



# 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**  
3 current payslips.

### Receiving DWP Benefits?

**we need**  
a copy of your current benefit letter  
or, if getting Universal Credit provide  
2 copies of your Universal Credit  
Statements.

### No Income?

**we need**  
a written statement confirming  
you have no income from benefits  
or employment with bank  
statements to support this.

## What is your age & relationship status?

### over 18

**we need**  
a written statement  
confirming  
full employment,  
unemployment  
& education history from  
1st August 2013  
to present day with  
no gaps.

### 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 letter from DWP  
confirming your benefits for  
this period  
or a copy of your formal rent  
agreement for any 3 years.

### under 25, married or in an established relationship

**we need**  
Council Tax Demand Notice  
2019/20 showing both  
names  
or joint tax credit award  
notice 2019/20 (all pages)  
or joint benefit award letter  
or marriage/civil partnership  
certificate  
or rent/mortgage agree-  
ment/utility bill with both  
names.

### single, under 25 and caring for a child

**we need**  
your 2019/20 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 parent and also step-parent or parent's partner – P60s from their employers for the 2018/19 tax year, P60U from DWP to provide evidence of annual amount received in benefits for tax year 2018/19,

or if they are self-employed the SA302 from HMRC for 2018/19. If this is not agreed yet the agreed SA302 for 2017/18 and a written estimate of income from self-employment for 2018/19.

If your parent is single, a copy of their Council Tax Demand Notice for 2019/20 showing single person discount or a letter from the council Tax office confirming who lives in the household.

Plus your parents' tax credit award notice for 2019/20 if receiving tax credits.

If any siblings in the household, we will require their birth certificates.

## Do you live alone?

### **we need**

your Council Tax Demand Notice for 2019/20 showing 25% single discount

or a letter from your local authority confirming who lives in the household.



## Do you live with a partner?

### **we need**

evidence of their income e.g. P60s from their employers for the 2018/19 tax year, P60U from DWP to provide evidence of annual amount received in benefits for tax year 2018/19, Universal Credit statements to cover the full 12 months, all pages.

Or if they are self-employed the SA302 from HMRC for 2018/19. If this is not yet agreed, the agreed SA302 for 2017/18 and a written estimate of income from self-employment for 2018/19.

Your joint tax credit award notice for 2019/20 if receiving tax credits.

Your joint Council Tax Demand notice for 2019/20.



## 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 2019/20?**

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.

### **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.

## Useful numbers

HMRC – 0300 200 33 00

Carer's Allowance – 0845 608 43 21

DWP – 0800 055 6688

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