

# Financial Assessment Form **2009/10**

For parents and partners of new students





You can also provide your financial details online at  
**[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)**

## Who should complete this form?

Complete this form if you are:

- The student's natural or adoptive parent.
- The student's step-parent.
- The husband, wife, civil partner or cohabiting partner of one of the student's parents.
- The student's husband, wife or civil partner.
- The student's partner, if the student is over 25 and you live with them as though you are married or in a civil partnership.

## Instructions

- Complete this form in black ink and use BLOCK CAPITALS.
- **Answer all the questions.** If you leave any questions blank we will not be able to process the student's 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. 
- Whenever you see this icon you must provide evidence to support the student's application.  Further information about the evidence required can be found in the Support Notes at the back of this form.
- **Once you have completed this form** and signed and dated the declaration, please return it to us at the address shown on the list available online at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).
- If you have any questions or problems, please call our Customer Support Office on 0845 607 7577.



**Please remember to pay the correct postage.**

**a Student's details**

Customer Reference Number/ALIAS ID:

Forename(s):

Surname:

Date of birth:

Form for student details with input fields for Customer Reference Number/ALIAS ID, Forename(s), Surname, and Date of birth.

**b Your details**

Forename(s):

Surname:

Sex:

Date of birth:

Please complete this section with the details exactly as they appear on your birth certificate or passport.

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

Customer Reference Number:

Relationship to student:

Email address:

Form for your details with input fields for Forename(s), Surname, Sex (Male/Female), Date of birth, Place of birth, Customer Reference Number, Relationship to student, and Email address.

If a question does not apply to you, please enter "None" or "N/A" as the answer.

Where you enter an amount other than "None" or "N/A", you must provide evidence of that amount. **e**

**Income**

Please give financial details for the period from 6 April 2007 to 5 April 2008.

**Employment**

**a** Give details of the gross taxable income from salary or wages (before deductions). **n**

**b** Taxable benefits in kind: **n**

**c** Income from self-employment (estimate if you are not sure): **n**

**d** Income as a company director: **n**

Form for income details with input fields for gross taxable income from salary or wages, taxable benefits in kind, income from self-employment, and income as a company director, each with a pound sign (£) and a numeric input field.

**Pensions**

- e Income from the state retirement pension:
- f Income from any other pensions: **n**

**Property**

- g1 Income from property, lettings or rents:
- g2 How much of this is through the rent a room scheme?

**Savings and investments**

- h Bank and building society gross interest (before tax): **n**
- i Other investment income before income tax:

£	
£	
£	
£	
£	
Type	
£	
Type	
£	

**Benefits**

Only include money you receive for 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

- j Income from benefits: **n**
- k Do you receive Income Support, Working Tax Credit or Child Tax Credit?

**Other**

- l Any other type of income:

£	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Type	
£	
Type	
£	
£	
£	

**Deductions**

- m Amount of any private pension contributions you have paid: **n**
- n Amount of any Additional Voluntary Contributions (AVCs) you have paid:
- o Amount of any professional or employment-related expenditure on which you claim tax relief: **n**

Please identify any evidence asked for on this form which you cannot supply at this time, and state the reasons for this on a separate piece of paper and enclose it with this form.

Identify any person who will be wholly or mainly financially dependent on you.

**a Child dependants not in further or higher education in academic year 2009/10** 

Include any unearned income for ALL dependants.

Only include earned income details for persons aged 16 and over.

Do not count casual earnings of persons aged under 16.

Full name	Date of birth	Income for the year
	(DD MM YYYY)	(£)

**b Child dependants in further or higher education in academic year 2009/10**

If the student is your partner, please include any children named in the Application for Student Finance form if they have applied for student finance.

Full name	Date of birth	School, college or university	Course	Are they receiving financial support? If so, from which authority or organisation?
	(DD MM YYYY)			

# Data Protection Act 1998

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 Secretary of State for Innovation, Universities and Skills 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 the Department for Innovation Universities and Skills, other Government bodies and with the 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.

For more detailed information about with whom we share your information and for what purpose, go to [www.direct.gov.uk/studentfinance-dataprotection](http://www.direct.gov.uk/studentfinance-dataprotection).

## Declaration

Please read the following declaration. We will not be able to process the student's application for student finance unless you sign and date this declaration.


- 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 SLC false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that the SLC may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Your full name: (in BLOCK CAPITALS)

Your signature:

Date:

**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 bursary or scholarship to which they may be entitled, we will share some of your personal and financial details with them. 

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

# Support Notes

## Section 2 financial information

### Notes

#### What if my income is less in financial year 2009-10 than it was in financial year 2007-08?

If you think the total income for your household (before tax) for the financial year 2009-10 will be at least 15% **less** than it was in financial year 2007-08, **still complete this form** but give brief details of the expected reduction on a separate piece of paper and enclose it with this application form. It may be possible for the financial assessment to be calculated using the expected total income for your household in 2009-10 (a current year income assessment).

