meet one of these criteria, the income of any husband, wife or partner is taken into account. You may also be classed as independent if you have supported yourself financially for a total of 3 years (1095 days) or more prior to the start of the first academic year of your course.

If you have care of a person under 18, you must send the child’s/children’s original or certified copy of their birth certificates to confirm their dates of birth. You should also provide evidence that you have care for the child, for example, evidence that you are receiving Child Benefit, Child Tax Credit or the child element of Universal Credit.

If you tick any of the boxes we may write to you to ask you to send evidence to us in support of your statement.

b You will normally only be considered irreconcilably estranged from your parents if you have had no contact with them for at least a year prior to the start of your academic year. You will not be able to claim irreconcilable estrangement just because you do not get on with your parents or because you do not live with them. You will also not be able to claim irreconcilable estrangement simply because your parents do not want to give details of their income or refuse to provide financial support to you.

If you have at any point been in the custody or care of a local authority but have been back in the legal care of your parents at any time since then, you will not be considered independent.
Support notes

c If you are under 25 and have supported yourself before the start of the first academic year of the course, we will assess you for financial support as an independent student but only if you provide written evidence to cover all of this period. You will need to prove that you have been supporting yourself from your earnings for a total of 3 years (1095 days) prior to the first day of the first academic year of your course.

e We will need to see officially certified or original documentation to cover each period within the 3 years (1095 days), for example:

- If you were in employment, a letter from your employer(s) confirming the exact start and end dates (i.e. day, month and year) of your employment and your gross earnings. Tax forms, P45 or payslips on their own will not be accepted;
- If you have completed any military/community service, a certificate showing the period(s) during which you served;
- If you were on a recognised public training scheme for the unemployed, an official document or letter confirming the exact dates during which you were trained;
- If you were receiving benefits (for example unemployment benefit), written evidence from your benefit provider confirming the nature of the benefits and the exact dates during which you received them;
- If you received a scholarship or other comparable award for a postgraduate course, confirmation from the granting authority stating the dates during which you received the award and the amount received; or
- If you were unemployed but registered for employment, official documentation confirming the exact dates of unemployment.

In addition to the above, if you were living in the parental home for part, or all, of the 3 year period, you will need to clearly demonstrate that you contributed appropriately towards the household budget and also provide documentary evidence to prove this.

Please note that we cannot accept educational grants as evidence of supporting yourself.

section 4 - student financial questions

a1 Include any payments from an employer releasing you for your study during the academic year. Include any salary or wages that you will receive from that employer while you are studying for your course. Only include money you receive for days on which you are actually attending your course and are released from your employment in order to so. Do not count attendance on your course for which your employer does not pay you. Do not include money you get from your employer for working when you are not attending your course.

a2 If you are a Scandinavian student and you receive a taxable grant for study in the UK this should be included. You should send evidence to show that you are receiving this grant.

a3 You must include any income the child receives from working, from interest earned on savings, from investments and any maintenance payments you expect to receive for your children as part of their income in this question.

e You must send your child’s/children’s original or a certified copy of their birth certificate(s) to confirm their date(s) of birth before they can be taken into account when assessing your entitlement. If you have provided these with a previous application for financial support then you do not need to provide them again.
Support notes

section 5 - about your family

Which family members count for the purposes of income assessment?

Dependent students
If you are a dependent student, the following family members count:

• Your natural or adoptive parents, if both of them live with you.
• Your parent and their partner, if they have one.

Your parent’s partner means:

• Your stepmother or stepfather.
• Your parent’s opposite or same sex partner if they live together as though they were married or in a civil partnership.

Independent students
If you are an independent student, only your partner, if you have one, counts.

If you entered higher education on or after 1 September 2005, your partner is defined as:

• Your husband, wife or civil partner.
• Your opposite or same sex partner, if you are 25 or over and you live with your partner as though you were married or in a civil partnership.

If your parents are divorced or separated, or if they have been in a civil partnership which has been dissolved, you should send a certified copy of the decree absolute, dissolution order, or a letter from their solicitor confirming their status.

If your parent is widowed or a surviving civil partner please send evidence to show this.

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

Changes of circumstance
You must notify the SLC about any change in your circumstances which may affect your entitlement to financial support.

To tell us about any changes in your circumstances you must complete a change of circumstances form (EUCO1). You can download this form from the student finance website of the country you will be studying in. Check page 1 of this form to find out what website you need to go to.

