

Welsh Government Learning Grant Further Education 2024/25

Application Form

We welcome applications in Welsh. If you would prefer to apply in Welsh, a Welsh version of this form is available. Applying in Welsh will not delay your application.



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.

2024/25 Calendar for courses with a September start date

April 2024	Application forms available for download from www.studentfinancewales.co.uk/wglgfe
June 2024	Return your application with all required evidence before 30 June 2024 to make sure your grant is agreed and ready for the start of your first term.
September 2024	Term starts.
May 2025	The final deadline to apply for academic year 2024/25 is 9 months after your course start date. For example, if your course starts on 1 September 2024 the deadline for applying is 31 May 2025. Applications received 9 months after your course start date will not be accepted.
August 2025	The final deadline to send evidence for academic year 2024/25 is 12 months after your course start date. For example, if your course starts on 1 September 2024 we must receive your evidence by 31 August 2025.



Section 1 Declarations and consent

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

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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.**

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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)

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

• completing this form on behalf of the study.

 completing this form on behalf of the student because they are unable to Complete the **Third Party Declaration B** on page 4.

(i)

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 (1)

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

- -

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

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

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.

A the size of this heart of the same (in PLOCK CARITAL C)	Today's date
Authorised third party full name (in BLOCK CAPITALS)	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 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' _{Day}	s date Month	Year -	
Authorised third party signature				
			> \> I	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

2.1 Have you had Education Maintenance Allowance (EMA) in the past?

2.2 Have you received the Welsh Government Learning Grant Further Education in the past?

This grant was also previously known as the Assembly Learning Grant Further Education, if you received this grant under either name answer 'Yes'.

No Yes

Yes – for what academic year did you receive this grant?

Year Year

What course were you studying at the time? For example NVQ1 Business Studies

2.3 Customer Reference Number

(If you don't have one yet, leave this blank.)

2.4 Personal details

Complete these details exactly as stated on your birth certificate, passport or deed poll.

If any of your details change during the year you need to let us know.



Title

Mr Mrs Miss Other

Forename(s)

Surname

Gender

Male Female

Date of birth

Day Month Year

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

2.5 What language would you like us to use when we communicate with you?

English Welsh



Section 2 Student's details (continued)

2.6 Contact details

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 all the options that apply.

For example - if you are divorced and now living with a partner, you should tick both options.

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.



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

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
	hahalf?

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

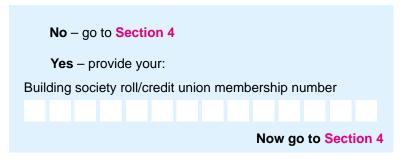
3.2 Student payment details

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?



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.

You need to send evidence to prove your authorisation. Read the note for 1.2 on page 4 of the notes to find out what you need to send.

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 Name of school or college If you don't know where you'll study, give details of the school or college you want to attend. Campus (if applicable) If these details change you must let us know as soon as possible and no later than before the start of your first term. School or college address Postcode 4.2 Course details Course name If you're unsure, you can ask your school or (1) college. Level of course (for example: GCSE, NVQ1, A Level) Day Year Month When does your course start? 4.3 **(i)** If you're unsure, you can ask your school or college. Month Year When does your course end? 4.4

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

Part A

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.

5.2 Are you an Irish citizen?

5		3
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Are you the family member of a UK national?

No – go to **5.2 Yes** – do you t

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

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

No – go to **5.5**

Yes - go to 5.4



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



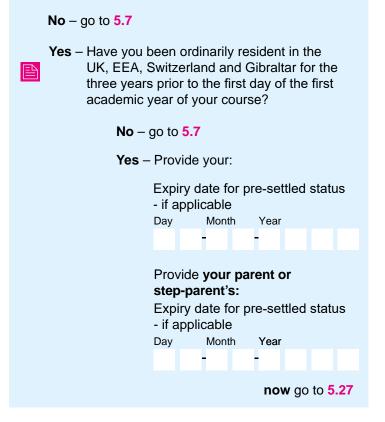
Yes – you need to send supporting documents. Read the notes to see what you need to send then

- go to 5.26

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 - go to 5.26 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 - Provide your: Expiry date for pre-settled status Day Month Year now go to 5.26

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?



