# Access to Leeds 2024-25 Declaration of Household Income Form

## Guidance

### 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 (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 via email after submission of a completed A2L application.

If you are an Access to Leeds applicant who lives independently, please fill in the form yourself and answer Yes to the following question:

Are you an independent student filling in this form on your own behalf?

### 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. If you are unable to manually sign and scan then the main income earner should type their name and email a copy of this form from their email address to accesstoleeds@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, [see our privacy statement](https://www.leeds.ac.uk/undergraduate-applying/doc/access-leeds-direct-application-privacy-notice)

### 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 2023-2024 by both parents/guardians (where applicable). It does not include 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 withdraw the application to the A2L scheme.

Applicants eligible for this criterion may also be eligible for financial support provided by the University. [Find out more about financial support for undergraduate students.](https://www.leeds.ac.uk/undergraduate-funding)

### Contact us

If you require more information about the application process, visit the [Access to Leeds website](https://www.leeds.ac.uk/access-to-leeds)

If you have any further questions, please [email Access to Leeds at accesstoleeds@leeds.ac.uk](mailto:email Access to Leeds at accesstoleeds@leeds.ac.uk)

## Declaration of Household Income Form

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

First name:

Last name:

UCAS Personal ID:

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

Title:

First name:

Last name:

Address :

Postcode:

Date of birth:

Phone number:

Relation to applicant (e.g. parent, foster carer):

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:

End of form