

# Bursary Evidence Checklist

## 16-18 Funding



***Please note that this is not an application form but a checklist to help you prepare the evidence you need to apply for bursary support***

To check you have the right checklist, tick the statement below that applies to the learner:

- The learner will be aged 16 to 18 as at 31/08/24
- The learner will be aged 19+ as at 31/08/24 and is in receipt of an EHCP
- The learner will be aged 19+ as at 31/08/24 but is in the 2<sup>nd</sup> year of a 2-year course

**ANSWER THE 2 QUESTIONS BELOW TO FIND OUT WHICH SECTION TO GO TO NEXT .....**

1. Tick the statement that best describes the learner below and then go the section noted against that statement(s) you have ticked:

- The learner lives with their parent(s)/guardian(s) who financially support them
  - Go to Section 1 below identify the evidence that relates to you and get your documents ready
- The learner is in care
  - Go to Section 2 below identify the evidence that relates to you and get your documents ready
- The learner is aged 16-18 and a care leaver
  - Go to Section 2 below identify the evidence that relates to you and get your documents ready
- The learner is financially supporting themselves and receiving benefits in their own name
  - Go to Section 2 below identify the evidence that relates to you and get your documents ready

2. If the learner is interested in applying for Free College Meals, tick the statement that best applies below:

- The learner is interested in applying for Free College Meals
  - Go to Section 3 below identify the evidence that relates to you and get your documents ready
- The learner has previously received Free College/School Meals
  - Go to Section 3 below identify the evidence that relates to you and get your documents ready

# SECTION ONE

*“The learner lives with their parent(s)/guardian(s) who financially support them”*

## ANSWER THE 2 QUESTIONS BELOW:

1. Do your parent(s)/guardian(s) work or receive a pension? Yes:  No:   
 a. If 'Yes' go to the 'Working' Evidence Checklist below:
2. Do your parent(s)/guardian(s) receive any benefits, including Pension Credit? Yes:  No:   
 a. If 'Yes' go to the 'In Receipt of Benefits' Evidence Checklist below:

**NOTE:** If you have ticked 'Yes' to both questions you will need to visit the evidence checklist for each

## WORKING: “My Parent(s)/Guardian(s) work or receive a pension”

1. Tick the Statement that Applies Below:		2. Prepare Evidence for the Statements You Have Ticked to Submit with Your Bursary Application:	
<input checked="" type="checkbox"/>	My Parent(s)/Guardians are employed  If you have ticked this box provide <u>one</u> of the 3 pieces of evidence noted on the right.	<ul style="list-style-type: none"> <li>3 month's payslips – (Payslips must be the most recent)</li> </ul>	<ul style="list-style-type: none"> <li>April 2024 P60</li> <li>Letter from Employer - (The Letter from Employer must confirm your hours and salary and must be on headed paper or emailed directly from your employer to <a href="mailto:mms@sgscol.ac.uk">mms@sgscol.ac.uk</a>).</li> </ul>
<input checked="" type="checkbox"/>	My Parent(s)/Guardians are self employed  If you have ticked this box provide <u>one</u> of the 2 pieces of evidence noted on the right.	<ul style="list-style-type: none"> <li>April 2024 Tax Return (latest)</li> </ul>	<ul style="list-style-type: none"> <li>Statement of Accounts from HMRC (SA302)</li> </ul>
<input checked="" type="checkbox"/>	My Parent(s)/Guardian(s) are in receipt of a Pension  If you have ticked this box provide all relevant pension statements as noted on the right.	<ul style="list-style-type: none"> <li>State Pension Statement and, if also in receipt of a Private Pension, the latest Statement for this pension as well – (Most current evidence)</li> </ul>	

