

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



# Welsh Government Learning Grant Further Education 2022/23

## Application Form

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

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

# How to complete this application form

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

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

## Use the notes



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



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

## How we process your data

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

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

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

## 2022/23 Calendar for courses with a September start date

April 2022	Application forms available for download from <a href="http://www.studentfinancewales.co.uk/wglgfe">www.studentfinancewales.co.uk/wglgfe</a>
June 2022	Return your application with all required evidence before <b>30 June 2022</b> to make sure your grant is agreed and ready for the start of your first term.
September 2022	Term starts.
May 2023	The final deadline to apply for academic year 2022/23 is 9 months after your course start date. For example, if your course starts on 1 September 2022 the deadline for applying is <b>31 May 2023</b> . Applications received 9 months after your course start date will not be accepted.
August 2023	The final deadline to send evidence for academic year 2022/23 is 12 months after your course start date. For example, if your course starts on 1 September 2022 we must receive your evidence by <b>31 August 2023</b> .

# Section 1 Declarations and consent

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



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

I am the student completing this form myself

Complete the **Student Declaration below.**

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

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



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

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

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



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

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

- authorised to hold funds on behalf of the student.



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

## Student Declaration

**By signing this agreement you are confirming that:**

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

Student full name (in BLOCK CAPITALS)

Today's date

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

Student signature



Now go to **Consent to share below**

## Consent to share

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

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

- I consent to the Welsh Government Learning Grant for Further Education customer services team providing details of the progress of my application and award to the person named as parent 1 in section 9 of this application form.  Yes  No

**and (if applicable)**

- I consent to the Welsh Government Learning Grant for Further Education customer services team providing details of the progress of my application and award to the person named as Parent 2/Student's partner in section 9 of this application form.  Yes  No



Now go to **Section 2**



# Section 1 Declarations and consent (continued)

## Third Party Declaration A

By signing this agreement you are confirming that:

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

Authorised third party full name (in BLOCK CAPITALS)

Today's date

Day			-	Month			-	Year				

Authorised third party signature



Now go to **1.2**

## Third Party Declaration B

By signing this agreement you confirm that:

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

Authorised third party full name (in BLOCK CAPITALS)

Today's date

Day			-	Month			-	Year				

Authorised third party signature



Now go to **1.2**

## Third Party Declaration C

By signing this agreement you confirm that:

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

Authorised third party full name (in BLOCK CAPITALS)

Today's date

Day			-	Month			-	Year				

Authorised third party signature



Now go to **1.2**

# Section 1 Declarations and consent (continued)

## 1.2 Third party details



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



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

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

Forename(s)

Surname

Home address

Postcode

Home phone number

Mobile phone number

Email address



## Section 2 Student's details (continued)

### 2.6 Contact details



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

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

Home address

Postcode

Home phone number

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

Email address

### 2.7 What is your marital status?



Tick the box that best describes your status.

**I'm single.**

**I'm separated.**

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

**I'm divorced.**

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

**My civil partnership has been dissolved.**

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

**I'm a widow/surviving civil partner.**

**I'm married.**

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

**I'm in a civil partnership.**

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

**I'm living with a partner.**

# Section 3 Your payment details

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

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

- No** – I am the student – go to **3.2**
- Yes** – go to **3.3**

**3.2** **Student payment details**

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

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

Account holder's name (student)

Sort code

 -  - 

Account number

**3.2a** Is this a building society or credit union account?

**No** – go to **Section 4**

**Yes** – provide your:

Building society roll/credit union membership number

**Now go to Section 4**

**3.3** **Third party payment details**

This account must be able to accept direct credits.

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

Account holder's name (third party)

Sort code

 -  - 

Account number

**3.3a** Is this a building society or credit union account?

**No** – go to **Section 4**

**Yes** – provide your:

Building society roll/credit union membership number

**Now go to Section 4**



## Section 4 Student's school or college details

### 4.1 School or college details

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

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

Name of school or college

Campus (if applicable)

School or college address

Postcode

### 4.2 Course details

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



Course name

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

### 4.3 When does your course start?

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



Day                      Month                      Year

  -   -    

### 4.4 When does your course end?

Month                      Year

  -    

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

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

**No** – go to **Section 5**

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



# Section 5 Student's nationality and residency details

## 5.1 Are you a UK national?



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

Your passport must be currently valid and not expired.

