

# Welsh Government Learning Grant Further Education 2025/26

# **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 where possible.
- 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

evidence by 31 August 2026.

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 document or information 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 everything we've asked for. We'll write to you to confirm what we still need.

## 2025/26 Calendar for courses with a September start date

April 2025	You can apply online or download applications forms at www.studentfinancewales.co.uk/wglgfe
June 2025	Return your application with all required evidence before 30 June 2025 to make sure your grant is agreed and ready for the start of your first term.
September 2025	Term starts.
May 2026	The final deadline to apply for academic year 2025/26 is 9 months after your course start date. For example, if your course starts on 1 September 2025 the deadline for applying is 31 May 2026. Applications received 9 months after your course start date will not be accepted.
August 2026	The final deadline to send evidence for academic year 2025/26 is 12 months after your course start date. For example, if your course starts on 1 September 2025 we must receive your evidence by 31 August 2026



## Section 1 Declarations and consent

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

Ī

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

I am the student completing this form myself

Complete the **Student Declaration below.** 



I am an authorised third party who is both:

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

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



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

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



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

· authorised to hold funds on behalf of the student.

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

## **Student Declaration** (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.

you have roug and and rototo date money	
Authorised third party full name (in BLOCK CAPITALS)	Today's date Day Month Year
Authorised third party signature	
Authorised third party signature	Now so to 4
	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 <sup>*</sup>	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.

you have roug and analyticou income statements.	
Authorised third party full name (in BLOCK CAPITALS)	Today's date Day Month Year
Authorised third party signature	
Training party organization	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
INU	163

**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

Sex

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						
	hehalf?						

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
<b>Yes</b> – go to <b>3.3</b>

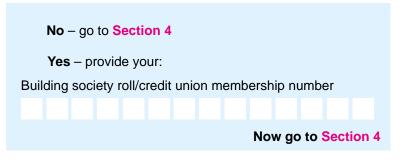
## 3.2 Student payment details

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 num	nber					

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



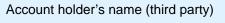
### 3.3 Third party payment details



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

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

When does your course end?

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.

4.4

## 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	
Ī	Ī	Ą	ı

Are you the family member of a UK national?

**No** – go to **5.2** Yes - do you hold a valid UK passport? **No** – you need to send supporting documents. Read the notes to see what you need to send then go to 6.1 Yes - enter these details exactly as stated on your passport: Passport number Date of issue Day Month Year Date of expiry Month Year Forename(s) Surname

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?

Now continue to 6.1

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** 



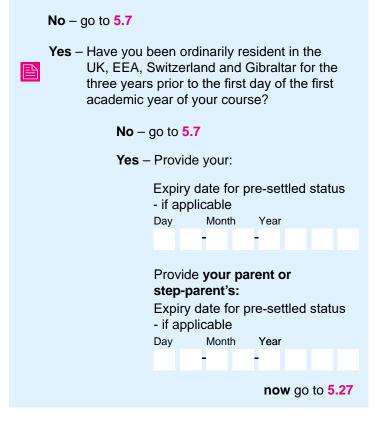
Yes – you need to send supporting documents. Read the notes to see what you need to send then

- 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

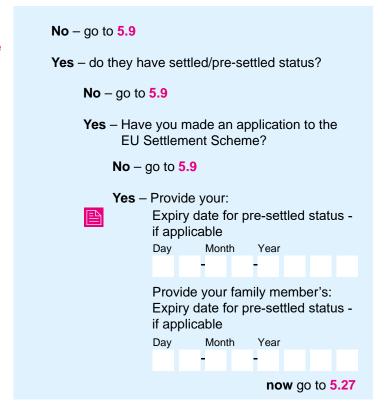
- - -

**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-child						
	parent(s)/step-parent(s) or other ascending or descending line family member (only applicable to EEA worker family members)						
Prov	de details of their employment						
	y are currently working will they continue to work						
durii	g your studies? If yes, give details of employment.						
Prov	de <b>your</b> :						
	y date for pre-settled status - if applicable						
Day	Month Year						
	de <b>your family member's</b> : s expiry - if applicable						
Day	Month Year						
	<b>now</b> go to <b>5.27</b>						

