

Fee Waiver/Legal Entitlement Checklist

(Aged 19+ on 31st August 2020)

Use this list to check you have all the information and evidence you need before making your application for a Fee Waiver or Legal Entitlement.

Information You May Need to Look up Before Completing the Application	Completed
SGS Student Number (if known)	
An email address we can contact you on	
Details of the course you are enrolling on	
Qualifications you have achieved to date (please have copies of certs ready to show us if you have them available)	
Evidence of the right to live and work in the UK <i>You will be asked to submit one of the following items of evidence from the list below:</i>	Completed
Full Passport (EU Member)	
Full Passport (non EU member state) Endorsed with 'indefinite leave to remain' proceed (settled status) or includes work or residency permits or visa stamps (unexpired) and all related conditions are met.	
Identity Card issues by the Home Office in place of a visa (confirming the individual's right to stay, work or study in the UK.	
Letter form the UK Immigration and Nationality Directorate granting indefinite leave to remain (settled status).	
Birth/adopting certificate (EU Member State only)	
Residency permits for foreign nationals (usually in a passport)	

Marriage/civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced).	
National Insurance Number – <u>only use</u> if none of the above evidence can be presented (Plastic card, Letter from HMRC or another Government Agency with the number on).	
Residency Eligibility Evidence <i>You will be asked to submit one of the following items of evidence from the list below:</i>	Completed
Full Driving Licence (a provisional licence will not be accepted)	
Bank Statement (with your current address on it)	
Utility Bill/Council Tax Bill (with your name and current address on it)	
Birth/Adopting certificate (EU Member State only)	
National Insurance Number – <u>only use</u> if none of the above evidence can be presented (Plastic card, Letter from HMRC or another Government Agency with the number on).	
Income Evidence (If Earning less than £17,004 per year): <i>You will be asked to submit <u>one</u> of the following items of evidence from the list below to show that you earn less than £17,004.00 annual gross salary per year:</i>	Completed
Pay/Wage Slip(s) to show a month's salary <i>(dated within last 3 months of learner's learning start date)</i>	
Employment Contract <i>(Confirming current employment and gross annual salary)</i>	
Letter from Employer <i>(Confirming current employment and gross annual salary)</i>	
Universal Credit Statement <i>(dated within last 3 months of learner's learning start date)</i>	
If Self Employed – Evidence of gross annual wages	

Benefit Evidence (If Receiving): <i>Please submit evidence of the benefit you are receiving in accordance with the list below:</i>	Completed
Jobseeker's Allowance (JSA), including those receiving National Insurance credits only	
Employment and Support Allowance (ESA)	
Universal Credit, and their take-home pay as recorded on their Universal Credit statement (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim), or £541 a month (learner has a joint benefit claim with their partner)	
Are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.	
Evidence of another state benefit and their take home pay (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim), or £541 a month (learner has a joint benefit claim with their partner)	