

Acceptable Evidence for Financial Support Applications - Bursaries



Evidence required for Bursary, Free College Meals, and Childcare Support.

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REMEMBER: If the evidence identified and requested on your PayMyStudent application is not uploaded, your application will be incomplete and will not be looked at.

WE RECOMMEND checking the requirements around the uploading of your supporting evidence. If evidence is incorrectly uploaded your application will be emailed a green decline letter. You can reinstate your application by uploading the evidence correctly. This will however impact on the processing time of your resubmitted application as it will be treated as a new application and we are processing in order of receipt.

BURSARY - Acceptable Evidence

SUPPORT GUIDANCE – LIVING ARRANGEMENTS

- If you are living with and being supported by Parent(s)/Guardians then evidence should be provided for each parent/guardian in the household and should state each of their names.
- If you are aged 19+ and living with Parent(s)/Guardians but solely supported by your own income, please provide evidence in your own name.

See next page for full details of evidence required.

BURSARY: Acceptable Income Evidence to Support Your Application
(You must provide evidence of each benefit you are in receipt of)

Evidence Type	Evidence Requirements
One of the following: <ul style="list-style-type: none"> • 3 month's payslips • April 2024 P60 • Letter from Employer 	Payslips must be the most recent. The Letter from Employer must confirm your hours and salary and must be on headed paper or emailed directly from your employer.
Tax Return (latest) or Statement of Accounts from HMRC (SA302)	April 2023
Private Pension Statement	Most current
Pension Credit or State Pension letter	Dated in last 3 months
Employment Support Allowance ✦ ESA Award Notice	Dated in last 3 months showing name and award amount (all pages)
Job Seekers Allowance Award Notice	Dated in last 3 months showing name and award amount (all pages)
Working Tax Credits: ✦ Tax Credits Provisional Award Letter 24/25 or ✦ Final Decision Notice 23/24	Showing name and award (all pages)
Child Tax Credits ✦ Tax Credits Provisional Award Letter 24/25 or ✦ Final Decision Notice 23/24	Showing name and award (all pages)
Universal Credit	Last 3 months statements showing name, payment amount and full breakdown of each payment, including any deductions
Income Support Award Notice	Dated in last 3 months showing name and award amount (all pages)
Housing Benefit Award Notice	Dated in the last 3 months showing name and amount (all pages)
Carers Allowance Award Notice	Dated in the last 3 months

If any documents are not available then we can accept:	
Last 3 Monthly Bank Statements	Dated in the last 3 months showing the name, date and the earnings and any benefits being paid in

VULNERABLE YOUNG PERSON BURSARY - Acceptable Evidence

SUPPORT GUIDANCE

- If you are aged 16-18 and in or have recently left local authority care, please provide a letter from the local authority confirming your care or care leaver status.
- If you are aged 16-18 and live independently and are financially supporting yourself, please provide evidence in your own name.
 - If you get Income Support or Universal Credit because you're financially supporting yourself you will also need to provide your tenancy agreement.

BURSARY: Acceptable Evidence to Support Your Application <i>(You must provide evidence of each benefit you are in receipt of)</i>	
Evidence Type	Evidence Requirements
Letter from local authority	Document/letter confirming your care or care leaver status. This can be provided by a Social Worker. If you are struggling to obtain this evidence then please contact mms@sgscol.ac.uk or speak to a member of the college Wellbeing team
Universal Credit	Last 3 months statements in your own name, showing payment amount and full breakdown of each payment, including any deductions
Income Support Award Notice	Document in your own name, dated in last 3 months showing award amount (all pages)
Tenancy Agreement if 16-18 Learner Living Independently	Document in your own name, showing address (all pages)
Personal Independence Allowance (PIP)	Document in your own name, showing award amount (all pages)

Disability Living Allowance (DLA)	Document in your own name, dated in last 3 months showing award amount (all pages)
Employment Support Allowance (ESA)	Document in your own name, showing award amount (all pages)

FREE COLLEGE MEALS - Acceptable Evidence

SUPPORT GUIDANCE

To be eligible for FCM, you, or your parent(s)/guardian(s) must be in receipt of one of the listed benefits, or you must have been previously in receipt of free meals.

FCM: Acceptable Income Evidence to Support Your Application	
Evidence Type	Evidence Requirements
Income Support	Dated within last 3 months of application
Income-based Jobseekers Allowance	Dated within last 3 months of application
Income-related Employment and Support Allowance (ESA)	Dated within last 3 months of application
Support under part VI of the Immigration and Asylum Act 1999	Dated within last 3 months of application
The guarantee element of State Pension Credit	Dated within last 3 months of application
Working Tax Credit Run-on - <i>paid for 4 weeks after someone stops qualifying for Working Tax Credit</i>	PLEASE NOTE: Working Tax Credit is not a qualifying benefit for free meals. Dated within last 3 months of application
Child Tax Credits <ul style="list-style-type: none"> ✦ Tax Credits Provisional Award Letter 24/25 <li style="text-align: center;">or ✦ Final Decision Notice 23/24 	Provided not entitled to Working Tax Credit and have annual gross income of no more than £16,190, as assessed by HMRC.
Universal Credit - with net earnings not exceeding £7,400 <i>pa</i> - <i>after tax and not including any benefits you get</i>	Dated within last 3 months of application Net earnings must not exceed the equivalent of £7,400 pa

Evidence of having previously received free meals – <i>if you were receiving free meals on or after 1 April 2018</i>	Document from your previous educational establishment or from the local authority confirming that you were receiving free meals on or after 1 April 2018.

20+ CHILDCARE SUPPORT - Acceptable Evidence

SUPPORT GUIDANCE

To be eligible for 20+ Childcare Support you must have been awarded a Bursary.

CHILDCARE: Acceptable Income Evidence to Support Your Application	
Evidence Type	Evidence Requirements
Your Child/Children's Birth Certificate(s) or Child Benefit Award Letter	Dated within last 3 months of application