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



### UK passport expired?

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

**No** – go to **5.2**

**Yes** – do you hold a valid UK passport?

**No** – you need to send supporting documents. Read the notes to see what you need to send then go to **6.1**

**Yes** – enter these details exactly as stated on your passport

Passport number

Date of issue

Day                      Month                      Year

 -  - 

Date of expiry

Day                      Month                      Year

 -  - 

Forename(s)

Surname

**Now continue to 6.1**

## 5.2 Are you an Irish citizen?

**No** – go to **5.3**

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

**No** – go to **5.3**

**Yes** – you need to send supporting documents. Read the notes to see what you need to send then go to **6.1**



## 5.3 Are you the family member of a UK national?



**No** – go to **5.5**

**Yes** – go to **5.4**

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

**5.4** Have both you and your UK national family member been ordinarily resident in the UK, EEA, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

**No** – go to **5.5**

**Yes** – Were both you and your UK national family member:

- living in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018; or
- living in the EEA or Switzerland on 31 December 2020?


**No** – go to **5.5**

**Yes** – you need to send supporting documents. Read the notes to see what you need to send then go to **6.1**

**5.5** Have you have been granted settled status or pre-settled status under the EU Settlement Scheme?

**No** – go to **5.6**

**Yes** – I have been granted settled status


 Have you been living in the UK and Islands for the three years prior to the first day of the first academic year of your course?

**No** – go to **5.6**

**Yes** – Please provide your:  
Share code:

go to **6.1**

**Yes** – I have been granted pre-settled status

 Are you an EU national **and** you have been living in the UK and Islands for the three years prior to the first day of the first academic year of your course?

**No** – go to **5.6**

**Yes** – Please provide your:  
Expiry date for pre-settled status  
Day      Month      Year  
  -   -

Share code

go to **6.1**

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

**5.6** Are you the child of a Swiss national and both you and your parent/step-parent have been granted a status under the EU Settlement Scheme?

**No** – go to **5.7**

**Yes** – Have you been ordinarily resident in the UK, EEA, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

**No** – go to **5.7**

**Yes** – Please provide your parent or step-parent's:

Date of birth

Day      Month      Year

-   -

Expiry date for pre-settled status - if applicable

Day      Month      Year

-   -

Share code

Please provide your:

Expiry date for pre-settled status - if applicable

Day      Month      Year

-   -

Share code

go to **6.1**

**5.7** Are you an EEA or Swiss national who is working, has worked or is looking for work in the UK, or a family member of such a person?

If you are the family member of the worker, you must be the:

- husband, wife, civil partner; or
- child, step-child; or
- parent, step-parent or other ascending or descending line family member (only applicable to EEA worker family members) of the worker.

\*If you or a family member are a Frontier worker, check the notes

**No** – go to **5.8**

**Yes** – Have you been ordinarily resident in the UK, EEA, Switzerland, and Gibraltar for the three years prior to the first day of the first academic year of your course?

**No** – go to **5.8**

**Yes** – Is the person who is working, has worked or is looking for work in the UK:

**You** – go to **5.7a**

**Your family member** – go to **5.7b**

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

### 5.7a I am working, have worked or am looking for work

Provide details - You should also provide details of your previous study.

If you are currently working will you continue to work during your studies? If yes give details.

Expiry date for pre-settled status - if applicable

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

Share code

now go to **6.1**

### 5.7b My family member is working, has worked or is looking for work and I am their:

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

Provide details of their employment

If they are currently working will they continue to work during your studies? If yes, give details of employment.

Please provide **your**:

Expiry date for pre-settled status - if applicable

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

Share code

Please provide **your family member's**:

Date of birth

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

Status expiry - if applicable

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

Share code

now go to **6.1**

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

**5.8** Are you the family member of an EEA or Swiss national who entered the UK before 31 December 2020, and you joined them after this date?