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		gran	ited le	eave	und	er th	e ARAP
Provide your: Date latest status granted Day Month Year									
		-			-				
	Dat Day	e this	sta Mor		s due Yea		expire	e - if	applicable
					-				
								no	w go to <b>5.28</b>
Yes -	Μv	famil	v me	emb	er ha	s bee	en ar	ante	ed.
	leav		der	the A					y family
		hus	ban	d/wif	e/civ	l par	tner		
		pare	ent c	or ste	ep-pa	rent			
	Date	e late	st s	tatus	s grai	nted			
	Day		Mon	th	Year				
	Date Day	e this	sta Mon		s due Year	to e	expire	e - if	applicable
		-			-				
								no	ow go to <b>5.29</b>

- **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

<b>No</b> – 9	go to	5.12	2						
Yes –				tatus	ted [ grain Year	nted	etiona	ary l	leave
	Date Day	e this	stat Mont		s due Year		expire	)	
								nov	w go to <b>5.26</b>
Yes –	-	amil retio	•			s be	en gr	ante	ed
	Date Day	e late	est st Mont		grai Year				
	Date Day	e this	s stat Mont		s due Year		expire	)	
								nov	<b>v</b> go to <b>5.27</b>

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

<b>No</b> – (	go to	5.13					
Yes -	I ha	ve been	granted	Discre	etion	ary l	leave
	Date Day	e latest s Mon	status gra oth Yea -				
	Date Day	e this sta Mon	itus is du ith Yea		expire	Э	
		-	Н				
						nov	v go to <b>5.26</b>
Yes –	-	family me	ember ha y leave	as bee	en gı	ante	ed
	Date Day	e latest s Mon	status gra hth Yea				
		-	-				
	Date Day	e this sta <sub>Mon</sub>	itus is du ith Yea		expire	Э	

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

	<b>No</b> – 9	go to	5.14	ŀ						
	Yes –			•	_	ted le f fam			mai	n in the UK
		Date Day	e late	est st Mont		grar Year	nted			
						-				
		Date Day	e this	stat Mont		s due Year	to e	xpire	•	
						-				
									nov	y go to <b>5.26</b>
	Yes –	-						_		ed leave to family life
_		Date Day	e late	est st Mont		grar Year	nted			
						-				
		Date Day	this	stat Mont		s due Year	to e	xpire	)	
						-				
									nov	y go to <b>5.27</b>



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

	<b>No</b> – (	go to	5.15	5						
	Yes –				_	ted le				
		Date Day	e late	est s Mon		grai Year				
						-				
		Date Day	e this	s sta		s due Year		xpir	е	
				-		-				
									no	w go to <b>5.26</b>
_	Yes -			-				_		ed leave
			emai ate li		ine l	JK or	n tne	gro	unas	S OT
		Date	e late	est s	tatus	gra	nted			
		Day		Mon		Year				
				-		-				
		Date Day	e this	s sta		s due Year		xpir	е	
				-		-				
									no	w go to <b>5.27</b>

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?

<b>No</b> – 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 <b>5.26</b>
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 <b>5.27</b>

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

<b>No</b> – (	go to	5.17	7						
Yes –	I hav			_		eave	to re	mai	n as a
	Date Day	e late	est s Mon		grai Year				
			-		-				
	Date	this	s sta		s due Year		xpire	)	
			-		-				
								nov	w go to <b>5.28</b>
Yes –			-		er ha		_		ed leave
	Date Day	e late	est s Mon		grai Year	nted			
					-				
	Date Day	this	s sta		s due Year	to e	xpire	9	
			-		-				
								nov	w go to 5.29

### **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;
- the Ukraine Extension Scheme; or
- the Ukraine Permission Extension Scheme.

