



# Bursary Checklist

## (Aged 16-18 on 31<sup>st</sup> August 2020)

Use this list to check you have all the information and evidence you need before making your bursary application.

Bursary - Information You May Need to Look up	Completed
SGS Student Number (if known)	
An email address we can contact you on	
Start date of course (if known)	
End date of course (if known)	
Highest level of qualification achieved to date	
Number of A levels/GCSE's	
Travel cost to College per day	
Name and email address of Social Worker, (if in care or a care leaver)	
<p><b>Income Evidence (If Earning):</b></p> <p><i>To support your application you will need to provide evidence of your household's annual income. Evidence should be provided to show the income/non income for each parent/guardian/partner in the household.</i></p> <p><i>If you are aged 16 to 18, live independently and are supported solely by your own income, you will need to provide evidence in your own name. If you are in receipt of Income Support or Universal Credit you will also need to provide your tenancy agreement.</i></p>	<b>Completed</b>
April 2020 P60	
Letter from Employer	
Tax Return (latest)	

<p><b>Benefit Evidence (If Receiving):</b></p> <p><i>To support this bursary application, you will be asked to provide evidence for each benefit you are in receipt of. Evidence can be shown via an official letter or a bank statement showing the benefit being paid into an account. ALL evidence must be dated within 3 months of the date you submit your application.</i></p>	<b>Completed</b>
Employment Support Allowance (ESA)	
Housing Benefit	
Job Seekers Allowance (JSA)	
Working Tax Credits, (full document required)	
Child Tax Credits, (full document is required)	
Universal Credit - (We will also ask to see your Tenancy Agreement if you are aged 16 to 18 and living independently)	
Income Support - (We will also ask to see your Tenancy Agreement if you are aged 16 to 18 and living independently)	
<p><b>FCM Evidence (If Claiming):</b></p> <p>Are you in receipt of any of these benefits (All evidence must be dated within 3 months of the date you submit your application. Evidence can be shown via an official letter or a bank statement showing the benefit being paid into the account)</p>	<b>Completed</b>
Income Support	
Income based JSA	
Support under part V1 of the Immigration and Asylum Act 1999	
The Guarantee Element of the State Pension Credit	
Child Tax Credits (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs	
Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit	
Universal Credit with net earnings not exceeding the equivalent of £7,400 pa.	

<p>If parent(s)/guardian(s) are self-employed then we will need to see evidence of receipt of universal credit, and evidence of being self-employed, (such as company registration form or tax return.</p> <p>We will also need to see that the net earned income has not exceeded either £616.67 over the previous month, £1,233.34 over the previous two months, or £1,850 over the previous three months.</p> <p>The evidence should take the form of month accounts, like those provided on a monthly basis to DWP, supported by actual receipts where requested.</p>	