**No** – go to **5.9**


**Yes** – do they have settled/pre-settled status?

**No** – go to **5.9**

**Yes** – Have you made an application to the EU Settlement Scheme?

**No** – go to **5.9**

**Yes** – please provide your:

 Expiry date for pre-settled status - if applicable

Day      Month      Year

-   -

Share code

Please provide your family member's:

Date of birth

Day      Month      Year

-   -

Expiry date for pre-settled status - if applicable

Day      Month      Year

-   -


Share code

now go to **6.1**

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

**5.9** Have you or your family member been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)?

**No** – go to **5.10**

**Yes** 

I have been granted leave under the ARAP or ACRS.

I have been granted leave in line with my family member. My family member is my:

husband/wife/civil partner

parent or step-parent

Provide your:  
Home Office reference number

Date latest status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?

**No** – go to **Section 7**


**Yes** – go to **6.2**

**5.10** Do you have settled status in the UK?  
By settled status we mean:

- you have been granted indefinite leave to enter or remain; or
- you have a right of abode in the UK.

**No** – go to **5.11**

**Yes** – Home Office reference number



Date granted status

Day      Month      Year

-   -

Have you been ordinarily resident in the UK and Islands for three years prior to the first day of the first academic year of your course?


**No** – you need to send supporting documents. Please check “Break in residency” on page 7 of the notes, then go to **6.1**

**Yes** – you need to send supporting documents. Read the notes to see what you need to send and then go to **6.1**

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

**5.11** Have you or a family member been granted Discretionary leave as a result of a failed asylum application?

**No** – go to **5.12**

**Yes** – Home Office reference number  


Date latest status granted  
Day      Month      Year  
  -   -

Date this status is due to expire  
Day      Month      Year  
  -   -


Have you lived outside the UK and Islands since your latest status was granted?

**No** – go to **Section 7**

**Yes** – go to **6.2**

**5.12** Have you or a family member been granted Discretionary leave (where no application for asylum has been made)?

**No** – go to **5.13**

**Yes** – Home Office reference number  


Date latest status granted  
Day      Month      Year  
  -   -

Date this status is due to expire  
Day      Month      Year  
  -   -


Have you lived outside the UK and Islands since your latest status was granted?

**No** – go to **Section 7**

**Yes** – go to **6.2**

**5.13** Have you or a family member been granted leave to remain in the UK on the grounds of family life?

**No** – go to **5.14**

**Yes** – Home Office reference number  


Date latest status granted  
Day      Month      Year  
  -   -

Date this status is due to expire  
Day      Month      Year  
  -   -

Have you lived outside the UK and Islands since your latest status was granted?

**No** – go to **Section 7**

**Yes** – go to **6.2**




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

**5.14** Have you or a family member been granted leave to remain in the UK on the grounds of private life?

**No** – go to **5.15**

**Yes** – Home Office reference number



Date latest status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?


**No** – go to **Section 7**

**Yes** – go to **6.2**

**5.15** Have you or a family member been granted leave to remain outside the immigration rules?

**No** – go to **5.16**

**Yes** – Home Office reference number



Date latest status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?


**No** – go to **Section 7**

**Yes** – go to **6.2**

**5.16** Have you or a family member been granted leave to remain as a Stateless Person?

**No** – go to **5.17**

**Yes** – Home Office reference number



Date latest status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?

**No** – go to **Section 7**


**Yes** – go to **6.2**

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

**5.17** Have you or a family member been granted refugee status in the UK?

**No** – go to **5.18**

**Yes** – Home Office reference number



Date latest status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?


**No** – go to **Section 7**

**Yes** – go to **6.2**

**5.18** Have you or a family member been granted Humanitarian Protection?

**No** – go to **5.19**

**Yes** – Home Office reference number



Date latest status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?

**No** – go to **Section 7**

**Yes** – go to **6.2**

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

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

**No** – go to **5.20**

**Yes** – has your Turkish worker parent/step-parent been granted extended leave to remain by the Home Office in the UK after 31 December 2020?

**No** – go to **5.20**

**Yes** – Were you and your Turkish worker parent/ step-parent living in the UK by the 31st of December 2020?

**No** – go to **5.20**

**Yes** – Have you been ordinarily resident in the UK, EEA, Turkey, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

**No** – go to **5.20**

**Yes** – go to **6.2**

**5.20** Have you been granted leave to remain in the UK under Section 67 of the Immigration Act 2016 or are you the dependent child of someone who has?

