

Verification for estranged students 2022/23

This guidance is intended to help you complete the verification for estranged students. It outlines what each section of the form is and details how you can obtain the required evidence.

[You can access the form using this link.](#)

Section 1: Personal Details

In this section you will be asked:

- First name
- Last name
- King's student ID number
- Course of study
- Name of Faculty
- Age when you started your current course at King's
- Current year of study
- Number of years remaining in course
- Preferred contact telephone number
- KCL email address

Section 2: Background

In this section you will be asked:

- Whether you are a care leaver, care-experienced or estranged. [Please note, our guidance for completing this form as a care-experienced student is available here.](#)
- To provide evidence that you are that status or an explanation of why you cannot provide evidence.
- Whether you have applied for student funding and to upload your notification of entitlement letter from Student Finance for the current academic year.

The information below should help you in answering these questions.

Estranged definition

In the form you will be asked if you are estranged. An estranged person is someone who no longer has the support of their parents (often this involves having no verbal or written contact), due to a breakdown in their relationship which has led to ceased contact and is not set to change in the foreseeable future. This might mean your biological or, if you have been adopted, your adoptive parents – whoever has been responsible for supporting you in the past.

You must be under 25 at the start of the course and assessed as a home fee payer.

Obtaining evidence

It is really important that you obtain evidence where possible that shows you are estranged. This helps to ensure we give support to the right people.

Evidence of estrangement

Evidence (letter or email) from the independent team at student finance confirming that you have been assessed as an independent student because you are irreconcilably estranged from your parents.

What should I do if I do not have this documentation?

If you have been assessed as estranged but are not in possession of this documentation

You will need to send an email to the estrangement team (estranged@slc.co.uk) at Student Finance explaining that you need this information to access additional support at your university. They will usually be able to provide you with this information via email within a couple of days. Unfortunately, KCL are unable to access this information on your behalf as they are not allowed to share your information with anyone else.

If you need to be reassessed by student finance for independent status on the basis of estrangement

If you are in this position, you need to take the following steps:

- 1) Refer to the [King's webpages](#) to check whether you meet our definition of estranged.
- 2) Check the [Student Finance](#) / [UCAS](#) pages to check whether you meet the definition of independent based on estrangement.
- 3) If you are unsure, contact the King's Advice team (advice@kcl.ac.uk) for consultation on whether you would meet the criteria to be assessed by Student Finance England as independent due to estrangement.
- 4) [Contact Student Finance](#) to explain your situation and that you would like a reassessment due to estrangement from your family
 - a. If your situation does not quite meet the definition of estrangement or you are unable to provide the requested supporting documentation in the confirmation of estrangement form, ask to speak to the independent team at Student Finance directly.
- 5) Complete the [Confirmation of Estrangement Form 2022/23](#) and send it to Student Finance.

The form will need to be completed by an independent person of good standing in the community who knows the details of your estrangement from your parent (s). This could be:

- your university/college – lecturer, personal tutor, student, or welfare adviser
- your support worker
- your social worker
- a doctor
- a solicitor

Difficulties in obtaining evidence

If you struggle to obtain evidence from the methods above, then you can answer 'no' to the question, 'Can you supply evidence that you are a care leaver, care-experienced or estranged.'

You should only answer no to this question after you have attempted to gather evidence from Student Finance England.

You will then be asked to explain why you cannot provide evidence. Please give as full an answer as possible, explaining the steps you have taken to obtain the evidence.

If you are unsure, contact the King's Advice team (advice@kcl.ac.uk) for consultation on whether you would meet the criteria to be assessed by Student Finance England as independent due to estrangement.

Student Finance

You will be asked to provide your Student Finance Notification of Entitlement award letter. This information is usually sent by post. If you no longer have a copy of the document, you can access a copy of this letter on your online Student Finance account under the tab letter and emails.

Section 3: Data sharing

In this section, you will be asked:

- if you agree to a data sharing agreement.

It is important that you read this in detail to ensure you understand how data will be shared across the university. If you do not agree, we will be unable to verify your status as an estranged student.

Section 4: Next steps

In this section, you are given:

- links which outline the support you may be entitled to if verified as estranged.

Please read this thoroughly so you understand how King's can support you through your studies.

Form submission

You then need to submit your form. We will contact you to inform you of the outcome of the verification process. You should expect to receive a response within three weeks of your form submission.

If you have any questions about completing this form, please contact us on cees_verification@kcl.ac.uk.

If you are unsure whether you meet the criteria to be assessed as estranged by Student Finance, contact the King's Advice team (advice@kcl.ac.uk) for consultation and support.