

# 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 declined. 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 to Support Application

### SUPPORT GUIDANCE – LIVING ARRANGEMENTS

- If you are supported by living with 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 16-18 and live independently and are supported solely by your own income, please provide evidence in your own name.
  - If you are in receipt of Income Support or Universal Credit in your own name and live independently you will also need to provide your tenancy agreement.
- 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.

## BURSARY: Acceptable Income Evidence to Support Your Application

*(You must provide evidence of each benefit you are in receipt of)*

Evidence Type	Evidence Requirements
April 2021 P60, Letter from Employer	Confirming hours and salary or most recent 3 month's pay slips
Tax Return (latest) <b>or</b> Statement of Accounts from HMRC (SA302)	April 2021
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 <b>or</b> ▪ Final Decision Notice 20/21	For 2022  Showing name and award (all pages)
Child Tax Credits ▪ Tax Credits Provisional Award Letter <b>or</b> ▪ Final Decision Notice 20/21	For 2022  Showing name and award (all pages)
Universal Credit	Full statement dated in last 3 months showing name, payment amount and full breakdown, including any deductions
Income Support Award Notice	Dated in last 3 months showing name and award amount (all pages)
Tenancy Agreement if 16-18 Learner Living Independently	Showing name and address
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
<b>If any documents are not available then we can accept:</b>	
Last 3 Monthly Bank Statements	Dated in the last 3 months showing the name, date and the earnings and any benefits being paid in

## FREE COLLEGE MEALS - Acceptable Evidence to Support Applications

### SUPPORT GUIDANCE

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

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>	<b>PLEASE NOTE: Working Tax Credit is not a qualifying benefit for free meals.</b> Dated within last 3 months of application
Child Tax Credits <ul style="list-style-type: none"> <li>▪ Tax Credits Provisional Award Letter</li> <li>or</li> <li>▪ Final Decision Notice 20/21</li> </ul>	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 up to £7,400 <i>pa - 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

## 20+ CHILDCARE SUPPORT - Acceptable Evidence to Support Applications

### 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