**No** – go to **5.21**

**Yes** – Home Office reference number

Date status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?

**No** – go to **Section 7**


**Yes** – go to **6.2**

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

**5.21** Have you been granted 'Calais leave' in the UK or are you the dependent child of someone who has?

**No** – go to **5.22**

**Yes** – Home Office reference number



Date status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?


**No** – go to **Section 7**

**Yes** – go to **6.2**

**5.22** Have you been granted leave to remain in the UK as the victim of domestic violence or abuse or are you the dependent child of someone who has?

**No** – go to **5.23**

**Yes** – Home Office reference number



Date status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?


**No** – go to **Section 7**

**Yes** – go to **6.2**

**5.23** Have you been granted leave to remain as a person who has been a bereaved partner or are you the dependent child of someone who has?

**No** – go to **5.24**

**Yes** – Home Office reference number



Date status granted

Day      Month      Year

-   -

Date this status is due to expire

Day      Month      Year

-   -

Have you lived outside the UK and Islands since your latest status was granted?

**No** – go to **Section 7**

**Yes** – go to **6.2**

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

5.24 Tick the box which applies to you

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

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

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

If you think you may be eligible but have answered 'No' to all the questions, please contact our helpline on **0300 200 4050**.

# Section 6 Student's residence history

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

For example – if your course starts in September 2022, we need to know where you lived between 01/09/2019 and 01/09/2022. There should be no gaps in the dates you give us.

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

Now go to **Section 7**

Home address

Postcode

From

Day                      Month                      Year

 -  - 

To

Day                      Month                      Year

 -  - 

Why were you there?

Home address

Postcode

From

Day                      Month                      Year

 -  - 

To

Day                      Month                      Year

 -  - 

Why were you there?

# Section 6 Student's residence history (continued)

6.2 Give details of your residency from the date you received your last status from the Home Office.

**NOTE**

If you have been granted:

- indefinite leave to remain as the victim of domestic violence or abuse;

or

- indefinite leave to remain as a person who has been a bereaved partner

or

- leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

only provide address history from when you received the status. You only need to provide up to a maximum of 3 years information. There should be no gaps in the dates you give us.

Now go to **Section 7**

Home address

Postcode

From

Day                  Month                  Year

 -  -   
  

To

Day                  Month                  Year

 -  -   
  

Why were you there?

Home address

Postcode

From

Day                  Month                  Year

 -  -   
  

To

Day                  Month                  Year

 -  -   
  

Why were you there?

## Section 7 Student's independence details

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



- I'll be aged 25 or over – **go to 7.2**
- I'll be responsible for a child – **go to 7.2**
- I'll have financially supported myself for 3 years or more (this does not have to be 3 consecutive years) – **go to 7.2**
- I have not lived in the legal care of my parents for a combined total of at least 13 weeks before turning 25 (you need to send supporting documents, read the notes to see what you need to send) – **then go to Section 11**
- I'll be, or will have been, married or in a civil partnership – **go to 7.2**
- I will have been estranged from both my parents for more than 12 months – **go to 7.2**
- Both my parents are deceased – **go to 7.2**
- None of the above – **go to 7.3**



**7.2** If you ticked any of the above.

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

You are an **independent student**. You need to complete **Section 8**. If you have a partner, they need to complete **Section 9** and **10**.

**7.3** If you ticked none of the above.

You are a **dependent student**. You need to complete **Section 8** and your parent(s) need(s) to complete **Section 9** and **10**.



## Section 8 Student financial details

### Data Sharing



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

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

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

## Part A

### Financial information for tax year 2020-21

#### How to complete Part A

- Answer every question.
- Where you answer 'Yes' to a question you must give gross income amounts.
- Any amounts given must be for the tax year starting **6 April 2020** and ending **5 April 2021**.
- If you leave any question blank in **Part A** we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

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

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

#### What if my income has dropped since 2020-21?

If your household income in **2020-21** was over the threshold but is now under it, you may be eligible for this grant. Go to page 23 of the notes for more information.

