

Assessment of
financial circumstances
2010/11



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.

How do I complete this form?

- You need to provide details in all 4 sections of this form:

section 1 - personal details

section 2 - data sharing and you

section 3 - your financial information for tax year 2008-09

section 4 - your dependants

- Please refer to the Support Notes at the back of this form each time you see this icon. 

What if I have further questions?

If you have further questions you can:

- visit www.direct.gov.uk/studentfinance
- call us on **0845 300 50 90**

Where do I send my form?

Once you have completed this form and signed and dated the declaration, please return it to us as soon as possible. The address to return the form to is available from the contact list online at www.direct.gov.uk/studentfinance.



Please remember to pay the correct postage.

section 1 personal details

a Student's details

Customer Reference Number:

Forename(s):

Surname:

Date of birth:

<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"/>
<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"/>

b Your details

Customer Reference Number:

Forename(s):

Surname:

Sex:

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

Date of birth:

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

Relationship to student:

Contact telephone number:

Email address:

<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"/>
<input type="text"/>									
<input type="text"/>									
<input type="checkbox"/>	Male				<input type="checkbox"/>	Female			
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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section 2 data sharing and you

This year it may be possible to share the details that you give us with other Government bodies, allowing us to gain the most accurate financial information possible. This can only be done if you have a valid National Insurance (NI) Number. 

I have an NI Number ☐ Tick

Please provide your NI Number below:

Person 1

- -

You are now ready to provide your financial information.

[go to Section 3](#)

I do not have an NI Number ☐ Tick

If you do not have a NI Number because you receive non-UK taxable income, please provide the equivalent financial information in pounds sterling.

You are now ready to provide your financial information.

[go to Section 3](#)

section 3 your financial information for tax year 2008-09

Please give financial details for the tax year from 6 April 2008 to 5 April 2009. **n**

Answer every question in this section, providing income details where applicable.

Please note that if you leave any questions blank we will not be able to process this application.

If you have provided financial details and evidence for this student's application in a previous academic year, you only need to give us your 2008-09 financial details just now.

You do not need to send us any evidence. However, you should keep all of your 2008-09 financial evidence as we may ask for it at a later date to verify the details you have provided.

Q1 Did you receive Working Tax Credits or Child Tax Credits?

☐ Yes ☐ No

Q2 Did you receive Income Support?

☐ Yes ☐ No

How to answer questions 3 - 14

- If you answer 'Yes' to any of these questions you will need to provide the **total** amount of income you received for that income type.

If you need help to calculate the total income you should refer to the guidance notes. **n**

- If you answer 'No' to a question, this means you are telling us that you did not receive any income from that particular income type.

Q3 **n** Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?

☐ Yes ☐ No

Total income received:

£

Q4 **n** Did you receive any income from Self-employment?
Combined total income showing on your SA103 and/or SA200 forms:

☐ Yes ☐ No

£

Total income showing on your SA104 form:

£

Q5 **n** Did you receive any income from a State Retirement Pension?

☐ Yes ☐ No

Total non lump sum amount received:

£

Total lump sum amount received:

£

section 3 your financial information for tax year 2008-09

Q6 Were you a Minister of religion?

n

Total income (minus expenses not included on your P60 or P11D):

☐ Yes ☐ No

£

Q7 Did you receive any income from savings and investments?

n

Combined total income showing on your SA100 and SA200 forms or on your bank statements/letters if you were not Self-Assessed:

Total income showing on your SA101 form:

Total income showing on your SA104 form:

Total income showing on your SA106 form:

☐ Yes ☐ No

£

£

£

£

Q8 Did you receive any taxable benefits in kind?

n

Total income from taxable benefits in kind:

☐ Yes ☐ No

£

Q9 Did you receive any other taxable income or lump sums?

n

Total other taxable income or lump sums:

☐ Yes ☐ No

£

Q10 Did you receive any income from property lettings?

n

Total income from property lettings:

☐ Yes ☐ No

£

Q11 Did you receive any income from UK trusts?

n

Total income from UK trusts:

☐ Yes ☐ No

£

Q12 Did you receive any foreign income?

n

Total foreign income:

