

Access to Leeds 2020 Declaration of Household Income Form



Website: www.leeds.ac.uk/A2L

Email: acesstoleeds@leeds.ac.uk

UNIVERSITY OF LEEDS

Who should complete this form?

This form is required for applicants to the Access to Leeds (A2L) scheme who believe they meet the criterion of being from a household with a gross annual income of £25,000 or below. This form is not required if the applicant is in receipt of 16-19 Bursary Fund / Discretionary Learner Support (with income threshold of £25,000 or below); or was in receipt of free school meals during their GCSE studies.

The main income earner of the household should complete and sign this form, and it must be submitted with a completed A2L application.

If you are an Access to Leeds applicant who lives independently, please fill in the form yourself and check the box below to confirm this.

I am an independent student filling in this form on my own behalf

How will my household income be assessed?

To be eligible for the A2L income criterion, the applicant's gross annual household income should be £25,000 or below. This includes all **taxable** income received or earned during the tax year 2018-2019 by both parents/guardians (where applicable). It excludes any **non-taxable** benefits, and £1,130 can be deducted from the total for any additional child, other than the applicant, who is financially dependent on you or your partner.

We reserve the right to ask for proof of household income, such as P60 or previous payslips. If it is found that an applicant, their parent, guardian or referee have supplied inaccurate information on their application, we have the right to withdraw the application to the A2L scheme.

Applicants eligible for this criterion **may** also be eligible for financial support provided by the University. For further information, please visit <http://www.leeds.ac.uk/info/130528/funding>.

1. Applicant's Details - you must complete all parts of this section

First name		UCAS Personal ID	
Last name			

2. Parent/Guardian Details - you must complete all parts of this section

Title		Address	
First name			
Last name		Postcode	
Date of birth		Phone number	
Relation to applicant	<i>(e.g. parent, foster carer)</i>		
Number of children who are totally or mainly financially dependent on you or your partner:			

3. Parent/Guardian Declaration & Signature

I confirm that the information I have provided is correct and I understand that the A2L team may contact me for proof of household income. Where the information provided on this declaration is found to be incorrect, and my household income is subsequently above £25,000, I understand that the applicant's Access to Leeds application may be withdrawn.

Signature		Date	
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Completing the Form

Please print a copy of this form and complete by hand, ensuring an original signature is included. Please then scan and submit along with the Access to Leeds application form at www.leeds.ac.uk/acesstoleedsapply

Alternatively, the form may be emailed to us at acesstoleeds@leeds.ac.uk ensuring the applicant's UCAS Personal ID is included in any correspondence.

Privacy Statement

The information collected on this form will be used by the Access to Leeds team to determine eligibility for the scheme. Basic information on whether your household income is above or below the threshold will be passed to relevant admissions teams, but no further information on actual income, further additional details or supporting documentation will be shared.

For more information on how your information will be used to process your Access to Leeds application, please see our privacy statement at www.leeds.ac.uk/acesstoleedsprivacy