Help using this Veterans UK PDF form

About this form

- **You must download and save this form to your computer before using it**
- You can save data typed into this PDF form if you use the latest version of **Adobe Acrobat Reader**
- To download the latest version of Adobe Acrobat Reader free of charge go to the Adobe website
- This means that you do not have to complete this form in one session

Helpful information for using this form

- Save the form to your computer
- After completion print the form
- Sign the form in black pen
- Post the form using the address given
- **If you have an enquiry for the Armed forces Pension Scheme, please call the JPAC Enquiry Centre on 0800 085 3600 or email DBS-PensionsHelp@dbspv.mod.uk**

The form will not save in

- older versions of Adobe Acrobat Reader
- other pdf readers, for example Preview on a Mac or Foxit on a PC

We have been made aware of issues when using Apple products such as Iphones and Ipads to complete this form.

You may be unable to save or re-open it due to updates to Apple products since this form was created.

Work is being undertaken to transform our forms and systems but until this is complete, we ask that you find an alternative device, if possible, or print the form and complete it by hand.

PLEASE NOTE YOU MUST SIGN THIS FORM USING A BLACK PEN. WE CANNOT ACCEPT THIS FORM BY EMAIL

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Ministry of Defence

Armed Forces Pension Schemes Application Form

Application for continuation of a child's pension during a period of further education or training.

Please make sure you answer all the relevant questions and complete the form in block capitals.

If you need help contact JPAC on 0800 085 3600.

This form should be completed and returned to the address given on page 3.

Part A – Your Details

Full name of student	
Telephone number	
Email address	
Full name of deceased parent	
Parent's Service number	
Parent's date of death	
Name and address of educational or training establishment	Postcode
Name of course	
Course duration	Course start date / Course end date
Degree or qualification studying for	

Part B – Paid Placements or Apprenticeship Training Details

The Armed Forces child's pension may be paid in full or in part if the child is receiving a wage during their training. In order for us to assess entitlement, please provide the following details and attach 2 recent wage slips.

Name of employer

Address of employer

Postcode

Annual earnings amount £

Start date

Expected end date

Date of paid placement or apprenticeship

Part C – Armed Forces Compensation Scheme (AFCS)

If you are receiving a child allowance from AFCS, we will notify them of any continuance of AFPS pension, so that this allowance will also be paid during your extension of education. Please tick the appropriate option below.

I am in receipt of a child allowance from AFCS ☐ Yes ☐ No

Part D – Further Reviews

A child's pension in payment during an extension of education or training beyond normal cessation age is reviewed at the start of each academic year. DBS Veterans UK will send this form to you in advance of the new term.

The form must be completed and returned before the start of the academic year for the pension to be paid. If the form is not returned by then it may result in the pension being stopped.

We reserve the right to request that you obtain written confirmation of continuance in education from the educational or training establishment.

Part E – Data Protection

How the MOD collects and uses personal information

The Ministry of Defence (MOD) is committed to protecting the privacy and security of your personal data and the MOD Privacy notice explains your rights and provides information that you are entitled to under UK data protection legislation. It is important that you read this notice, together with any other privacy notice that may be provided when we collect or process personal information about you so that you are aware of how and why we are using such information. The MOD Personal information charter contains the standards you can expect when we ask for, hold or share your personal information and your rights under the law.

Part F – Declaration

I confirm that the information I have given is accurate and complete to the best of my knowledge and belief

I understand that

- I must immediately tell the Ministry of Defence of anything that may affect my entitlement to, or the amount of, an award under the Armed Forces Pension Schemes, or an award paid under any other scheme administered by Veterans UK, including any changes of address.
- If I knowingly give false information, I may be liable to prosecution.
- In accordance with Data Protection legislation, the Ministry of Defence will collect, use, protect and retain the information on the form in connection with all matters relating to personnel administration and policy.

Remember – You must sign this form yourself if you can, even if someone else has filled it in for you. If a representative who acts as a Power of Attorney or Appointee for the claimant is signing this form, they must enclose evidence to show that they are the legal representative.

Part G – Consent for Email Correspondence

Veterans UK is happy to conduct correspondence with customers via a nominated email address if that is their preference. There are some types of personal information we would not be able to include in an email correspondence, which are listed below:

- I authorise Veterans UK of the MOD to use email whenever possible in its correspondence with me via my nominated email address shown on the front of this claim form. I accept that the information may include my personal details excluding bank account numbers, National Insurance number, medical details and any other information that could compromise my identity

- I understand that correspondence transmitted by email may be open to abuse because it is transmitting over an unsecured network. I accept that the MOD will not be liable for any loss, interception or unauthorised use of information transmitted this way. I am content for Veterans UK to correspond with me from the email address shown at the front of this claim form.

Do you wish to correspond via email? ☐ Yes ☐ No

Part H – Signature of Applicant

Signature of applicant

Please sign in black pen after printing

Date

Name of applicant

Who is the signatory? Please tick one box below.

☐ Parent ☐ Guardian ☐ Child ☐ Legal Representative

Please return the completed form to:
Veterans UK, Pension Team, MP486, Kentigern House, 65 Brown Street, Glasgow, G2 8EX

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Ministry of Defence

Veterans UK
MP486
Kentigern House
65 Brown Street
Glasgow
G2 8EX

Freephone: 0800 085 3600

With compliments

Your AFPS Form 373 dated / / has been received.

Name

Address

Postcode

Service number