☐ Yes ☐ No

£

section 3 your financial information for tax year 2008-09

Q13 Did you receive any income from an Overseas Pension?

n

Total income from an Overseas Pension:

☐ Yes ☐ No

£

Q14 Did you receive any other overseas income and gains?

n

Total income from other overseas income and gains:

☐ Yes ☐ No

£

Obligations

Q15 Did you pay any private pension contributions?

n

Total private pension contributions you paid:

☐ Yes ☐ No

£

Q16 Did you pay any Additional Voluntary Contributions (AVCs)?

n

Total Additional Voluntary Contributions you paid:

☐ Yes ☐ No

£

Q17 Did you have any allowable expenses on which you claimed tax relief?

n

Total allowable expenses on which you claimed tax relief:

☐ Yes ☐ No

£

section 4 your dependants **n**

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 2010/11 **n**

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 (DD MM YYYY)	Income for the year (£)

b Child dependants in further or higher education in academic year 2010/11

Do not include the student when completing this question.

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

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

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 Business, Innovation 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 Business, Innovation 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 how your application will be processed and with whom your information will be shared and for what purpose, go to www.direct.gov.uk/studentfinance-dataprotection

Declaration

This application for financial support may be delayed unless you sign and date this declaration.

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not I understand I might 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 Student Loans Company (SLC) (or my Local Authority where appropriate) 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.

If the student started their course in academic year 2006/07 or after they may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which the student(s) you are supporting 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

Notes

section 2 data sharing and you

Any information that we receive about you is kept securely and held strictly under the provisions of the Data Protection Act.

If you fail to provide your National Insurance (NI) Number on the application form but it is shown on any evidence you provide us in support of an application, we may use this information and share it with HM Revenue and Customs in order to obtain accurate financial information about you.

section 3 your financial information for tax year 2008-09

Please give evidence for the tax year 2008-09. Normally, this is the year ending 5 April 2009, but may differ if your employer or business has a tax year which does not end in April.

For any income paid in a foreign currency, please state the equivalent in pounds sterling.

What if my income is less in tax year 2010-11 than it was in tax year 2008-09?

If the total income for your household (before tax) for the tax year 2010-11 will be at least 15% less than it was in tax year 2008-09, still complete this section.

From April 2010, it may be possible for the financial assessment to be calculated using the expected total income for your household in the tax year 2010-11 - a 'current year income assessment'.

- If you are completing this form before April 2010, please give brief details of the expected reduction in income on a separate piece of paper and enclose it with this form. We will then contact you for further information when we can fully assess your household's financial circumstances.
- If you are completing this form after April 2010, you can download a 'Current Year Income Assessment' form from www.direct.gov.uk/studentfinance and return it with this application or contact us on **0845 300 50 90** to have one sent to you.



Please note that a 'current year income assessment' cannot be carried out unless you also provide your financial details for the 2008-09 tax year.

Q3 Income from salary, wages, taxable state benefits, occupational pensions or private pensions

Benefits

Only include income received for the following benefits:

- Bereavement Allowance
- Carer's Allowance
- Contribution based Employment and Support Allowance.
- Graduated retirement benefit
- Incapacity Benefit. Only include the amount received after 28 weeks of incapacity.
- Industrial Death Benefit
- Jobseekers Allowance
- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Widowed Parent's Allowance

Income Type	Amount (£)	Where to find amount
Total salary or wages for the year:	£ <input type="text"/>	P60 – Pay and income details box
Income from taxable state benefits:	£ <input type="text"/>	P60 - Pay and income details box
Occupational Pension:	£ <input type="text"/>	P60 - Pay and income details box
Tips and other payments not on P60:	£ <input type="text"/>	SA102 E1 Box 3
Directors salary or wages:	£ <input type="text"/>	P60 - Pay and income details box
Total income received:	£ <input type="text"/>	Write this total figure on the application.

section 3 your financial information for tax year 2008-09

Q4 Income from Self-employment

Income showing on your SA103 and/or SA200 documents

Income Type	Amount (£)	Where to find amount
Total taxable profits from this business (aggregated for multiple Self-employments):	£ <input type="text"/>	SA103F Box 72 + Box 74 SA103L Box 51 - Box 52 SA103S Box 27 + Box 29
Profit (Self-employment):	£ <input type="text"/>	SA200 Box 3.10
Business start up allowance:	£ <input type="text"/>	SA200 Box 3.6
Total Self-employment income from SA103 and SA200:	£ <input type="text"/>	Write this total figure on the application.