**If you're self assessed** – read page 23 of the notes for more information.

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

8.1 NI number

  -         - 

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

 Yes  No

8.3 Were you in receipt of Universal Credit?

 Yes  No

## Section 8 Student financial details (continued)

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



Total income from salary/wages



Total income from taxable state benefits

Total income from occupational pension(s)

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

Total income from private pension(s)

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

Yes – give details

No – go to **8.5**

£

£

£

£

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

Total non-lump sum amount received

Total lump sum amount received

Yes – give details

No – go to **8.6**

£

£

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



Total interest from UK banks, building societies and unit trusts



Total income from UK life insurance gains, securities and partnerships



Total income from UK investments and dividends



Total income from foreign investment and dividends

Yes – give details

No – go to **8.7**

£

£

£

£

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



Total income from taxable benefits in kind

Yes – give details

No – go to **8.8**

£

**8.8** Did you receive any other income during tax year 2020-21 that you have not told us about in **Part A**?

Yes – go to **Part B**

No – go to **Part C**

# Section 8 Student financial details (continued)

## Part B

### Any other income

#### How to complete Part B

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** income amounts.
- Any amounts given must be for the tax year starting **6 April 2020** and ending **5 April 2021**.
- If you leave any question blank we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

**8.9** Did you receive any income from self-employment?



Yes – give details  No – go to **8.10**

**8.9** Total taxable profit from businesses



£

**8.9** Total taxable profit from partnerships



£

**8.10** Did you receive any income as a Minister of religion?

Yes – give details  No – go to **8.11**

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



£

**8.11** Did you receive any other taxable income or lump sums?



Yes – give details  No – go to **8.12**

Total income received

£

**8.12** Did you receive any income from property lettings?



Yes – give details  No – go to **8.13**

Total income received

£

**8.13** Did you receive any income from UK trusts?



Yes – give details  No – go to **8.14**

Total income received

£

## Section 8 Student financial details (continued)

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



Total income received

Yes – give details

No – go to **8.15**

£

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



Total income received

Yes – give details

No – go to **8.16**

£

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



Total income received

Yes – give details

No – go to **8.17**

£

### Part C

#### Income deductions

##### How to complete Part C

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** deduction amounts.
- Any amounts given must be for the tax year starting **6 April 2020** and ending **5 April 2021**.
- If you leave any question blank in **Part C** we will not be able to process this application.
- If you don't receive a specific type of deduction listed in a question, write 'n/a'.

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

Don't include any payments to a workplace pension.

Total amount you paid

Yes – give details

No – go to **8.18**

£

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

Total amount you paid

Yes – give details

No – go to **8.19**

£

**8.19** Deductions towards wages for domestic help due to incapacity?

Total amount you paid

Yes – give details

No – go to **8.20**

£

## Section 8 Student financial details (continued)

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



Total amount on which you claimed tax relief

Yes – give details  No

£

**Independent student without a partner** - go to **Section 11**.

**Independent student with a partner** - your partner needs to complete **Sections 9** and **10**, then you need to complete **Section 11**.

**Dependent student** - your parent(s) need(s) to complete **Sections 9** and **10**, then you need to complete **Section 11**.

# Section 9 Parent(s)/Partner financial details

## How to complete this section


### If you're a single parent of the student.


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

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

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

### If you're the student's partner.

Enter your information as **Parent 2/Student's partner**. Remember to complete the 'Relationship to student' box, leave **Parent 1** blank. **Read page 23 of the notes for more information.** 

**If you're self assessed – read page 23 of the notes for more information.** 

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

## Data Sharing



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

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

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

## Personal details

### Parent 1

Relationship to student

Forename

Surname

National Insurance number  
  -        -

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

### Parent 2/Student's partner

Relationship to student

Forename

Surname

National Insurance number  
  -        -

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

# Section 9 Parent(s)/Partner financial details (continued)

## Part A


Financial information for tax year 2020-21


**How to complete Part A**


- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** income amounts.
- Any amounts given must be for the tax year starting **6 April 2020** and ending **5 April 2021**.
- If you leave any question blank in **Part A** we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

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

**What if my income has dropped since 2020-21?**

 If your household income in **2020-21** was over the threshold but is now under it, the student may be eligible for this grant. Go to page 23 of the notes for more information.