No –	go to	5.1	8						
Yes -	I ha Sch			gran	ited le	eave	und	er a	Ukraine
	Date Day	e lat	est s Mon		s grai Year				
			-		-				
	Date Day	e thi	s sta Mon		s due Year		expire	Э	
			_		-				
								no	w go to <b>5.28</b>
V				1					ŭ
Yes –	leav	e ur		a Uk					ea / family
		hus	sban	d/wi	fe/civ	il pa	rtner		
		par	ent o	or st	ep-pa	arent			
	Date	e lat	est s Mon		s grai Year				
			_		_				
	Date	e thi	s sta Mon		s due Year		expire	Э	
			-		-				
								no	w go to <b>5.29</b>



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

<b>No</b> – g	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			
			-		-				
	Date Day	e this	s stat Mon		due Year	to e	xpire	9	
			-		-				
							n	ow	go to <b>5.28</b>
Yes –			ly me		r has	bee	en gr	ante	ed refugee
	Date Day	e late	est st Mon		gran Year	ited			
			-		-				
	Date Day	e this	s stat Mon		due Year	to e	xpire	9	
			-		-				
							n	ow	go to <b>5.29</b>

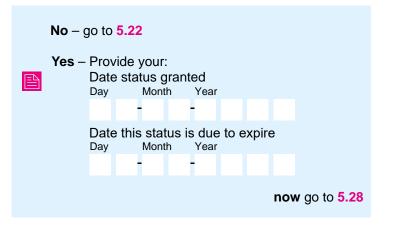
**5.19** Have you or a family member been granted Humanitarian Protection?

No – 9	go to	5.20	)						
Yes -	I ha	ve b	een (	gran	ted H	luma	nitar	ian	Protection
	Date Day	e late	est st Mont		grar Year	nted			
			-		-				
	Date Day	e this	s stat Mont		s due Year	to e	xpire	)	
			-		-				
							ne	ow (	go to <b>5.28</b>
Yes –			•		er has		en gr	ante	ed
	Date Day	e late	est st Mon		grar Yea				
			-		-				
	Date Day	e this	s stat		s due Yea		xpire	)	
			-		-				
							no	) wc	go to <b>5.29</b>

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

No - go to 5.21 **Yes** – has your Turkish worker parent/step-parent been granted extended leave to remain by the Home Office in the UK after 31 December 2020? No - go to 5.21 **Yes** – Were you and your Turkish worker parent/ step-parent living in the UK by the 31st of December 2020? **No** – go to **5.21** Yes - Have you been ordinarily resident in the UK, EEA, Turkey, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course? No - go to 5.21

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?



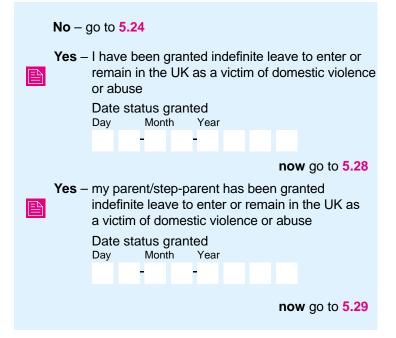
Yes - go to 5.27

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?

<b>No</b> – 9	go to	5.23	3								
Yes -	Prov	vide	youi	r:							
	Date	e sta	tus (	gran	ted						
	Day		Mon	ith	Year	r					
			_		-						
	Date	e this	s sta	ıtus i	s du	e to e	expir	е			
	Day		Mon	ıth	Year	r					
								nov	<b>v</b> go	to <b>5</b> .	28



**5.23** Have you been granted indefinite leave to enter or remain in the UK as the victim of domestic violence or abuse or are you the child/step-child of someone who has?



**5.24** Have you been granted indefinite leave to enter or remain as a person who has been a bereaved partner or are you the child/step-child of someone who has?