Income stated on SA104 document

Income Type	Amount (£)	Where to find amount
Share of total taxed and untaxed income other than that taxable at 10% and 20%:	£ <input type="text"/>	SA104F Box 14 + Box 17 + Box 66 + Box 73 minus box 74
Your share of total taxable profit from partnerships:	£ <input type="text"/>	SA104S Box 14 + 17
Total Self-employment income from your SA104 document:	£ <input type="text"/>	Write this total figure on the application.

Q5 Income from a State Retirement Pension

Non lump sum

Income Type	Amount (£)	Where to find amount
State Retirement Pension (non lump sum):	£ <input type="text"/> Write this total figure on the application.	SA100 TR3 Box 7 or SA200 Box 4.1

Lump sum

Income Type	Amount (£)	Where to find amount
State Retirement Pension (lump sum):	£ <input type="text"/> Write this total figure on the application.	SA100 Box 8

section 3 your financial information for tax year 2008-09

Q6 Minister of religion

Income Type	Amount (£)	Where to find amount
Total taxable income minus expenses not included in your P60 or P11D:	£ <input type="text"/> Write this total figure on the application.	SA102M Box 4 + Box 8 + Box 10 minus (Box 26 + Box 35)

Q7 Income from savings and investments

Total income showing on your SA100 and SA200 documents or on your bank statements/letters if you are non Self Assessed (SA).

Income Type	Amount (£)	Where to find amount
Dividends from UK companies:	£ <input type="text"/>	SA100 TR3 Box 3 (Grossed Up)
Dividends from unit trusts and open ended investment companies:	£ <input type="text"/>	SA100 TR3 Box 4 (Grossed Up)
Foreign dividends (up to £300):	£ <input type="text"/>	SA100 TR3 Box 5
UK bank, building society, unit trust etc. interest/amount which has been taxed already (grossed up) + untaxed UK interest (amounts that have not been taxed at all):	£ <input type="text"/>	SA100 TR3 box 1 (grossed up) + SA100 TR3 Box 2 or SA200 box 5.1 (grossed) + SA200 box 5.2
UK interest, dividends and other investment income – company dividends (excluding tax credit):	£ <input type="text"/>	SA200 Box 5.3
Total savings and investment income showing on your SA100 and SA200 documents:	£ <input type="text"/>	Write this total figure on the application.

section 3 your financial information for tax year 2008-09

Q7 Income from savings and investments

Total income showing on your SA101 document

Income Type	Amount (£)	Where to find amount
Stock dividends:	£ <input type="text"/>	SA101 Ai1 Box 12 (Grossed Up)
Non-qualifying distributions and close company loans written off or released:	£ <input type="text"/>	SA101 Ai1 Box 13
Interest from gilt edged and other UK securities – gross amount before tax:	£ <input type="text"/>	SA101 Ai1 Box 3
UK life insurance policy etc. gains on where no tax was treated as paid:	£ <input type="text"/>	SA101 Ai1 Box 6
UK life insurance policy etc. gains from voided ISA's:	£ <input type="text"/>	SA101 Ai1 Box 8
Life insurance gains - UK life Insurance policy etc. gains on which tax was treated as paid:	£ <input type="text"/>	SA101 Ai1 box 4
Share schemes - taxable amount:	£ <input type="text"/>	SA101 Ai2 Box 1
Total savings and investment income showing on your SA101 document:	£ <input type="text"/>	Write this total figure on the application.

Total income showing on your SA104 document

Income Type	Amount (£)	Where to find amount
Total untaxed savings income taxable at 20%:	£ <input type="text"/>	SA104F Box 33
Taxed Income taxable at 10%:	£ <input type="text"/>	SA104F Box 69
Taxed Income taxable at 20%:	£ <input type="text"/>	SA104F Box 72
Taxed Interest:	£ <input type="text"/>	SA104S Box 26
Total savings and investment income showing on your SA104 document:	£ <input type="text"/>	Write this total figure on the application.

