



2023/24

PTGFD

Grants for Dependants application form for
part-time students

About this form

Who should complete this form?

You should complete this form if:

- you're living in Wales
- you want to apply for Parents' Learning Allowance, Adult Dependants' Grant and/or Childcare Grant
- you're a part-time student studying an eligible course
- you've already applied for part-time loans and/or grants for academic year 2023/24

How to use this form

- Complete your personal details then complete the questions that apply to you in **sections 2 & 3**.
 - ❗ Where you see this icon we've provided extra guidance to help you answer the question.
 - 📎 Where you see this icon you need to send us documents to support your application.
- Read, sign and date the declaration in **section 4** and return your form to us along with any documents we've asked for.
- Read **section 5** to find out if your university or college need to do anything.

To find out how we'll use the information you provide go to

www.studentfinancewales.co.uk/privacynotice to read our Privacy Notice before completing this form.



SFW/PTGFD/2324/A

facebook.com/sfwales

twitter.com/SF_Wales

1 Your personal details

Customer Reference Number

Forename(s)

Surname

Contact address

Postcode

Date of birth

Day	Month	Year

2 Your dependent children

Give details of any children who will be wholly or mainly financially dependent on you during this academic year.

When stating the child's income, include their income from all sources after income tax and National Insurance contributions in tax year 2021-22.

Do include any income the child gets from:

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

Don't include income from:

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



You must provide

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

Child 1 full name

Date of birth

Day	Month	Year

Relationship to you

Who will they live with?

Child's income in 2021-22

Child 2 full name

Date of birth ^e

Day Month Year
 - -

Relationship to you

Who will they live with?

Child's income in 2021-22 ⁿ ^e



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

If your child dependant's income will be at least 15% less than it was in the tax year 2021-22 you can apply for a current year income assessment. This means we would use their expected income for tax year 2023-24 instead of their actual income for 2021-22 when working out your grant entitlement. If you want to be assessed using expected income for tax year 2023-24 use the additional notes pages at the back of the form to give us details.

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

3.1 Are you a lone parent?

No

Yes – go to 3.4

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

No – go to 3.4

Yes – If you are a care leaver – go to 3.3

3.2.1 Did you start your course on or after 1 August 2018?

No

Yes – go to 3.4

3.3 Give the total estimated income after Income Tax and National Insurance deductions in academic year 2023/24 for:

How much of this will be Child Tax Credit or the child element of Universal Credit for academic year 2023/24?

You

£

Your partner

£

You

£

Your partner

£

If you are not applying for Childcare Grant go straight to 3.5

3.4 Answer this question if you are applying for Childcare Grant.
During the 2023/24 academic year, do you or your spouse, civil partner or cohabiting partner receive, or expect to receive:

- the childcare element of Working Tax Credit or Universal Credit; or
- Tax-Free Childcare from HMRC; or
- Childcare Allowance from the National Health Service (NHS)?

No

Yes – You can't get Childcare Grant if you receive childcare support from one of these sources **at the same time**.

You can still apply for Childcare Grant, however you'll only get it if you stop receiving support from these sources.



If you apply for Childcare Grant or you choose to receive Childcare Grant instead of the childcare element of either Working Tax Credit or Universal Credit, Tax-Free Childcare from HMRC or a Childcare Allowance from the NHS you will be sent a separate form (PTCCG1) to tell us your estimated childcare costs.



Applying for Adult Dependants' Grant

You are not eligible for Adult Dependants' Grant for:

- your other adult dependant if their income is more than £3,923 in the academic year 2023/24.
- your cohabiting partner if you started your course before 1 August 2018 and were under 25 on the 1st day of the 1st academic year of your course.

3.5 Are you applying for Adult Dependants' Grant?

No – go to 3.8

Yes – Who is your adult dependant?

husband, wife, civil partner – go to 3.7

partner – go to 3.7

other adult dependant

3.6 Will your other adult dependant's income be more than £3,923 for academic year 2023/24?

No

Yes – You can't get Adult Dependants' Grant

3.7 Give your husband, wife, civil partner, partner or other adult dependant's income for tax year 2021-22

You need to send copies of documents that show any taxable income received. For example: P60, month 12/ week 53 payslip, or employer's letter to confirm earnings.

Income

All salary, wages and self employed income (including income from property)

All pensions, including private, occupational and state

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

All gross taxable income and interest from savings investments and dividends

Taxable state benefits

All other taxable income

For example, money received as compensation or from redundancy. You must include the full amount of your redundancy payment, even if you don't expect to pay tax on it.

