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## Request

# To leave parental income out of consideration

### This form

If you are unable to receive a supplementary grant because you have no contact with one or both of your parents, or because you have a serious ongoing dispute with one or both of your parents, you can use this form to ask DUO not to include your parents' income when calculating the supplementary grant. See the explanatory notes.

### Where to send the form

Dienst Uitvoering Onderwijs  
Postbus 50021  
9702 BA Groningen

+

### Further information

duo.nl

## 1 Your information

1.1 Citizen service number (BSN)

\_\_\_\_\_+

1.2 Surname (birth name)

\_\_\_\_\_

1.3 First name (in full) and other initials

\_\_\_\_\_

First name

Other initials

1.4 Date of birth

\_\_\_\_\_

Day

Month

Year

## 2 Reasons for the request

Send the requested supporting documents in all cases. See the explanatory notes.

2.1 Why do you ask DUO to leave the parental income out of consideration? Tick the situation that applies to you, and to which parent that situation applies.

I have not been acknowledged

Contact was severed before my 12th birthday  Parent 1  Parent 2

I have a serious ongoing dispute  Parent 1  Parent 2

Parental authority has ended  Parent 1  Parent 2

I came to the Netherlands as a refugee without  Parent 1  Parent 2

I do not know where my parent lives  Parent 1  Parent 2

The maintenance (child support) as determined has been uncollectible for at least 12 consecutive months >Please fill in the case number of the National Alimony and Child Maintenance Collection Agency (LBIO) below

\_\_\_\_\_

### 3 Details parent 1

3.1 Surname (birth name)  
(fill in always)

3.2 First name (in full) and other initials  
(fill in always)

3.3 Date of birth and citizen service number (if known)

3.4 Last known address

3.5 From when is this address?  
(if known)

First name Other initials  Male  Female

Day Month Year Citizen service number

Street House number

Postal code Town/city Country

Year

### 4 Details parent 2

4.1 Surname (birth name)  
(fill in always)

4.2 First name (in full) and other initials  
(fill in always)

4.3 Date of birth and citizen service number (if known)

4.4 Last known address

4.5 From when is this address?  
(if known)

First name Other initials  Male  Female

Day Month Year Citizen service number

Street House number

Postal code Town/city Country

Year

### 5 Start date to leave parental income out of consideration

> DUO will examine whether starting this can be granted retroactively, if possible, with a maximum of 2 years.

5.1 From when do you want us to leave the parental income out of consideration?

Day Month Year

### 6 Signature

6.1 I confirm that I have completed this form truthfully

Day Month Year

Telephone number E-mail address

Signature

> Your telephone number will not be recorded and will only be used in case of questions about this request

#### If the calculation takes longer

It can sometimes take us longer to calculate your supplementary grant. That means that you will be paid the supplementary grant at a later date. If you need money directly, you can take out a temporary [loan](#). As soon as your supplementary grant has been established, that amount will be offset against the loan. You can then change the amount of your loan back again.

#### DUO and your data

Your data will be entered into DUO's systems. DUO handles and protects your personal data with the utmost care, and in accordance with the relevant legal obligations and the requirements set out in relevant privacy legislation. If you would like more information about how DUO handles your personal data, please visit [duo.nl](#). DUO will of course verify your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor in case of abuse.



## Explanatory notes

# To leave parental income out of consideration

### Further information

[duo.nl](https://duo.nl)

## Parents

If you apply for a supplementary grant, DUO will need the details of your legal parents. Your legal parents are the persons registered as your parents in the civil registry. Natural parents or adoptive parents are considered legal parents, foster or step-parents are not.

If your parents are registered with a Dutch municipality and have income in the Netherlands or pay their tax returns in the Netherlands, DUO will in most cases receive their income information from the Tax and Customs Administration directly.

### Leaving parental income out of consideration

In some cases you will be able to call on the 'Leave parental income out of consideration' regulation. In that case, you will ask DUO not to include your parents' income in calculating the supplementary grant. You will need this form to do that. DUO will only handle your request if you send a completed form with all the requested supporting documents.

## For which situations can I use this form?

You can submit a request to leave your parents' income out of consideration in the following cases:

### 1. Not acknowledged

DUO will need a recent original statement (not a copy) of your birth certificate.

For your information:

Your legal parents are important for the student grant. These are the persons registered as your parents in the civil registry. If you have not been acknowledged by your biological father, but by your stepfather, the latter is viewed as your legal father and thus has a duty to maintain. He will also be registered as your father in the municipal personal records database.