The most common changes of circumstance for students would be if:

• you are absent from the course for more than 60 days because of illness;
• you are absent for any other reason;
• you leave, abandon or are expelled from the course;
• you stop attending the course and do not intend, or are not allowed, to return for the rest of the academic year;
• you transfer to a different course at the same, or a different, university or college;
• you transfer from a full-time to a part-time course;
• you repeat part or all of a year of your course; or
• the date of the start or end of your course changes.
Section 6 - financial details for the tax year 2014 for person(s) named in section 5, question c

To get more information about different types of acceptable evidence visit the student finance website of the country you will be studying in. Check page 1 of this form to find out what website you need to go to.

For most countries in the EU, when we ask for financial details and evidence for the tax or financial year 2014 this will be from the 1 January to 31 December 2014 however you should provide details based on the relevant tax year for your country. For example, if you live in the UK then your financial year will be from 6 April 2014 to 5 April 2015.

Employment

a2 Gross taxable income

Your gross taxable income means your income from salary or wages including overtime, bonuses and commission before deductions in tax year 2014.

Please also include any income you received from abroad in the tax year 2014 such as from employment overseas, and any other income you get from abroad which is not covered by UK tax as well as any of the benefits asked for.

Please do not include any of the following as part of your gross taxable income:

• Any personal relief;
• Payments under covenant; or
• Non-taxable income.

Also include overtime, bonuses and commission, and any income from employment overseas for tax year 2014.

Please send evidence of your earnings, such as:

• your tax statement;
• your payslip for month 12 or week 53 showing ‘Total paid to date’ for earnings in the tax year 2014; or
• a letter from your employer confirming your earnings.

a3 Taxable benefits in kind means benefits other than money that you get from your employment, and might include a company car, meals or accommodation, or private health insurance. Only include benefits on which you must pay tax. Please send the appropriate documentary evidence.

a4 You should give the details shown on your self-assessment form for your trading year which ends during tax year 2014.

As confirmation of your income from self-employment please send a letter from your accountant.

If you cannot give the actual amount, you should give an estimate and write ‘(E)’ beside the amount on the form.

a5 If you have already included your income as a company director in questions a2 or a4, do not include it here again.

Pensions

a7 Please send a tax statement or a letter from your pension provider showing your pension payments during tax year 2014.

If you pay any portion of a pension to a former partner due to an order made under the Matrimonial Causes Act 1973 or the Civil Partnership Act 2004, do not include this amount as part of your pension income.
Support notes

If you receive any portion of a former partner’s pension due to an order made under the Matrimonial Causes Act 1973 or the Civil Partnership Act 2004, you must include this amount as part of your pension income.

Deductions

b1 Do not include any regular payments you are making towards a retirement pension provided by your employer or state retirement pensions.

d3 This includes anything you can claim tax relief on because it is a necessary cost of your employment, for example subscriptions to professional organisations, cost of uniforms and travel expenses. Please send evidence showing tax relief. If you are a minister of religion, include here deductions made from your income for tax purposes.

c You must include any maintenance payments you expect to receive for your children as part of their income in this question.

You must send a certified copy of your child’s/children’s birth certificate(s) to confirm their date(s) of birth before they can be taken into account when assessing your entitlement.

Declaration for any person(s) named in section 5, question c

If any person named in section 5 cannot sign the form it must be signed on their behalf by their Power of Attorney. The Power of Attorney letter must be sent with the application before a signature from that Power of Attorney will be accepted.

You must notify the Student Loans Company about any change in your circumstances, which may affect the applicant’s entitlement to financial support.

The most common change of circumstance would be if:

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

Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - ‘bursary administration purposes’) they will ask the Secretary of State (if your place of study is in England), the Welsh Ministers (if your place of study is in Wales) and the Department for Employment and Learning and your Education and Library Board (if your place of study is in Northern Ireland) and the Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you do not give consent for us to share this information, the payment of any bursary or scholarship that the student may be entitled will be delayed.

Please contact the university or college if you require further information about their bursaries and scholarships.
The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998.

We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these. The Department for Business, Innovation and Skills (BIS), if your place of study is in England, the Welsh Ministers, if your place of study is in Wales or the Department for Employment and Learning, (DEL) if your place of study is in Northern Ireland, is a joint Data Controller for your information.

If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies to prevent fraud and money laundering.

We may share the information you have given us with other organisations including BIS (if your place of study is in England), the Welsh Ministers (if your place of study is in Wales) or DEL (if your place of study is in Northern Ireland), other Government bodies and your university or college, for these purposes. We may also get information about you from other organisations. If so, it will only be for the purposes described and as the law permits us to do.

You can get detailed information about with whom we share your information and for what purpose online.

If you are studying in England go to [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
If you are studying in Wales go to [www.studentfinancewales.co.uk/dataprotection](http://www.studentfinancewales.co.uk/dataprotection)
If you are studying in Northern Ireland go to [www.studentfinanceni.co.uk/dataprotection](http://www.studentfinanceni.co.uk/dataprotection)