Total income showing on your SA106 document

Income Type	Amount (£)	Where to find amount
Foreign investment income:	£ <input type="text"/>	SA106 F3 Box 4
Dividend income (foreign) other:	£ <input type="text"/>	SA106 F3 Box 11
Dividends from foreign companies:	£ <input type="text"/>	SA106 F3 Box 6 (grossed up)
Total savings and investment income showing on your SA106 document:	£ <input type="text"/>	Write this total figure on the application.

section 3 your financial information for tax year 2008-09

Q8 Income from taxable benefits in kind

Income Type	Amount (£)	Where to find amount
Total cash equivalent of fuel for all cars/ vans made available:	£ <input type="text"/>	P11D Box 10 (Section F & G)
Private medical treatment or insurance:	£ <input type="text"/>	P11D Box 11
Vouchers and credit cards:	£ <input type="text"/>	P11D Box 12 (Section C)
Mileage allowance and passenger payments:	£ <input type="text"/>	P11D Box 12 (Section E)
Assets transferred or placed at employees disposal (cars, property, goods or other assets):	£ <input type="text"/>	P11D Box 13 (Section A)
Assets placed at employees disposal:	£ <input type="text"/>	P11D Box 13 (Section L)
Living accommodation:	£ <input type="text"/>	P11D Box 14 (Section D)
Payments made on behalf of employee:	£ <input type="text"/>	P11D Box 15 (Section B)
Cash equivalent of loans after deducting any interest paid by the borrower:	£ <input type="text"/>	P11D Box 15 (Section H)
Qualifying relocation expenses payments and benefits:	£ <input type="text"/>	P11D Box 15 (Section J)
Services supplied:	£ <input type="text"/>	P11D Box 15 (Section K)
Other items (including subscriptions and professional fees):	£ <input type="text"/>	P11D Box 15 (Section M)
Expenses payments made to, or on behalf of, the employee:	£ <input type="text"/>	P11D Box 16 (Section N)
Total cash equivalent of all cars/vans made available:	£ <input type="text"/>	P11D Box 9 (Section F & G)
Total income from benefits in kind:	£ <input type="text"/>	Write this total figure on the application.

section 3 your financial information for tax year 2008-09

Q9 Income from other taxable income and lump sums

Income Type	Amount (£)	Where to find amount
Other taxable income before expenses and tax taken off (Casual earnings, freelance income, business receipts where your business has ceased):	£ <input type="text"/>	SA101 TR3 Box 15
Foreign earnings not taxable in the UK:	£ <input type="text"/>	SA101 Ai2 Box 12
Taxable lump sums, excluding redundancy and compensation for loss of job:	£ <input type="text"/>	SA101 Ai2 Box 3
Lump sums or benefits received from an employer financed retirements benefit scheme:	£ <input type="text"/>	SA101 Ai2 Box 4
Redundancy and other lump sums and compensation payments:	£ <input type="text"/>	SA101 Ai2 Box 5
Other income (Short return):	£ <input type="text"/>	SA200 Box 7.1
Total income from other taxable income and lump sums:	£ <input type="text"/>	Write this total figure on the application.

Q10 Income from property lettings

Income Type Name	Amount (£)	Where to find amount
Income from foreign property or land:	£ <input type="text"/>	SA106 Box 25
Income from UK property:	£ <input type="text"/>	SA200 Box 6.3 SA105 Box 36
Total income from property lettings:	£ <input type="text"/>	Write this total figure on the application.

section 3 your financial information for tax year 2008-09

Q11 Income from UK trusts

Income Type	Amount (£)	Where to find amount
Discretionary income payment from a trust (grossed up):	£	SA107 Box 1 (grossed up)
Total payments from settlor-interested trusts:	£	SA107 Box 2
Foreign estate income:	£	SA107 Box 22
Non-discretionary income entitlement From a trust - net amount taxed at basic rate (grossed up):	£	SA107 Box 3 (grossed up)
Non-discretionary income entitlement from a trust - net amount taxed at savings rate (grossed up):	£	SA107 Box 4 (grossed up)
Non-discretionary income entitlement from a trust - net amount taxed at dividend rate (grossed up):	£	SA107 Box 5 (grossed up)
Income chargeable on settlers:	£	SA107 Boxes 13 – 14
Income from UK estates grossed up:	£	SA107 Box 16 - 21 (grossed up)
Income chargeable on settlers:	£	SA107 Box 7 – 12 (grossed up)
Total income from UK trusts:	£	Write this total figure on the application.