	Parent 1 Tax year 2020-21	Parent 2/Student's partner Tax year 2020-21
<b>9.1</b> Were you in receipt of Income Support or Income-related Employment and Support Allowance?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>9.2</b> Were you in receipt of Universal Credit?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>9.3</b> Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?	<input type="checkbox"/> No – go to <b>9.4</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>9.4</b> <input type="checkbox"/> Yes – give details
 Total income from salary/wages	£ <input type="text"/>	£ <input type="text"/>
 Total income from taxable state benefits	£ <input type="text"/>	£ <input type="text"/>
Total income from occupational pension(s) If you received a lump sum pension, only declare the amount you received that you paid tax on.	£ <input type="text"/>	£ <input type="text"/>
Total income from private pension(s) If you received a lump sum pension, only declare the amount you received that you paid tax on.	£ <input type="text"/>	£ <input type="text"/>

## Section 9 Parent(s)/Partner financial details (continued)

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

Total non-lump sum amount received

Total lump sum amount received

**Parent 1**  
Tax year 2020-21

No – go to **9.5**

Yes – give details

£

£

**Parent 2/Student's partner**  
Tax year 2020-21

No – go to **9.5**

Yes – give details

£

£

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

 Total interest from UK banks, building societies and unit trusts

 Total income from UK life insurance gains, securities and partnerships

 Total income from UK investments and dividends

 Total income from foreign investment and dividends

Tax year 2020-21

No – go to **9.6**

Yes – give details

£

£

£

£

Tax year 2020-21

No – go to **9.6**

Yes – give details


£

£

£

£

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

 Total income from taxable benefits in kind

Tax year 2020-21

No – go to **9.7**

Yes – give details

£

Tax year 2020-21

No – go to **9.7**

Yes – give details

£

**9.7** Did you receive any other income during tax year 2020-21 that you have not told us about in **Part A**?

Tax year 2020-21

No – go to **Part C**

Yes – go to **Part B**

Tax year 2020-21

No – go to **Part C**

Yes – go to **Part B**



# Section 9 Parent(s)/Partner financial details (continued)

## Part B

### Any other income

#### How to complete Part B

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** income amounts.
- Any amounts given must be for the tax year starting **6 April 2020** and ending **5 April 2021**.
- If you leave any question blank we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

**9.8** Did you receive any income from self-employment?



#### Parent 1

Tax year 2020-21

No – go to **9.9**

Yes – give details

£

£

#### Parent 2/Student's partner

Tax year 2020-21

No – go to **9.9**

Yes – give details

£

£

**9.9** Total adjusted profit from businesses



**9.9** Total adjusted profit from partnerships



**9.9** Did you receive any income as a Minister of religion?



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

Tax year 2020-21

No – go to **9.10**

Yes – give details

£

Tax year 2020-21

No – go to **9.10**

Yes – give details

£

**9.10** Did you receive any other taxable income or lump sums?



Total income received

Tax year 2020-21

No – go to **9.11**

Yes – give details

£

Tax year 2020-21

No – go to **9.11**

Yes – give details

£

**9.11** Did you receive any income from property lettings?



Total income received

Tax year 2020-21

No – go to **9.12**

Yes – give details

£

Tax year 2020-21

No – go to **9.12**

Yes – give details

£

# Section 9 Parent(s)/Partner financial details (continued)

**9.12** Did you receive any income from UK trusts?



Parent 1	Parent 2/Student's partner
Tax year 2020-21	Tax year 2020-21
<input type="checkbox"/> No – go to <b>9.13</b>	<input type="checkbox"/> No – go to <b>9.13</b>
<input type="checkbox"/> Yes – give details	<input type="checkbox"/> Yes – give details
£ <input type="text"/>	£ <input type="text"/>

Total income received

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



Parent 1	Parent 2/Student's partner
Tax year 2020-21	Tax year 2020-21
<input type="checkbox"/> No – go to <b>9.14</b>	<input type="checkbox"/> No – go to <b>9.14</b>
<input type="checkbox"/> Yes – give details	<input type="checkbox"/> Yes – give details
£ <input type="text"/>	£ <input type="text"/>

Total income received

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



Parent 1	Parent 2/Student's partner
Tax year 2020-21	Tax year 2020-21
<input type="checkbox"/> No – go to <b>9.15</b>	<input type="checkbox"/> No – go to <b>9.15</b>
<input type="checkbox"/> Yes – give details	<input type="checkbox"/> Yes – give details
£ <input type="text"/>	£ <input type="text"/>