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



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

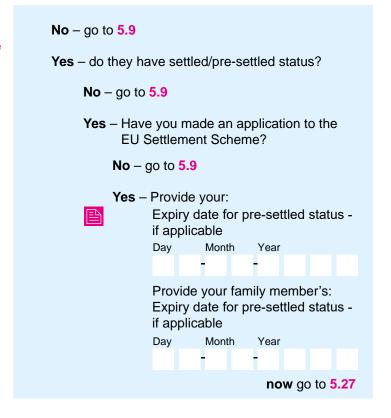
- - -

now go to **5.26**

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-	-chile	b					
	parent(s)/step-parent(s) or other ascending or descending line family member (only applicable to EEA worker family members)								
Prov	ide detai	ls of	their	emp	oloyn	nent	t		
	•		-		_		ey continue to work		
aurir	ng your s	tuale	S? IT	yes,	give	e aet	tails of employment.		
Prov	ride your	:							
Expi	ry date fo	or pre	e-se	ttled	statu	ıs -	if applicable		
Day	Mont	h	Year						
	-	-							
Provide your family member's : Status expiry - if applicable									
Day	Mont	h	Year						
	-	-							
							now go to 5.27		

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?



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 – 9	go to	5.10)						
Yes –		ve be		grar	nted le	eave	und	er th	e ARAP
		vide : e late		tatu	ıs graı Yeaı				
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	Dat Day	e this	sta Mor		is due Year		expire	e - if	applicable
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								no	w go to 5.28
Yes –	leav		der	the			_		ed y family
		hus	ban	d/wi	fe/civi	l par	tner		
		pare	ent c	or st	ep-pa	rent			
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								no	ow go to 5.29

- **5.10** Do you have settled status in the UK? By settled status we mean:
 - you are a British citizen; or
 - you have been granted indefinite leave to enter or remain; or
 - you have a right of abode in the UK.

If you have been granted indefinite leave to enter or remain in the UK as the victim of domestic violence or abuse, tick 'No' here and go to question 5.23.

If you have been granted indefinite leave to enter or remain in the UK as a person who has been a bereaved partner, tick 'No' here and go to question 5.24

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

No – go to 5.11

Yes – Provide your:
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 5.26

Yes – go to 5.26

No – (go to	5.12	2						
Yes –				tatus	ted E grai	nted	etiona	ary l	leave
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								nov	w go to 5.26
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Yes -	my f	amil	y me	embe	er ha	s be	en gr	ante	ed
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								nov	w go to 5.27

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 -	- I have	been gra	nted D	iscre	tionary	leave
	Date la Day	atest statu Month -	ıs grar Year -	nted		
	Date the Day	nis status Month	is due Year	to ex	xpire	
					no	w go to 5.26
Yes -	Discre	nily memb tionary lea atest statu Month	ave		n grant	ed
	Date th	is status	is due	to ex	xpire	
	Day	Month	Year			

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

No – 9	jo to	5.14	ļ						
Yes –				_	ted le f fam			mai	n in the UK
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	Date Day	e this	stat Mont		s due Year	to e	xpire)	
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	Date Day	e late	st st Mont		grar Year	nted			
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								nov	v go to 5.27

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	5						
Yes –				_	ted le				
	Date Day	e late	est s Mon		grai Year				
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	Date Day	e this	s sta		s due Year		xpir	е	
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								no	w go to 5.27

5.15 Have you or a family member been granted leave to remain outside the immigration rules on the grounds of Article 8 of the European Convention on Human Rights (ECHR), following a failed application for 'leave to enter or remain' on the grounds of family or private life?

