




## Dependants' Grants - finalisation

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the finalisation process? 



# Dependants' Grants - finalisation

For students who started their course before 1 August 2013, the amount of Dependants' Grants they can receive is based on their household income and the financial commitments they had before the start of their course.

## What is finalisation?



As part of their application, students are asked to provide their partner's income figure for the prior tax year (for example, for the 2017/18 academic year, we would require their partner's income figure for the 2015-16 tax year). We will then validate this figure with HM Revenue & Customs.

We also ask them to provide details of the financial commitments they or their husband, wife, civil partner or partner expect to have during the full academic year. The financial commitments we can take into account must have been in place before the start of the first year of their course and can include things like mortgage or rent payments and household or life insurance payments. These students have to confirm the details they've given us at the end of the academic year - this process is called finalisation.

## How do students finalise their application for Dependants' Grants?



At the end of each academic year we'll send the student a 'Confirmation of Household Financial Commitments for Dependants' Grants' form. This form asks for the actual amounts paid for each financial commitment they told us about.

## What evidence do they need to send?



The student should send photocopies of any evidence we ask for - we'll destroy these securely when we're finished with them. They should **not** send original documents.

Students should make sure they send evidence covering the full academic year, which for most students will mean they'll have to send evidence covering more than one tax year. The form they're sent will confirm exactly which date range the evidence must cover.

## Financial commitments



This table shows the evidence we can accept for each financial commitment:

<b>Rent</b>	Tenancy agreement or bank statements/direct debit statements
<b>Mortgage</b>	Mortgage agreement or bank statements/direct debit statements
<b>Council Tax</b>	Council Tax schedule or bank statements/direct debit statements
<b>Life insurance</b>	Insurance policy or bank statements/direct debit statements
<b>Building and contents insurance</b>	Insurance policy or bank statements/direct debit statements
<b>Child Support Agency (CSA) payments</b>	Policy document, bank statements/direct debit statements or payslips
<b>Mortgage payment protection</b>	Insurance policy or bank statements/direct debit statements
<b>Endowment payments</b>	Policy document or bank statements/direct debit statements
<b>Travel pass</b>	Bank statements/direct debit statements <b>and</b> receipt
<b>Vehicle insurance</b>	Insurance policy <b>and</b> bank statements/direct debit statements
<b>Service charges or ground rent</b>	Rental agreement <b>and</b> bank statements/direct debit statements
<b>Professional insurance</b>	Insurance policy <b>and</b> bank statements/direct debit statements <b>and</b> letter from employer
<b>Private Pension Contributions (PPCs)</b>	Pension policy document
<b>Additional Voluntary Contributions (AVCs)</b>	Pension policy document or payslips
<b>Vehicle loan</b>	Policy document stating 'Vehicle loan' or bank statements/direct debit statements or receipts confirming 'Vehicle loan'
<b>Home Improvement Loan (personal loan used for home improvement purposes)</b>	Policy document confirming loan was for essential home improvements (for example central heating, windows) <b>and</b> bank statements/direct debit statements

If any of the above commitments have not been used in a previous academic year, or if the student has any additional commitments they wish to be considered, they should provide evidence to show that the commitment has been in place prior to the first day of the start of their course.

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We cannot include public utilities (electricity, gas, TV licence, water etc), satellite or cable television, broadband, mobile phones, grocery shopping or other general expenditure as financial commitments when working out a student's entitlement to Dependants' Grants.

If the student sends photocopies of bank statements as evidence, they must clearly annotate it to show the relevant payments. This means they should clearly indicate the payments they're showing as evidence as well as writing which financial commitment each payment relates to (students should not use a highlighter pen as we may not be able to process their evidence once it is scanned). They must send us photocopies of bank statements covering the full academic year so that all payments they've made can be taken into account.

## What happens if the student has over or under estimated their financial commitments?



If the student has overestimated their financial commitments, we'll reassess their application. If the student has been overpaid, we'll reduce their next academic year's grant entitlement by the amount they've been overpaid. If this isn't possible, we'll make alternative arrangements with them to repay the amount they weren't entitled to.

If the student has underestimated their financial commitments, we'll reassess their application and pay them any additional Dependants' Grants they're entitled to.

## What happens if the student doesn't complete the finalisation process?



If the student doesn't send us the information and evidence for the date range we've asked for, they'll be asked to repay any Childcare Grant, Parents' Learning Allowance and Adult Dependants' Grant they've been paid during the academic year.

Once the student sends us all the information and evidence we need, we will be able to finalise their application.

[www.practitioners.slc.co.uk](http://www.practitioners.slc.co.uk)

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We provide financial support on behalf of the UK Government to students from England entering higher education in the UK.