Total income received

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



Parent 1	Parent 2/Student's partner
Tax year 2020-21	Tax year 2020-21
<input type="checkbox"/> No – go to <b>Part C</b>	<input type="checkbox"/> No – go to <b>Part C</b>
<input type="checkbox"/> Yes – give details	<input type="checkbox"/> Yes – give details
£ <input type="text"/>	£ <input type="text"/>
go to <b>Part C</b>	go to <b>Part C</b>

Total income received


# Section 9 Parent(s)/Partner financial details (continued)

## Part C

### Income deductions

#### How to complete Part C

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** deduction amounts.
- Any amounts given must be for the tax year starting **6 April 2020** and ending **5 April 2021**.
- If you leave any question blank in **Part C** we will not be able to process this application.
- If you don't receive a specific type of deduction listed in a question, write 'n/a'.

	Parent 1	Parent 2/Student's partner
<p><b>9.16</b> Did you pay any private pension contributions?</p> <p>Don't include any payments to a workplace pension.</p> <p>Total amount you paid</p>	<p>Tax year 2020-21</p> <p><input type="checkbox"/> No – go to <b>9.17</b></p> <p><input type="checkbox"/> Yes – give details</p> <p>£ <input type="text"/></p>	<p>Tax year 2020-21</p> <p><input type="checkbox"/> No – go to <b>9.17</b></p> <p><input type="checkbox"/> Yes – give details</p> <p>£ <input type="text"/></p>
<p><b>9.17</b> Did you pay any Additional Voluntary Contributions (AVCs)?</p> <p>Total amount you paid</p>	<p>Tax year 2020-21</p> <p><input type="checkbox"/> No – go to <b>9.18</b></p> <p><input type="checkbox"/> Yes – give details</p> <p>£ <input type="text"/></p>	<p>Tax year 2020-21</p> <p><input type="checkbox"/> No – go to <b>9.18</b></p> <p><input type="checkbox"/> Yes – give details</p> <p>£ <input type="text"/></p>
<p><b>9.18</b>  Did you have any allowable expenses on which you claimed tax relief?</p> <p>Total amount on which you claimed tax relief</p>	<p>Tax year 2020-21</p> <p><input type="checkbox"/> No – go to <b>Section 10</b></p> <p><input type="checkbox"/> Yes – give details</p> <p>£ <input type="text"/></p> <p>go to <b>Section 10</b></p>	<p>Tax year 2020-21</p> <p><input type="checkbox"/> No – go to <b>Section 10</b></p> <p><input type="checkbox"/> Yes – give details</p> <p>£ <input type="text"/></p> <p>go to <b>Section 10</b></p>

# Section 10 Parent(s)/partner's declaration

## How to complete this section

### If you're a single parent of the student

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

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

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

### If you're the partner of the student

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

## Parent/Partner declaration

By signing and dating this declaration you confirm that:

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

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

# Section 11 Finalising your application



This must be completed by the student

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

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

**11.2** Have you answered all the questions that apply to you?

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

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

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

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

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

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

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

- No** – if there's some supporting documents you can't give us right now, you can send your application back without them. This means we can make a start on your application and we'll contact you for the remaining documents later but we won't be able to confirm if you can get grant payments until you've sent all your documents.
- Yes** – read the '3 things to remember' information on the next page before returning your application form.

# 3 things to remember



## 1 Get paid on time!

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

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

Make sure you send us your completed application form with all appropriate evidence by **30th June 2022** at the latest if you want to have your grant application assessed and ready for the start of your course.



## 2 Check the postage

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

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



## 3 Send the form

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

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

# Confidential

## Equal opportunities questionnaire

### How to complete this section

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

1 Do you consider yourself to have a disability?

Yes  No

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

Welsh  British  
 Irish  Scottish  
 English  Other

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

- A** White
- British  
 Any other white background
- B** Mixed
- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background
- C** Asian or Asian British
- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background
- D** Black or Black British
- Caribbean  
 African  
 Any other black background
- E** Chinese or other ethnic group
- Chinese  
 Any other