Q12 Foreign income

Income Type	Amount (£)	Where to find amount
All other overseas income received by an overseas trust, company or other person abroad:	£	SA106 F3 Box 13
Overseas Pensions etc:	£	SA106 F3 Box 9
Gains on disposals of holdings offshore funds and discretionary income from non resident trusts:	£	SA106 F6 Box 41
Benefit received from an overseas trust, company or other person:	£	SA106 F6 Box 42
Gains on foreign life policies (amount of gain):	£	SA106 F6 Box 43
Total foreign income:	£	Write this total figure on the application.

section 3 your financial information for tax year 2008-09

Q13 Income from an Overseas Pension

Income Type	Amount (£)	Where to find amount
Total amount of unauthorised payment from a pension scheme, subject to surcharge:	£ <input type="text"/>	SA101 Ai4 Box 10
Taxable short service refund of contribution (overseas pension schemes only):	£ <input type="text"/>	SA101 Ai4 Box 12
Taxable lump sum death benefit payment (overseas pensions only):	£ <input type="text"/>	SA101 Ai4 Box 13
Value of pension benefits in excess of your available lifetime allowance, taken by you as a lump sum:	£ <input type="text"/>	SA101 Ai4 Box 5
Amount of unauthorised payment from a pension scheme, not subject to surcharge:	£ <input type="text"/>	SA101 Ai4 Box 9
Total income from Overseas Pensions:	£ <input type="text"/>	Write this total figure on the application.

Q14 Other overseas income and gains

Income Type	Amount (£)	Where to find amount
Amount of omissions (exemptions under transfer of foreign assets):	£ <input type="text"/> Write this total figure on the application.	SA106 F6 Box 46

section 3 your financial information for tax year 2008-09

Obligations

Q15 Private pension contributions

Do not include any payments you made towards a retirement pension provided by your employer.

Obligation Type	Amount (£)
Private pension contributions:	£ <input type="text"/> Write this total figure on the application.

Q16 Additional Voluntary Contributions (AVCs)

Obligation Type	Amount (£)
Additional Voluntary Contributions (AVCs):	£ <input type="text"/> Write this total figure on the application.

Q17 Allowable expenses on which you claimed tax relief

Obligation Type	Amount (£)	Where to find amount
Total amount of allowable expenses:	£ <input type="text"/>	SA100 TR3 Box 16
Seafarers earnings deduction:	£ <input type="text"/>	SA101 Ai2 Box 11 (Deductions)
Foreign tax for which tax credit relief not claimed:	£ <input type="text"/>	SA101 Ai2 Box 13 (Deductions)
Business travel and subsistence expenses:	£ <input type="text"/>	SA102 E1 Box 17
Fixed deductions for expenses:	£ <input type="text"/>	SA102 E1 Box 18
Professional fee's and subscriptions:	£ <input type="text"/>	SA102 E1 Box 19
Other expenses and capital allowances:	£ <input type="text"/>	SA102 E1 Box 20
Allowable expenses:	£ <input type="text"/>	SA200 Box 2.5
Total amount of allowable expenses:	£ <input type="text"/>	Write this total figure on the application.

Support Notes

Section 4 - your dependants

Notes

Academic Year

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 2010 and 31 December 2010 inclusive
- 1 January 2011 and 31 March 2011 inclusive
- 1 April 2011 and 30 June 2011 inclusive
- 1 July 2011 and 31 July 2011 inclusive

Academic Year

- 1 September 2010 to 31 August 2011
- 1 January 2011 to 31 December 2011
- 1 April 2011 to 31 March 2012
- 1 July 2011 to 30 June 2012

- 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.

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 Student Loans Company (SLC) (or your Local Authority where appropriate) 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 any application for student finance for academic year 10/11 (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(s) you are supporting may be entitled will be delayed.