No – 9	go to	5.16	5						
Yes –	on t	he gı	oun	ds o	ted le f Artic grai Year	cle 8 nted		emai	in in the UK
	Date Day	e this	sta Mon		s due Year		expire	е	
								no	w go to 5.26
Yes –	rem	ain ir	the	UK tatus		ne gr nted	_		ed leave to f Article 8
			•		-				
	Date Day	e this	sta Mon		s due Year		expire	е	
								no	w go to 5.27

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

No – (go to	5.17							
Yes –			een (s Pe	_	ted le	eave	to re	emai	n as a
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	Date	e this	s sta	tus i	s due	to e	expire	9	
	Day		Mont		Year				
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Yes –			•				en gr 'erso		ed leave
Yes –	to re	emai	n as	a St tatus		ss P nted	_		ed leave
Yes -	to re	emai	n as est s	a St tatus	atele grai	ss P nted	_		ed leave
Yes -	Date Day	emai e late	n as est s Mont	a St tatus h tus is	atele grai Year	ess P nted	_	n	ed leave
Yes -	Date Day	emai e late	n as est state	a St tatus h tus is	atele grai Year - s due	ess P nted	erso	n	ed leave
Yes –	Date Day	emai e late	n as est state	a St tatus h tus is	atele grai Year - s due	ess P nted	erso	n	ed leave

5.17 Have you or your:

- Husband, wife, civil partner; or
- Parent(s), step-parent

Been granted 'Limited Leave to Enter or Remain' under a Ukraine scheme?

By Ukraine Scheme we mean:

- the Ukraine Family Scheme;
- the Homes for Ukraine Sponsorship Scheme; or
- the Ukraine Extension Scheme.

No –	go to	5.18	8						
Yes -		ve bo eme	een (gran	ted le	eave	und	er a	Ukraine
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Yes -	leav		der a	a Uk			_		ed / family
		hus	band	d/wit	e/civ	il paı	rtner		
		par	ent c	or ste	ep-pa	arent			
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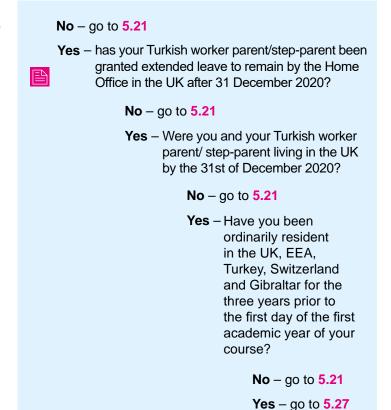
5.18 Have you or a family member been granted refugee status in the UK?

No – 9	jo to	5.19	9						
Yes -	I ha	ve b	een (grant	ted re	efuge	e st	atus	in the UK
	Date Day	e late	est st Mon		gran Year	ited			
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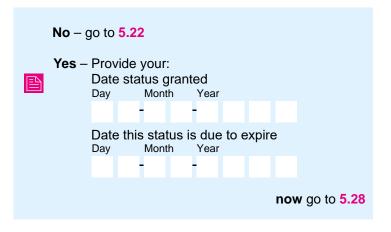
5.19 Have you or a family member been granted Humanitarian Protection?

No – g	go to	5.20)						
Yes -	I ha	ve be	een (gran	ted H	luma	nitar	ian	Protection
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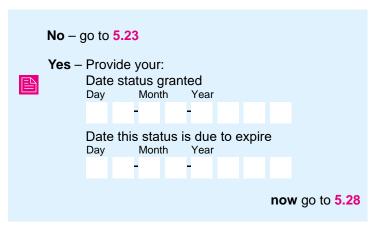
5.20 Are you the child of a Turkish worker who is working in the UK?



5.21 Have you been granted leave to remain in the UK under section 67 of the Immigration Act 2016, or have you been granted leave in line as the dependent child of someone who has?



5.22 Have you been granted 'Calais leave' in the UK, or have you been granted leave in line as the dependent child of someone who has?





