


To find out how we'll use the information you provide go to www.gov.uk/studentfinance to read our Privacy Notice before completing this form.

About this form

Who should complete this form?

Complete this form if you want to change your student finance application to be based on your household income.

 Where you see this icon it means we need you to give supporting evidence. Details of the evidence needed will be shown where the icon appears.

If you leave any question blank we won't be able to process your application. If a question doesn't apply to you, enter 'None' or 'N/A' as the answer.

What sections should you complete?

All students need to complete sections **1, 2 & 4** and read, sign and date the **declaration**.

Complete section **3** if you want to apply for a Parents' Learning Allowance, Childcare Grant and/or Adult Dependants' Grant.

Your application to have your student finance based on your household income, or an application for a Parents' Learning Allowance, Childcare Grant and/or Adult Dependants' Grant **must be received within 9 months from the start of your academic year**.

Section 1 Your personal details

1.1 Customer Reference Number

1.2 Personal details

Title

Mr Mrs Miss Ms

Forename(s)

Surname

Date of birth (DDMMYYYY)



Unearned income

2.1 Estimate the total taxable unearned income, before deductions, that you expect to receive in academic year 2019/20.

What is the source of this income?

What is taxable unearned income?

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

Don't include any:

- Earnings from full or part-time work
- Maintenance Loan or grant payments you may receive
- Payments you receive from parents under a covenant
- Teacher Training Bursaries
- Higher Education Bursaries (for care leavers)
- Bounties paid by the armed services to reservists or disablement or invalidity pensions
- ISAs

Payments from an employer

2.2 Will you be employed during the academic year?

 No
 Yes

if no go to 2.5

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

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

 No
 Yes

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

If 'Yes' how much during this period?

 No
 Yes

Section 2

Student financial questions

Dependent Children

- 2.5 Will you have any children who will be wholly or mainly financially dependent on you during the academic year?

- No
 Yes

if no go to 2.7

2.6 Give details of the dependent children

When stating the child's income, include their income from all sources after income tax and National Insurance contributions in tax year 2017-18.

Do include any income the child gets from:

- working
- interest earned on savings
- investments
- any maintenance payments

Don't include income from:

- Child Benefit
- Child Tax Credit or the child element of Universal Credit
- Government Child Trust

e You must provide

- copies of birth certificates; and
- evidence of Child Tax Credits and/or Child Benefits for each child named.

Child 1 full name

Relationship to you

Date of birth (DDMMYYYY) **e**

 / /

Who do they live with?

Income from all sources after income tax and social security **e**

 £

Child 2 full name

Relationship to you

Date of birth (DDMMYYYY) **e**

 / /

Who do they live with?

Income from all sources after income tax and social security **e**

 £

If you have more than two dependent children, give details for each additional child on the additional notes at the end of this form.

Additional Financial Support

- 2.7 Do you want to apply for any of the following:
- Parents' Learning Allowance
 - Childcare Grant
 - Adult Dependants' Grant?

- No
 Yes

if no go to section 4

if yes go to section 3

Section 3

Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant

For more information on Dependants' Grants go to www.gov.uk/studentfinance

3.1 Are you under 25, living with a partner and applying for Childcare Grant or Parents' Learning Allowance?

No
 Yes

if no go to 3.3

3.2 Give the total estimated income after income tax and National Insurance deductions in this academic year for:
How much of this will be Child Tax Credit or the child element of Universal Credit for this academic year?

You	Your partner
£ <input type="text"/>	£ <input type="text"/>
You	Your partner
£ <input type="text"/>	£ <input type="text"/>

3.3 Do you want to apply for Childcare Grant?

No
 Yes

if no go to 3.6

3.4 During the academic year, do you or your partner expect to receive:

- the childcare element of Working Tax Credit or Universal Credit; or
- Tax-Free Childcare from HM Revenue and Customs (HMRC); or
- Childcare Allowance from the National Health Service (NHS) as part of a student finance package?

No

Yes – you can't currently apply for Childcare Grant.
You can only apply for Childcare Grant if you stop claiming support from any of these sources.

3.5 Give details of the children you need Childcare Grant for during this academic year

Child 1

Forename(s)

Surname

Date of birth (DDMMYYYY)

 / /

Child 2

Forename(s)

Surname

Date of birth (DDMMYYYY)

 / /

If you need more space for additional children, give the details above on the additional notes at the back of this form.

Section 3

Parents' Learning Allowance, Childcare Grant and Adult Dependants' Grant

3.6 Are you applying for Adult Dependants' Grant?

- No
 Yes

if no go to section 4

3.7 Who is your adult dependant?

- Your husband
Your wife
Your civil partner
Your partner (if you are 25 or over)
- Other adult dependant

go to section 4

3.8 Will your other adult dependant's income be more than £3,796 for this academic year?

- No
 Yes

Applying for an Adult Dependants' Grant

You will not be able to apply for Adult Dependants' Grant if your other adult dependant's income is more than £3,796 in this academic year.

3.9 Give your other adult dependants' income for the 2017-18 tax year.

Income

All salary/wages and self-employed income (include income from property)

£

All pension income (including private, occupational and state)

£

All gross taxable income from interest, investments and dividends

£

Taxable state benefits

£

All other taxable income (include redundancy payments even if you don't expect to pay tax on them)

£

Deductions

Private pension contributions and Additional Voluntary Contributions (AVCs)

£

Allowable expenses on which tax relief was claimed

£

Section 4

About your family

Your parent(s) or partner may have received a separate form asking them to provide details about their income. This must also be completed and returned to us.

4.1 Are you an independent student?

To be an independent student usually you would meet one of the following criteria:

- You are 25 or over
- You have care of a child under 18
- You are married/in a civil partnership
- You have supported yourself for 3 or more years
- You are an orphan
- You have no contact with your parents, and this will not change
- It is impossible/impractical to contact your parents, or sending you money would place them in jeopardy

No

Yes

if yes go to the declaration page on page 7

4.2 Which parent do you normally live, or have the most contact with?

The following family members count for the purposes of income assessment:

- Your natural or adoptive parents (if both of them live with you)
- Your parent and their partner (if they have one)

Mother

Father

Both

Neither

if Both or Neither go to the declaration page on page 7

4.3 What is the marital status of this parent?

- e** Ask your parent to send evidence of their marital status if they are separated, divorced or have had their civil partnership dissolved.

They must send a copy of their:

- Decree absolute
- Dissolution order
- A letter from their solicitor confirming their status

Single

Living with partner

Married/civil partnership

Separated **e**

Divorced/dissolved civil partnership **e**

Widowed/surviving civil partner

Now read, sign and date the declaration on the next page

Declaration

- I can 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, and support I have had may be withdrawn and I could be prosecuted.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this in full.

Childcare Grant

- I understand and agree that in order to receive Childcare Grant, my personal details and my children's details will be shared to a contracted third party who will be handling the administration of Childcare Grants on behalf of SLC.
- I understand that if I do not inform SLC of any change of circumstances that affect the amount of Childcare Grant I am entitled to, I will have to pay back any overpayment.
- 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 (DDMMYYYY)

 / /

Next steps

1

**Return the completed form to: Student Finance England
PO Box 210
Darlington
DL1 9HJ**



Make sure you pay the correct postage

2

Your parent(s) or partner may have received a separate form asking them to provide details about their income. This must also be completed and returned to us.

Additional notes

If you're providing extra information clearly mark what section and question the information is about.

Return your completed form to: Student Finance England

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Darlington

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