### 2. Contact was severed before my 12th birthday

If contact with one or both parents was severed before your 12th birthday, we can leave the income of that parent, or of both parents, out of consideration when calculating your supplementary grant. The following documents must then be included with this completed form:

- a detailed statement by you stating since when you ceased to have contact with your parent or parents and why.

- If possible, a detailed statement by the other parent about the relationship between you and the parent you lost contact with. That statement must also include since when you ceased to have any contact and why.
- a recent detailed statement by a specialist, for example a study advisor, social worker, psychologist or youth care. You can read what information the statement needs to contain in the folder 'Statement by a specialist', which can be downloaded from [duo.nl](https://duo.nl).
- a copy of the most recent maintenance order.
- if your parents were married: a copy of the full divorce decree.

DUO will reduce the supplementary grant by the maintenance determined.

### 3. Dispute with one or both parents

If you have a serious, ongoing dispute with one or both parents, we can leave the income of that parent, or of both parents, out of consideration when calculating your supplementary grant. We can only do so if the dispute is not or not exclusively about financial matters.

The following documents must then be included with this completed form:

- a detailed statement by you describing the relationship between you and the parent you have a dispute with. The statement must show what the dispute is about, when the dispute started and how your relationship developed over the years.
- if possible, a detailed statement by the other parent you don't have a dispute with, about the relationship between you and the parent you do have a dispute with.
- a recent detailed statement by a specialist, for example a study advisor, social worker, psychologist or youth care. You can read what information the statement needs to contain in the folder 'Statement by a specialist', which can be downloaded from [duo.nl](https://duo.nl).
- a statement by the parent you have a dispute with. This statement should include the reasons why he or she refuses to contribute to your studies. If you are unable to include this statement, the statement by the specialist must state that your parent refuses to contribute to your studies.
- a copy of the most recent maintenance order.
- if your parents were married: a copy of the full divorce decree.

DUO will reduce the supplementary grant by the maintenance determined.

#### **4. Termination of parental authority**

If parental authority of one or both parents has ended, we can leave the income of that parent, or of both parents, out of consideration when calculating your supplementary grant. The following documents must then be included with this completed form:

- a copy of the court order showing that the authority of one or both parents has ended. This must be stated as such literally in the decision with the order, if the court order is dated on 1 January 2015 or later.

Parental authority must have terminated at the request of the Public Prosecution Service or the Child Care and Protection Board. An individual who is not your parent but who has raised you and taken care of you as a minor for over a year may also submit this request. Please note: up to 1 January 2015, the terms 'release or dismissal from parental authority' were used.

#### **5. Refugee**

If you came to the Netherlands as a refugee, we will need the following supporting documents:

- A recently signed statement on official letter-headed paper from an institution (for example, Vluchtelingenwerk or Stichting Nidos) or a from a specialist (dean, mentor, study advisor or social worker or school social worker). The statement must show that you fled to the Netherlands or requested asylum and that your parent or parents are still abroad.

#### **6. Address of parents unknown**

If you do not know where your parent lives or parents live, DUO can initiate an address investigation. DUO will need a recent and detailed statement by you and by a specialist (for example a study advisor, social worker, psychologist or youth care). Those statements must clearly show the following three matters:

1. what the relationship was with your parent or parents
2. how that relationship developed over time
3. why you do not know where your parent lives or parents live. DUO has three months to uncover a Dutch address. If a parent proves to be outside of the Netherlands, the address investigation can and may take up to six months max.

#### **7. Maintenance (child support) uncollectible**

DUO considers maintenance to be uncollectible if the maintenance is not paid, you have called in an institution to collect the maintenance on your behalf and you failed to receive any money in the past 12 months. If you called in the National Alimony and Child Maintenance Collection Agency (LBIO) to collect the maintenance, you can list the LBIO case number under question 2. DUO will request the information from LBIO itself. Did you call in another institution, a lawyer or debt collection agency to collect the maintenance? In that case, we will need a statement from that institution showing that the maintenance has been uncollectible for at least 12 consecutive months, which steps were taken to collect the maintenance, what the result is and how much is in arrears.

Because your parent has a duty to pay maintenance until your 21st birthday, we will not include the income or established maintenance of your parent. That rule only applies if the divorce was pronounced in the Netherlands. If the divorce was pronounced abroad, other rules may apply.

#### **Help filling in this form**

If you need help to fill in this form, or if you need advice, call +31 (0)50 599 8343