5.23 Have you been granted leave to enter or 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	5.2	4						
Yes –	the	UK a	as a	victir gran	n of d				or remain in ence or abuse
	Day		_	1111	- I Gai				
	Date Day	e thi	s sta Mon		s due Year	to e	expire)	
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Yes –	to e	nter	or re	mair		e Ul	K as a		d leave ctim of
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			-		-				
	Date Day	e thi	s sta Mon		s due Year	to e	expire	9	
					-				
								no	w go to 5.29

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

No – 9	go to	5.2	5						
Yes -				_					r or remain ved partner
	Date Day	e sta	tus (Mon		ted Year				
	Date Day	e this	s sta Mon		s due Year	to e	expire	Э	
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								no	w go to 5.28
Yes -	· mv f	amil	v me	emb	er ha:	s be	en ai	ante	ed leave to
	ente	r or	•	ain a	as a p		_		as been a
	Date	e sta	tus (gran	ted				
	Day		Mon	th	Year				
					-				
	Date Day	e this	s sta Mon		s due Year	to e	expire	Э	
			-		-				
								no	w go to 5.29

5.25 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**.

Part B

5.26 I am the main leave holder

What proof of identity do you have?

We will verify your details with the Home Office to confirm your nationality and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

you need to provide your address history - go to 6.1



5.27 Provide details for yourself and your family member

What proof of identity do you have?

We will verify your details with the Home Office to confirm your nationality and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

What proof of identity does your family member have?

If you are providing family members details you acknowledge that you must inform them. We will verify their details with the Home Office to confirm your nationality and residency.

Give these details exactly as they are on your family member's proof of identity

Given names

Family names

Date of birth

Document number

Nationality on the proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

Day Month Year

you need to provide your address history - go to 6.1



5.28 I am the main leave holder

What proof of identity do you have?

We will verify your details with the Home Office to confirm your nationality and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

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

Biometric residence card

Biometric residence permit

Passport

National identity card

No - go to section 7

Yes - go to 6.2



5.29 Provide details for yourself and your family member

What proof of identity do you have?

We will verify your details with the Home Office to confirm your nationality and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

Biometric residence card

Biometric residence permit

Passport

National identity card

What proof of identity does your family member have?

If you are providing family members details you acknowledge that you must inform them. We will verify their details with the Home Office to confirm your nationality and residency.

Give these details exactly as they are on your family member's proof of identity

Given names

Family names

Date of birth

Document number

Nationality on the proof of identity

Day Month Year - -

Biometric residence card

Biometric residence permit

National identity card

Passport

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 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 2024, we need to know where you lived between 01/09/2021 and 01/09/2024. 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?	

From Day Month Year To Day Month Year	Home a	ıddress		
Day Month Year To Day Month Year	Postcod	de		
Day Month Year		Month Year		
Why were you there?		Month Year		
	Why we	ere 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 to the first day of the first academic year of your course.

You only need to provide up to a maximum of 3 years information. 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 add	ress
Postcode	
From Day M	onth Year -
To Day M	lonth Year -
Why were	you there?

Home address
Postcode
From
Day Month Year
То
Day Month Year
Why were you there?



Section 7 Student's independence details

(.1 (A)

Tick one of the following statements that will apply to you on the first day 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 am or have:

- been married or in a civil partnership
- been divorced
- been separated
- · dissolved my 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 2022-23

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 2022 and ending 5 April 2023.
- 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?

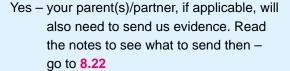
No, you don't need to send any evidence of your financial details now, but we may write out to request this at a later date. You only need to send us evidence if we request it.

If you're self assessed – read page 20 of the notes for more information.

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

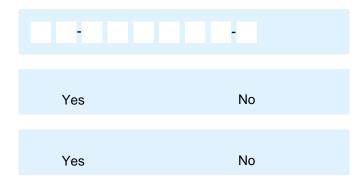
8.1

Has your household income permanently dropped since the 2022-23 tax year?



No - go to 8.2

- 8.2 National Insurance number
- **8.3** Were you in receipt of Income Support or Income-related Employment and Support Allowance?
- **8.4** Were you in receipt of Universal Credit?





8.5	Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?		Yes – give details	No – go to 8.6
(i)	Total income from salary/wages	£		
①	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.	£		
8.6	Did you receive any income from a state retirement pension?		Yes – give details	No – go to 8.7
	Total non-lump sum amount received	£		
	Total lump sum amount received	£		
8.7	Did you receive any income from savings and investments?		Yes – give details	No – go to 8.8
(i)	Total interest from UK banks, building societies and unit trusts	£		
①	Total income from UK life insurance gains, securities and partnerships	£		
(i)	Total income from UK investments and dividends	£		
①	Total income from foreign investment and dividends	£		
8.8	Did you receive any taxable benefits in kind?		Yes – give details	No – go to 8.9
	Total income from taxable benefits in kind	£		
8.9	Did you receive any other income during tax year 2022-23 that you have not told us about in Part A ?		Yes – go to Part B	No – go to Part C



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 2022 and ending 5 April 2023.
- 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'.