No –	go to	5.2	5						
Yes -	ente	er or		ain a	as a p				ve to as been a
	_	e sta	atus (	,					
	Day		Mon	tn	Year				
								no	w go to 5.28
Yes -	inde	efinit	e lea	ve to		er or	rem	ain a	anted as a person
	Date Day	e sta	atus (	,	ted Year				
			-		-				
								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** Provide details for yourself

### What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, 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 idenity, 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 identity, 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 Provide details for yourself

### What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, 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 identity, 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 idenity, 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

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

Biometric residence card

Biometric residence permit

**Passport** 

National identity card

Day	Month	Year	
	- 1	- 1	

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 2025, we need to know where you lived between 01/09/2022 and 01/09/2025. There should be no gaps in the dates you give us.

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

Now go to **Section 7** 

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

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



## **Section 6 Student's residence history (continued)**

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

Postcode
From Neeth Year
Day Month Year
То
Day Month 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 E

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 £1,919 for a full-time course or up to £959 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	£959	£1,919
£6,121 – £12,235	£576	£959
£12,236 – £18,370	£384	£576
£18,371 and above	£0	£0

## Part A

## Financial information for tax year 2023-24

#### 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 2023 and ending 5 April 2024.
- 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 2023-24 tax year?



Yes – your parent(s)/partner, if applicable, will also need to send us evidence. Read the notes to see what to send then – go to 8.22

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 <b>8.6</b>
<b>(i)</b>	Total income from salary/wages	£	
<b>(i)</b>	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.	L	
8.6	Did you receive any income from a state retirement pension?	Yes – give details	No – go to <b>8.7</b>
	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 <b>8.8</b>
<b>①</b>	Total interest from UK banks, building societies and unit trusts	£	
<b>(i)</b>	Total income from UK life insurance gains, securities and partnerships	£	
<b>(i)</b>	Total income from UK investments and dividends	£	
<b>(i)</b>	Total income from foreign investment and dividends	£	
8.8	Did you receive any taxable benefits in kind?	Yes – give details	No – go to <b>8.9</b>
	Total income from taxable benefits in kind	£	
8.9	Did you receive any other income during tax year 2023-24 that you have not told us about in <b>Part A</b> ?	Yes – go to Part B	No – go to <b>Part C</b>



## Part B

## Any other income

How to comp	lete 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 2023 and ending 5 April 2024.
- 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 <b>8.11</b>
<b>(i)</b>	Total taxable profit from businesses	£		
<b>(i)</b>	Total taxable profit from partnerships	£		
8.11	Did you receive any income as a Minister of religion?	Yes -	- give details	No – go to <b>8.12</b>
<b>①</b>	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 <b>8.13</b>
W	Total income received	£		
8.13	Did you receive any income from property lettings?	Yes –	give details	No – go to <b>8.14</b>
	Total income received	£		
8.14	Did you receive any income from UK trusts?	Yes –	give details	No – go to <b>8.15</b>
	Total income received	£		



8.15	Did you receive any foreign income?		Yes – give details	No – go to <b>8.16</b>	
U	Total income received	£			
8.16	Did you receive any income from an overseas pension?		Yes – give details	No – go to <b>8.17</b>	
	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 2023 and ending 5 April 2024
- 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.		Yes – give details	No – go to <b>8.19</b>
	Total amount you paid	£		
8.19	Did you pay any Additional Voluntary Contributions (AVCs)?		Yes – give details	No – go to <b>8.20</b>
	Total amount you paid	£		
8.20	Deductions towards wages for domestic help due to incapacity?		Yes – give details	No – go to <b>8.21</b>
	Total amount you paid	£		



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

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.

## n

### **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 £1,919 for a full-time course or up to 959 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	£959	£1,919
£6,121 – £12,235	£576	£959
£12,236 – £18,370	£384	£576
£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 -	
	go to Part A		go to Part A



## Part A

Financial information for tax year 2023-24

### 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 2023 and ending 5 April 2024.
- 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 2023-24 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	Parent 2/Student's partner
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 Credit?	Tax year 2023-24	Tax year 2023-24
		No	No
		Yes	Yes
9.4	Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?	Tax year 2023-24	Tax year 2023-24
0.4		No – go to <b>9.5</b>	No – go to <b>9.5</b>
		Yes – give details	Yes – give details
<b>(i)</b>	Total income from salary/wages	£	£
<b>(i)</b>	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.		



