



# Bursary Checklist

## (Aged 19+ 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	
<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 19+ and are solely supported by parent(s)/guardian(s) or carer(s), we will require income evidence in their name(s) as well as a supporting letter from yourself declaring that you have zero income of your own and are financially supported by said Parent(s)/Guardian(s)/ Carer(s).</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>Childcare Support (If Claiming) - Information You May Need to Look up:</b></p>	<b>Completed</b>
Name of Childcare Provider – Must be OFSTED registered	
Name and contact tel and email address of Childcare Provider	
Check Childcare Provider has Public Liability Insurance	
Hours Required in childcare per week to enable you to complete your course	
Cost per week - Please note the cost per week after discounts. Discounts cannot be factored into the award amount.	
Childcare Evidence Required	
We will need to see a birth certificate for each child you require childcare for	