8.10	Did you receive any income from self-employment?	Yes – give details	No – go to 8.11
(i)	Total taxable profit from businesses	£	
(i)	Total taxable profit from partnerships	£	
8.11	Did you receive any income as a Minister of religion?	Yes – give details	No – go to 8.12
(i)	Total taxable income minus expenses that are not included on your P60 or P11D	£	
8.12	Did you receive any other taxable income or lump sums?	Yes – give details	No – go to 8.13
	Total income received	£	
8.13	Did you receive any income from property lettings?	Yes – give details	No – go to 8.14
	Total income received	£	
8.14	Did you receive any income from UK trusts?	Yes – give details	No – go to 8.15
	Total income received	£	



8.15	Did you receive any foreign income?		Yes – give details	No – go to 8.16
U	Total income received	£		
8.16	Did you receive any income from an overseas pension?		Yes – give details	No – go to 8.17
	Total income received	£		
8.17	Did you receive any other overseas income and gains?		Yes – give details	No – go to Part C
	Total income received	£		go to Part C

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 2022 and ending 5 April 2023.
- 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'.

8.18	Did you pay any private pension contributions? Don't include any payments to a workplace pension.	0	Yes – give details	No – go to 8.19
	Total amount you paid	£		
8.19	Did you pay any Additional Voluntary Contributions (AVCs)?		Yes – give details	No – go to 8.20
	Total amount you paid	£		
8.20	Deductions towards wages for domestic help due to incapacity?		Yes – give details	No – go to 8.21
	Total amount you paid	£		



8.21 Did you have any allowable expenses on which

you claimed tax relief? **(i)**

Total amount on which you claimed tax relief

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

Independent student without a partner

Independent student with a partner

Dependent student

Yes – give details No £

Go to Section 11.

Your partner needs to complete Section 9, then both of you need to complete **Section 10**.

Your parent(s) need(s) to complete **Section** 9, then both/all of you need to complete Section 10.

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 20 of the notes for more information.** ①

If you're self assessed – read page 20 of the notes for more information.

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

(i)

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

Parent 2/Student's partner

Relationship to student	Relationship to student	
Forename	Forename	
Surname	Surname	
Date of birth Day Month Year	Date of birth Day Month Year	
ge	o to Part A go to Part	t A



Part A

Financial information for tax year 2022-23

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 2022 and ending 5 April 2023.
- 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.

You only need to send us evidence if we request it.

9.1 Has your household income permanently dropped since the 2022-23 tax year?



Parent 1

Yes – Parent 2, if applicable, will also need to send us evidence. Read the notes to see what to send then – go to **Section 10**

No – provide your National Insurance number

National Insurance number

go to 9.2

Parent 2/student's partner

Yes – You need to send evidence. Read the notes to see what to send then – go to Section 10

No – provide your National Insurance number

National Insurance number

go to 9.2



		Parent 1 Tax year 2022-23	Parent 2/Student's partner Tax year 2022-23
9.2	Were you in receipt of Income Support or Income-related Employment and Support Allowance?	No	No
		Yes	Yes
9.3	Were you in receipt of Universal	Tax year 2022-23	Tax year 2022-23
	Credit?	No	No
		Yes	Yes
		Tax year 2022-23	Tax year 2022-23
9.4	Did you receive any income from salary, wages, taxable state benefits or from occupational or private	No – go to 9.5	No – go to 9.5
	pensions?	Yes – give details	Yes – give details
(i)	Total income from salary/wages	£	£
(i)	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		