Parent 1

Parent 2/Student's partner

9.5	Did you receive any income from	Tax year 2023-24	Tax year 2023-24
9.5	Did you receive any income from a state retirement pension?	No – go to <b>9.6</b>	No – go to <b>9.6</b>
		Yes – give details	Yes – give details
	Total non-lump sum amount received	£	£
	Total lump sum amount received	£	£
0.0	Diller and the state of the	Tax year 2023-24	Tax year 2023-24
9.6	Did you receive any income from savings and investments?	No – go to <b>9.7</b>	No – go to <b>9.7</b>
		Yes – give details	Yes – give details
<b>(i)</b>	Total interest from UK banks, building societies and unit trusts	£	£
<b>①</b>	Total income from UK life insurance gains, securities and partnerships	£	£
<b>①</b>	Total income from UK investments and dividends	£	£
<b>①</b>	Total income from foreign investment and dividends	£	£
		Tax year 2023-24	Tax year 2023-24
9.7	Did you receive any taxable benefits in kind?	No – go to <b>9.8</b>	No – go to <b>9.8</b>
		Yes – give details	Yes – give details
	Total income from taxable benefits in kind	£	£
9.8	Did you receive any other income during tax year 2023-24 that you have not told us about in <b>Part A</b> ?	Tax year 2023-24	Tax year 2023-24
		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 2023 and ending 5 April 2024.
- If you leave any question blank we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

9.9	Did you receive any income from	Parent 1 Tax year 2023-24	Parent 2/Student's partner Tax year 2023-24
self-e	self-employment?	No – go to <b>9.10</b>	No – go to <b>9.10</b>
		Yes – give details	Yes – give details
<b>(i)</b>	Total adjusted profit from businesses	£	£
<b>(i)</b>	Total adjusted profit from partnerships	£	£
		Tax year 2023-24	Tax year 2023-24
9.10	Did you receive any income as a Minister of religion?	No – go to <b>9.11</b>	No – go to <b>9.11</b>
		Yes – give details	Yes – give details
<b>①</b>	Total taxable income minus expenses that are not included on	£	£
	your P60 or P11D		
9.11	Did you receive any other taxable income or lump sums?	Tax year 2023-24	Tax year 2023-24
<b>(i)</b>		No – go to <b>9.12</b>	No – go to <b>9.12</b>
		Yes – give details	Yes – give details
	Total income received	£	£
		Tax year 2023-24	Tax year 2023-24
9.12	Did you receive any income from property lettings?	No – go to <b>9.13</b>	No – go to <b>9.13</b>
		Yes – give details	Yes – give details
	Total income received	£	£



9.13 Did you receive any income from UK trusts? **(i)** 

Total income received

Did you receive any foreign 9.14 income? **(i)** 

Total income received

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

Total income received

9.16 Did you receive any other overseas income and gains?

Total income received

**(i)** 

Parent 1 Parent 2/Student's partner Tax year 2023-24 Tax year 2023-24 No – go to 9.14 No – go to 9.14 Yes – give details Yes - give details £ £

Tax year 2023-24 Tax year 2023-24 No - go to 9.15 No - go to 9.15 Yes - give details Yes - give details £ £

Tax year 2023-24 Tax year 2023-24 No - go to 9.16 No – go to **9.16** Yes - give details Yes - give details £ £

Tax year 2023-24 Tax year 2023-24 No - go to Part C No – go to Part C Yes - give details Yes - give details £ £ go to Part C 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 2023 and ending 5 April 2024.
- 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 2023-24	Tax year 2023-24	
No – go to <b>9.18</b>	No – go to <b>9.18</b>	
Yes – give details	Yes – give details	
£	£	

Tax year 2023-24	Tax year 2023-24	
No – go to <b>9.19</b>	No – go to <b>9.19</b>	
Yes – give details	Yes – give details	
£	£	

Tax y	ear 2023-24	Tax year 2023-24
	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 2025 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