Deductions

Private pension contributions and Additional Voluntary Contributions (AVCs)

Allowable expenses on which tax relief is claimed

Note: All boxes must be completed with £0 or N/A, don't leave them blank.

Husband, wife, civil partner or partner

Other adult dependant

£

£

£

£

£

£

£

£

£

£

£

£

£

£



If your husband, wife, civil partner, partner or other adult dependant's income will be at least £1,000 less in tax year 2023-24 than it was in tax year 2021-22 you can apply for a current year income assessment. This means we would use their expected income for tax year 2023-24 instead of their actual income for 2021-22 when working out your grant entitlement. If you want to be assessed using expected income for tax year 2023-24 attach a separate piece of paper to your application to let us know.

You still need to complete this section with your husband, wife, civil partner, partner or other adult dependant's income for tax year 2021-22.

If you tell us you want to apply for a current year income assessment we'll send you another form to complete.

3 Parents' Learning Allowance, Adult Dependants' Grant and Childcare Grant – continued

Only complete this question if you started your course before 1 August 2018

- 3.8 Give details of financial commitments you have before the start of your course which you, your husband, wife or partner will continue to pay for during academic year 2023/24. 

Financial commitments to include would be insurance policies such as household or medical insurance, life assurance premiums, mortgage repayments or maintenance payments for a dependant. You'll have to send documents showing any financial commitments you tell us about on this form.

Type	Annual Amount
	£
	£
	£
	£
	£
	£

4 Student declaration

Declaration

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

- 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 may not receive financial support, any support I have had may be withdrawn and I could be prosecuted. Any information provided which is found to be materially inaccurate may be regarded as evidence of an attempt to mislead the Student Loans Company Ltd (SLC). In such circumstances, SLC may report the matter to the authorities and/or terminate your eligibility for student finance.

Your full name
(in BLOCK CAPITALS)

Your signature

Today's date

Day	Month	Year

Once your form is fully complete and the declaration has been signed and dated, you should return it to: **Student Finance Wales, PO Box 211, Llandudno Junction, LL30 9FU**

University or college information

We need information from your university or college to work out how much grant you can get.



If you started your course on or after 1 August 2018, your university or college don't need to complete this section.

What you need to do

- 1) Complete your personal and course details in this section
- 2) Take this to your university or college to complete the rest of the section
- 3) Return your completed application form to us.

If you have already taken this section to your university or college as part of an application for part-time grants, you won't need to do this again.

What your university or college need to do

They need to complete the university or college information section to confirm your course details and course intensity.

They only need to complete this section once.

What if my university can't complete this section right now?

If you're applying early, your university or college may not be able to complete this section yet. Don't worry, you can still apply early.

All you need to do is tear out this section and keep it until your university or college can complete it at a later time. In the meantime, send us the rest of your completed application form so we can start to process it.

Later, once your university or college completes section 4, post it to us and we will complete your assessment and write to you to tell you what you can get.

5 University or college information

Student's details

You need to complete the details below before passing this section to your university or college.

Customer Reference Number

Your name

Your date of birth

Day Month Year

Course name

Qualification you expect to gain

Now pass this section to your university or college to complete.

University or college information

Complete the details below then pass this section back to the student. To find out how we'll use the information you provide go to www.studentfinancewales.co.uk/privacynotice to read our Privacy Notice before completing this form.

Course fee charged to this student
for 2023/24

£

Course start date

Day Month Year

Course end date

Day Month Year

SLC or UCAS university/college code

I confirm to the best of my knowledge and belief:

- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a part-time basis in academic year 2023/24
- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent full-time course within one academic year for new students, or the duration of the course for continuing students
- it's possible for the student to complete the course in no more than twice the length of time required to complete the equivalent full-time course
- the student's course is designated as eligible for financial support under Regulation 90 of the Education (Student Support) (Wales) Regulations 2018.
- the equivalent full-time course would last Years

Part-time units

Enter number of units

Unit of measure

(select applicable)

Full-time units

Enter number of units

Student's course
intensity is

credits modules other
credit points

÷

x 100 =



Your full name (in BLOCK CAPITALS)

Your position

Your phone number (including area code)

Your email address

Your signature

X

Today's date

Day Month Year
□ □ - □ □ - □ □ □ □

University or college stamp

Once your form is fully complete and the declaration has been signed and dated, you should return it to: **Student Finance Wales, PO Box 211, Llandudno Junction, LL30 9FU**



Additional notes

If you are providing extra information please clearly mark what section and question the information is about.