Your 2009-10 household income can only be assessed after April 2009. You can download a 'Current Year Income Assessment Form' from our website.

#### What if there are other students in my household?

If there are other students in your household, we may need to ask for further information. This is because the rules which determine whose income we need to consider depend on when the student entered Higher Education, and there are different rules for students in different years of study. We will not ask for information we do not need.

#### Estimating amounts

If you cannot show actual amounts for any item, you should provide an estimate and write "(E)" beside the amount on the form.

#### Income

**Please give evidence for the financial year 2007-08. Normally this is the year ending 5 April 2008, but may differ if your employer or business has a tax year which does not end in April.**

#### Employment

**a** Gross taxable income means income you receive from salary or wages including overtime, bonuses and commission before deductions. Also include income from employment overseas and any other income you get from abroad which is not covered by UK tax, including any benefits received.

**Do not** include any of the following as part of your gross taxable income:

- Any personal relief.
- Payments under covenant.
- Non-taxable income.

**b** Benefits in kind means benefits other than money that you get from your employment, and might include a company car, meals, accommodation or private health insurance. Only include benefits on which you must pay tax.

**d** If you have already included your income as a company director in questions a or c, do not repeat it here.

# Support Notes

## Section 2 financial information

### Notes **n**

#### Pensions

**f** 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.

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.

#### Savings and investments

- h** Give the interest you receive before tax. You should not include interest you receive from ISAs.
- m** Do not include any regular payments you are making towards a retirement pension provided by your employer.
- o** 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. If you are a minister of religion, include here deductions made from your income for tax purposes.



# Support Notes

## Evidence **e**

Question	Evidence of	Evidence item requested
<b>a</b>	Gross taxable income	<ul style="list-style-type: none"> <li>• P60.</li> <li>• Payslip for month 12 or week 53 showing "Total paid to date" for earnings.</li> <li>• A completed Income Confirmation Form (CI2).</li> <li>• Letter from employer confirming earnings.</li> </ul>
<b>b</b>	Benefits in kind	<ul style="list-style-type: none"> <li>• P11D.</li> </ul>
<b>c</b>	Confirmation of income from self-employment	<ul style="list-style-type: none"> <li>• A completed Self-employment Earnings Confirmation Form (GSA1).</li> <li>• Letter from accountant.</li> </ul>
<b>d</b>	Income as a company director	<ul style="list-style-type: none"> <li>• P60.</li> <li>• P11D.</li> <li>• Independent confirmation of earnings and director's fees from a chartered or certified accountant or HM Revenue &amp; Customs (HMRC).</li> <li>• A completed Self-employment Earnings Confirmation Form (GSA1).</li> </ul>
<b>e</b>	Income from state retirement pension	<ul style="list-style-type: none"> <li>• P60.</li> <li>• Letter from pension provider showing pension payments.</li> </ul>
<b>j</b>	Income from benefits	<ul style="list-style-type: none"> <li>• P60U.</li> <li>• Letter signed by Jobcentre Plus to confirm the amount of any benefits received.</li> <li>• A completed Benefits Confirmation Form (CB2).</li> </ul>
<b>o</b>	Professional or employment-related expenditure on which you claim tax relief	<ul style="list-style-type: none"> <li>• Send the same evidence as has been sent to the HM Revenue &amp; Customs (HMRC). Any evidence provided must show evidence of tax relief.</li> </ul>

You can download a copy of any of the forms mentioned above at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) and return them with this application form, or contact our Customer Support Office on **0845 607 7577** to have one sent to you.

# Support Notes

## Section 3 - dependants

### Notes

- a The child dependant's income is required to assess the eligibility for the deductions in the calculation of household income for each child that is wholly or mainly financially dependent on the student, the student's husband, wife or partner or the student's parents or step-parents. You can find out more information about how household information is calculated in the booklet 'Higher Education Student Finance - How you are assessed and paid'.

Please do not include income from sources such as the Government Child Trust, State Child Benefit or minimal sums of money from other sources when entering a child dependant's income.

You should provide the child dependant's income for the academic year. The academic year is determined by when the student begins their study.

#### **Student's study begins between**

- 1 August and 31 December inclusive
- 1 January and 31 March inclusive
- 1 April and 30 June inclusive
- 1 July and 31 July inclusive

#### **Academic Year**

- 1 September to 31 August
- 1 January to 31 December
- 1 April to 31 March
- 1 July to 30 June

## Declaration

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

### **Change of circumstances**

You must notify the SLC about any change in your circumstances, which may affect the student's entitlement to financial support.

The most common change of circumstances 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 or 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 to which the student may be entitled will be delayed.