**IN RECEIPT OF BENEFITS: "My Parent(s)/Guardian(s) are in receipt of one of more of the benefits below":**

1.Tick all Benefits Parents/ Guardians in Receipt of Below:		2.Prepare Evidence for the Statements You Have Ticked to Submit with Your Bursary Application:
<input checked="" type="checkbox"/>	Pension Credit  If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>Pension Credit letter - (Must be dated within the last 3 months and show name of recipient and award amount). If letter is more than 3 months old then please also provide a copy of the latest bank statement showing the Pension Credit payment.</li> </ul>
<input checked="" type="checkbox"/>	Employment Support Allowance  If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>All Pages of ESA Award Notice - (Must be dated in the last 3 months and show name of recipient and award amount) If Award Notice is more than 3 months old then please also provide a copy of the latest bank statement showing the ESA payment.</li> </ul>
<input checked="" type="checkbox"/>	Job Seekers Allowance  If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>All Pages of the Job Seekers Award Notice - (Must be dated within the last 3 months and show name of recipient and award amount) If Award Notice is more than 3 months old then please also provide a copy of the latest bank statement showing the Job Seekers payment.</li> </ul>
<input checked="" type="checkbox"/>	Working Tax Credits  If you have ticked this box provide <u>one</u> of the 2 pieces of evidence noted on the right.	<ul style="list-style-type: none"> <li>All Pages of the Tax Credits Provisional Award Letter 24/25 - (Must show the name of recipient and award amount)</li> <li>All Pages of the Final Decision Notice for 23/24 - (Must show the name of recipient and award amount)</li> </ul>
<input checked="" type="checkbox"/>	Child Tax Credits  If you have ticked this box provide <u>one</u> of the 2 pieces of evidence noted on the right.	<ul style="list-style-type: none"> <li>All Pages of the Tax Credits Provisional Award Letter 24/25 - (Must show the name of recipient and award amount)</li> <li>Final Decision Notice for 23/24 - (Must show the name of recipient and award amount)</li> </ul>
<input checked="" type="checkbox"/>	Universal Credit  If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>All Pages of the Last 3 Months Universal Credit Statements - (Must show the name of the recipient, the payment amount and full breakdown of each payment, including any deductions)</li> </ul>
<input checked="" type="checkbox"/>	Income Support  If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>All Pages of the Income Support Award Notice - (Must be dated within the last 3 months and show name of recipient and award amount) If Award Notice is more than 3 months old then please also provide a copy of the latest bank statement showing the Income Support payment.</li> </ul>
<input checked="" type="checkbox"/>	Housing Benefit  If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>All Pages of the Housing Benefit Award Notice - (Must be dated within the last 3 months and show name of recipient and award amount) If Award Notice is more than 3 months old then please also provide a copy of the latest bank statement showing the Housing Benefit payment.</li> </ul>
<input checked="" type="checkbox"/>	Carers Allowance  If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>All Pages of the Care Allowance Award Notice - (Must be dated within the last 3 months and show name of recipient and award amount) If Award Notice is more than 3 months old then please also provide a copy of the latest bank statement showing the Care Allowance payment.</li> </ul>

# SECTION TWO

*“The learner is in care, a care leaver, or is financially supporting themselves and receiving benefits in their own name”*

## ANSWER THE 2 QUESTIONS BELOW:

3. Is the learner in care or aged 16 to 18 and a care leaver? Yes:  No:
- a. If 'Yes' go to the 'In Care/Care Leaver' Evidence Checklist below:
4. Is the learner aged 16-18 and financially supporting themselves? Yes:  No:
- a. If 'Yes' go to the 'Learner is Financially Supporting Themselves' Evidence Checklist below:

IN CARE/CARE LEAVER: <i>“The learner is in care, or a care leaver”</i>	
1. Tick the Statement that Applies Below:	2. Prepare Evidence for the Statements You Have Ticked to Submit with Your Bursary Application:
<input checked="" type="checkbox"/> The Learner is in care If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>Letter from Local Authority – (Document/letter confirming your care status. This can be provided by a Social Worker. If you are struggling to obtain this evidence then please contact <a href="mailto:mms@sgscol.ac.uk">mms@sgscol.ac.uk</a> or speak to a member of the College Wellbeing team)</li> </ul>
<input checked="" type="checkbox"/> The learner is aged 16-18 and a care leaver If you have ticked this box provide the evidence as noted on the right.	<ul style="list-style-type: none"> <li>Letter from Local Authority (Document/letter confirming your care status. This can be provided by a Social Worker. If you are struggling to obtain this evidence then please contact <a href="mailto:mms@sgscol.ac.uk">mms@sgscol.ac.uk</a> or speak to a member of the College Wellbeing team)</li> </ul>

LEARNER IS FINANCIALLY SUPPORTING THEMSELVES: <i>“The learner is financially supporting themselves and receiving benefits in their own name”</i>	
1. You Must Provide Your Tenancy Agreement	2. Prepare Evidence for the Statements You Have Ticked to Submit with Your Bursary Application:
<input checked="" type="checkbox"/> Tenancy Agreement Provide evidence as noted on the right.	<ul style="list-style-type: none"> <li>All Pages of the Tenancy Agreement - (Must be in the learner's own name and show their address)</li> </ul>

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3. Tick all Benefits Learner is in Receipt of Below:		4. Prepare Evidence for the Statements You Have Ticked to Submit with Your Bursary Application:
<input checked="" type="checkbox"/>	<p>Universal Credit</p> <p><i>If you have ticked this box provide the evidence as noted on the right.</i></p>	<ul style="list-style-type: none"> <li>All Pages of the Last 3 Months Universal Credit Statements - <i>(Document must be in the learner's name and must show, the payment amount and a full breakdown of each payment, including any deductions)</i></li> </ul>
<input checked="" type="checkbox"/>	<p>Income Support</p> <p><i>If you have ticked this box provide the evidence as noted on the right.</i></p>	<ul style="list-style-type: none"> <li>All Pages of the Income Support Award Notice - <i>(Document must be in the learner's name, show the amount of the award and be dated within the last 3 months)</i></li> </ul>
<input checked="" type="checkbox"/>	<p>Personal Independence Allowance (PIP)</p> <p><i>If you have ticked this box provide the evidence as noted on the right.</i></p>	<ul style="list-style-type: none"> <li>All Pages of the Personal Independence Allowance Award – <i>(Document must be the most recent award, in the learner's name and show the amount of the award)</i></li> </ul>
<input checked="" type="checkbox"/>	<p>Disability Living Allowance</p> <p><i>If you have ticked this box provide the evidence as noted on the right.</i></p>	<ul style="list-style-type: none"> <li>All Pages of the Disability Living Allowance Award <i>(Document must be the most recent award, in the learner's name and show the amount of the award)</i></li> </ul>
<input checked="" type="checkbox"/>	<p>Employment Support Allowance (ESA)</p> <p><i>If you have ticked this box provide the evidence as noted on the right.</i></p>	<ul style="list-style-type: none"> <li>All Pages of the Employment Support Allowance Award - <i>(Document must be the most recent award, in the learner's name and show the amount of the award)</i></li> </ul>