Parent 1

Parent 2/Student's partner

9.5	Did you receive any income from	Tax year 2022-23	Tax year 2022-23
9.5	Did you receive any income from a state retirement pension?	No – go to 9.6	No – go to 9.6
		Yes – give details	Yes – give details
	Total non-lump sum amount received	£	£
	Total lump sum amount received	£	£
0.0	Pile and the state of the state	Tax year 2022-23	Tax year 2022-23
9.6	Did you receive any income from savings and investments?	No – go to 9.7	No – go to 9.7
		Yes – give details	Yes – give details
①	Total interest from UK banks, building societies and unit trusts	£	£
①	Total income from UK life insurance gains, securities and partnerships	£	£
①	Total income from UK investments and dividends	£	£
①	Total income from foreign investment and dividends	£	£
		Tax year 2022-23	Tax year 2022-23
9.7	Did you receive any taxable benefits in kind?	No – go to 9.8	No – go to 9.8
		Yes – give details	Yes – give details
	Total income from taxable benefits in kind	£	£
9.8	Did you receive any other income	Tax year 2022-23	Tax year 2022-23
	during tax year 2022-23 that you have not told us about in Part A ?	No – go to Part C	No – go to Part C
		Yes – go to Part B	Yes – go to Part B

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 2022 and ending 5 April 2023.

Parent 1

- 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'.

	5	Tax year 2022-23	Tax year 2022-23
9.9	Did you receive any income from self-employment?	No – go to 9.10	No – go to 9.10
		Yes – give details	Yes – give details
	Total adjusted profit from businesses	£	£
(i)	Total adjusted profit from partnerships	£	£
9.10	Did you receive any income as a	Tax year 2022-23	Tax year 2022-23
9.10	Did you receive any income as a Minister of religion?	No – go to 9.11	No – go to 9.11
		Yes – give details	Yes – give details
	Total taxable income minus expenses that are not included on your P60 or P11D	£	£
	Did you receive any other taxable	Tax year 2022-23	Tax year 2022-23
	income or lump sums?	No – go to 9.12	No – go to 9.12
		Yes – give details	Yes – give details
	Total income received	£	£
		Tax year 2022-23	Tax year 2022-23
9.12	Did you receive any income from property lettings?	No – go to 9.13	No – go to 9.13
		Yes – give details	Yes – give details
	Total income received	£	£



Parent 2/Student's partner

9.13	Did you receive any income from UK trusts?

Total income received

Parent 1 Tax year 2022-23	Parent 2/Student's partner Tax year 2022-23
No – go to 9.14	No – go to 9.14
Yes – give details	Yes – give details
£	£

9.14	Did you receive any foreign
(i)	income?

Tax year 2022-23	Tax year 2022-23
No – go to 9.15	No – go to 9.15
Yes – give details	Yes – give details
£	£

9.15	Did you receive any income from
(i)	an overseas pension?

Total income received

Tax year 2022-23
No – go to 9.16
Yes – give details
£

9.16	Did you receive any other
(i)	overseas income and gains?

Total income received



Total income received

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 2022 and ending 5 April 2023.
- 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'.

9.17 Did you pay any private pension contributions?

Don't include any payments to a workplace pension.

Total amount you paid

9.18 Did you pay any Additional Voluntary Contributions (AVCs)?

Total amount you paid

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

Total amount on which you claimed tax relief

Parent 1	Parent 2/Student's partner
Tax year 2022-23	Tax year 2022-23
No – go to 9.18	No – go to 9.18
Yes – give details	Yes – give details
£	£

Tax year 2022-23	Tax year 2022-23
No – go to 9.19	No – go to 9.19
Yes – give details	Yes – give details
£	£

Tax year 2022-23		Tax year 2022-23
No – go to	Section 10	No – go to Section 10
Yes – give	details	Yes – give details
£		£
go to	Section 10	go to Section 10



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)	Full name (in BLOCK CAPITALS)
Signature	Signature
Today's date Day Month Year	Today's date Day Month Year -

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 2024 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?
- What do you consider your nationality identity to be? (Choose as many or as few as apply.)
- 3 Choose ONE section from A to E, then tick the appropriate box to indicate your ethnic group.

Yes	No	
Welsh		British
Irish		Scottish
English		Other

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

