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

<table>
<thead>
<tr>
<th>1 form of identification</th>
<th>your own bank account</th>
</tr>
</thead>
<tbody>
<tr>
<td>are a birth certificate, passport, driving licence, or National Entitlement Card</td>
<td>if you don't have one please see a bank or building society now to ensure your account is active before you start college.</td>
</tr>
</tbody>
</table>

### What is your employment status?

<table>
<thead>
<tr>
<th>Employed?</th>
<th>Receiving DWP Benefits?</th>
<th>No Income?</th>
</tr>
</thead>
<tbody>
<tr>
<td>we need 3 current payslips.</td>
<td>we need a copy of your current benefit letter or, if getting Universal Credit provide 2 copies of your Universal Credit Statements.</td>
<td>we need a written statement confirming you have no income from benefits or employment with bank statements to support this.</td>
</tr>
</tbody>
</table>

### What is your age & relationship status?

<table>
<thead>
<tr>
<th>over 18</th>
<th>single, under 25 and supporting yourself from employment or benefits</th>
<th>under 25, married or in an established relationship</th>
<th>single, under 25 and caring for a child</th>
</tr>
</thead>
<tbody>
<tr>
<td>we need a written statement confirming full employment, unemployment &amp; education history from 01/08/2014 to present day with no gaps.</td>
<td>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.</td>
<td>we need Council Tax Demand Notice 2020/21 showing both names or joint tax credit award notice 2020/21 (all pages) or joint benefit award letter or marriage/civil partnership certificate or rent/mortgage agreement/utility bill with both names.</td>
<td>we need your 2020/21 tax credit award notice or Universal Credit statement (all pages) and your child’s birth certificate.</td>
</tr>
</tbody>
</table>
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 2019/20 tax year, P60U from DWP to provide evidence of annual amount received in benefits for tax year 2019/20,
or if they are self-employed the SA302 from HMRC for 2019/20. If this is not agreed yet the agreed SA302 for 2018/19 and a written estimate of income from self-employment for 2019/20.
If your parent is single, a copy of their Council Tax Demand Notice for 2020/21 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 2020/21 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 2019, October 2019 and March 2020.

Do you live alone?

**we need**
your Council Tax Demand Notice for 2020/21 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 household.

Do you live with a partner?

**we need**
evidence of their income e.g. P60s from their employers for the 2019/20 tax year, P60U from DWP to provide evidence of annual amount received in benefits for tax year 2019/20, Universal Credit Breakdown for April 2019, October 2019 and March 2020, all pages.
Or if they are self-employed the SA302 from HMRC for 2019/20. If this is not yet agreed, the agreed SA302 for 2018/19 and a written estimate of income from self-employment for 2019/20.
Your joint tax credit award notice for 2020/21 if receiving tax credits.
Your joint Council Tax Demand notice for 2020/21.

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 2020/21?**
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!