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# SECTION THREE

*“The learner is interested in applying for Free College Meals, or has previously received free School/College meals”*

## ANSWER THE 2 QUESTIONS BELOW:

5. The learner has previously received free meals at School or College Yes:  No:   
 a. If 'Yes' go to the 'Working' Evidence Checklist below:
6. The learner or their parents/guardians are in receipt of one of the benefits listed below Yes:  No:   
 a. If 'Yes' go to the 'In Receipt of Benefits' Evidence Checklist below:

**PREVIOUSLY RECEIVED FREE MEALS (FM), (only complete this section if not in receipt of one of the benefits noted in the section below):** *“The learner has previously received free meals at school or college”*

### 1. Tick the Statement Below if Have Previously Received FM:

<input checked="" type="checkbox"/>	Evidence of having previously received free meals
	If you have ticked this box provide the evidence as noted on the right.

### 2. Prepare Evidence for the Statements You Have Ticked to Submit with Your Bursary Application:

- Document from your previous educational establishment or from the local authority – (confirming that you were receiving free meals on or after 1 April 2018)

**IN RECEIPT OF BENEFITS:** *“The Learner or their Parent(s)/Guardian(s) are in receipt of one of more of the benefits as noted below”:*

### 1. Tick all Benefits Parents/ Guardians in Receipt of Below:

<input checked="" type="checkbox"/>	Income Support
	If you have ticked this box provide the evidence as noted on the right.
<input checked="" type="checkbox"/>	Job Seekers Allowance
	If you have ticked this box provide the evidence as noted on the right.

### 2. Prepare Evidence for the Statements You Have Ticked to Submit with Your Bursary Application:

- All Pages of the Income Support Award Notice - (Must be dated within the last 3 months and show name of recipient and award amount) If Award Notice is more than 3 months old then please also provide a copy of the latest bank statement showing the Income Support payment.
- All Pages of the Award Notice - (Must be dated within the last 3 months and show name of recipient and award amount) If Award Notice is more than 3 months old then please also provide a copy of the latest bank statement showing the Job Seekers payment.

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✓	<p>Income-related Employment and Support Allowance (ESA)</p> <p>If you have ticked this box provide the evidence as noted on the right.</p>	<ul style="list-style-type: none"> <li>All Pages of the Employment Support Allowance Award - (Document must be in the learner's name and show the amount of the award)</li> </ul>
✓	<p>Working Tax Credit Run-on - (paid for or 4 weeks after someone stops qualifying for Working Tax Credit)</p> <p>If you have ticked this box provide <u>one</u> of the 2 pieces of evidence noted on the right.</p>	<ul style="list-style-type: none"> <li>All Pages of the Tax Credits Provisional Award Letter 24/25 - (Must show the name of recipient and award amount)</li> </ul>
✓	<p>Child Tax Credits - (Provided not entitled to Working Tax Credit and have an annual gross income of no more than £16,190. As assessed by HMRC)</p> <p>If you have ticked this box provide <u>one</u> of the 2 pieces of evidence noted on the right.</p>	<ul style="list-style-type: none"> <li>All Pages of the Tax Credits Provisional Award Letter 24/25 - (Must show the name of recipient and award amount)</li> <li>Final Decision Notice for 23/24 - (Must show the name of recipient and award amount)</li> </ul>
✓	<p>Universal Credit with net earnings not exceeding £7,400 pa - (after tax but not including any benefits you get)</p> <p>If you have ticked this box provide the evidence as noted on the right.</p>	<ul style="list-style-type: none"> <li>All Pages of the Last 3 Months Universal Credit Statements - (Must show the name of the recipient, the payment amount and full breakdown of each payment, including any deductions Net earnings must not exceed the equivalent of £7,400 pa)</li> </ul>
✓	<p>Support under part V1 of the Immigration and Asylum Act 1999</p> <p>If you have ticked this box provide the evidence as noted on the right.</p>	<ul style="list-style-type: none"> <li>Evidence of Support - (Must be dated within the last 3 months and show name of recipient)</li> </ul>
✓	<p>The guarantee element of the State Pension Credit</p> <p>If you have ticked this box provide the evidence as noted on the right.</p>	<ul style="list-style-type: none"> <li>Pension Credit letter - (Must be dated in the 3 months and show name of recipient) If letter is more than 3 months old then please also provide a copy of the latest bank statement showing the Pension Credit payment.</li> </ul>