



# Get prepared for your funding application



When filling in Bursary EMA applications you will need information from a number of documents about your personal circumstances.

You will need to contact external agencies for some of the information.

Work through the different steps below to help identify the documents you need.

## All applicants need:



**1 form of identification** – acceptable forms of ID are a birth certificate, passport, driving licence, or National Entitlement Card



**Your own bank account** – if you don't have one please see a bank or building society now to ensure your account is active before you start college.

## What is your employment status?

### Employed?

**We need:**

A **current payslip**. Must be dated within 30 days of your funding application.

### Receiving DWP Benefits?

**We need:**

A copy of your current **benefit letter**, or if getting Universal Credit provide your most recent **Universal Credit Statement**. Must be dated within 30 days of your funding application. **MUST BE ALL PAGES.**

### No Income?

**We need:**

A **written statement** confirming you have no income from benefits or employment with a current/ recent **bank statement** to support this.

## What is your age & relationship status?

### Over 18?

**We need:**

A written statement confirming full employment, unemployment & education history from 01/08/2018 to the present day. Important: Any gaps in the dates will delay your application.

### Single, under 25 and supporting yourself from employment or benefits?

**We need:**

Evidence of how you have supported yourself **for any 3 years**, e.g.  
P60 from employment or a letter from HMRC confirming employment details and income.  
**Or** a letter from DWP confirming your benefits for this period.  
**Or** a copy of your formal rent agreement.

### Under 25, married or in an established relationship?

**We need:**

Council Tax Demand Notice 2024/25 showing both names or joint tax credit award notice 2024/25 (*all pages*).  
**Or** a joint benefit award letter.  
**Or** a marriage/civil partnership certificate or rent/mortgage agreement/utility bill with both names.

### Single, under 25 and caring for a child?

**We need:**

Your 2024/25 Tax Credit Award Notice or Universal Credit statement (*all pages*) and your child's birth certificate.



# What are your living arrangements?



## Do you live with your parents?

### We need:

**Proof of household income** (including the income of your parents and also stepparent or parent's partner) e.g.

- P60s from their employers for the 2023/24 tax year.
- P60U from DWP to provide evidence of annual amount received in benefits for tax year 2023/24.

### Or if they are self-employed:

- SA302 from HMRC for 2023/24 (If this is not agreed yet then use the agreed SA302 for 2022/23 and a written estimate of income from self-employment for 2023/24).

### Or if your parent is single:

- A copy of their **Council Tax Demand Notice** for 2024/25 showing single person discount or a letter from the Council Tax office confirming your parents is solely responsible for the council tax.

### In addition to the above:

- Your parents' **tax credit award notice** for 2024/25 (if receiving tax credits).
- If any siblings in the household, we will require their birth certificates.

### If your parents are on Universal Credit:

- We require a breakdown for April 2023, October 2023 and March 2024 - **ALL PAGES**.

## Do you live alone?

### We need:

Your **Council Tax Demand Notice** for 2024/25 showing 25% single discount.

- Or a letter from your Local Authority stating you are solely liable for Council Tax.
- Or a letter from your local authority confirming who lives in the house hold.

## Do you live with a partner?

### We need:

**Evidence of their income** e.g.

- P60s from their employers for the 2023/24 tax year.
- P60U from DWP (to provide evidence of annual amount received in benefits for tax year 2023/24).
- **Universal Credit Breakdown** for April 2023, October 2023 and March 2024 (all pages).

### Or if they are self-employed:

- SA302 from HMRC for 2023/24 (If this is not agreed yet then use the agreed SA302 for 2022/23 and a written estimate of income from self-employment for 2023/24).
- Your joint tax credit award notice for 2024/25 if receiving tax credits.
- Your joint Council Tax Demand Notice for 2024/25 in both names.

## And finally...

### Have you ever been Care Experienced?

(e.g. Registered Care, Foster Care, Kinship Care or under a Home Supervision order). We need a letter from your social worker to confirm. If you do not have ID proof, your social worker can confirm your date of birth in this letter.

### Is anyone in the household currently studying full-time or due to in session 2024/25?

We need a copy of their award letter from SAAS or the institution they are studying at.

### Do you have a Travel Concessionary Card?

We need a copy of your card.

### Are you a EU National but been ordinarily resident in UK for 3 years or more?

We will require a letter from your Local Authority confirming where you have lived for the 3 years immediately before starting your course and we will need your share code for your settled or pre-settled status.

### Are you a migrant worker or family member of a migrant worker?

We need the migrant worker's employment contract and 3 of your/their most recent payslips. If the migrant worker is your spouse, we also need a marriage certificate and also your and your spouse's share codes for your settled or pre-settled status.

### Useful numbers:

HMRC - 0300 200 3300  
Carer's Allowance - 0845 608 4321  
DWP - 0800 055 6688

It could take up to **6 weeks** for these agencies to send you the required documentation so act **NOW!**