

Reach for Excellence Declaration of Household Income Form 2023/24

Website: <https://contextualoutreach.leeds.ac.uk/>

Email: reachforexcellence@leeds.ac.uk



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Who should complete this form?

This form is required for applicants to the Reach for Excellence (RfE) scheme that 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 wage earner of the household must complete and sign this form and it must be submitted with a completed RfE application.

If you are an RfE 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?

The information provided on this form will be used to confirm your eligibility for the RfE household income criterion.

To be eligible for the RfE 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 2022-23 by both parents/guardians (where applicable). This excludes non-taxable benefits and £1,130 for any child who is totally, or mainly, 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 this application we reserve the right to withdraw your application from the RfE scheme.

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

First name		Date of Birth	
Last name			

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

Title		Address		
First name				
Last name				
Preferred name		Postcode		
Date of birth		Mobile phone		
Male/Female		Home phone		
Relation to applicant	<i>E.G. Father, mother, foster carer</i>			
Number of children who are totally, mainly or financially dependent on you or your partner:				
Email address				

3. Parent/Guardian Declaration & Signature

I confirm that the information I have provided is correct and I understand that the RfE 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 Reach for Excellence application may be withdrawn.

Signature		Date	
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Completing this Form – there are 3 ways to return this form to us

1. Please print a copy of this form and complete by hand, ensuring an original signature is included. Please then scan or photograph and submit via email to reachforexcellence@leeds.ac.uk
2. Please print a copy of this form and complete by hand, ensuring an original signature is included and post your form to **The Contextual Outreach Team, Reach for Excellence Programme, Educational Engagement, Worsley Building, Level 11, Room 37, Clarendon Way, University of Leeds, Leeds, LS2 9JT**
3. If you are unable to manually print, sign or scan then the main income earner should contact the team for the Microsoft Word version of this form and then type their name and email a copy of this form from **their** email address to reachforexcellence@leeds.ac.uk ensuring the applicant's name and date of birth is included in any correspondence.