

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 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 01/08/2016 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 2022/23 showing both names or joint tax credit award notice 2022/23 (all pages)
or joint benefit award letter or marriage/civil partnership certificate
or rent/mortgage agreement/utility bill with both names.

single, under 25 and caring for a child

we need

Your 2022/23 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) – P60s from their employers for the 2021/22 tax year, P60U from DWP to provide evidence of annual amount received in benefits for tax year 2021/22, or if they are self-employed the SA302 from HMRC for 2021/22. If this is not agreed yet the agreed SA302 for 2020/21 and a written estimate of income from self-employment for 2021/22. If your parent is single, a copy of their Council Tax Demand Notice for 2022/23 showing single person discount or a letter from the council Tax office confirming your parents is solely responsible for the council tax. Plus your parents' tax credit award notice for 2022/23 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 2021, October 2021 and March 2022.

Do you live alone?

we need

your Council Tax Demand Notice for 2022/23 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 2021/22 tax year, P60U from DWP to provide evidence of annual amount received in benefits for tax year 2021/22, Universal Credit Breakdown for April 2021, October 2021 and March 2022, all pages. Or if they are self-employed the SA302 from HMRC for 2021/22. If this is not yet agreed, the agreed SA302 for 2020/21 and a written estimate of income from self-employment for 2021/22. Your joint tax credit award notice for 2022/23 if receiving tax credits. Your joint Council Tax Demand notice for 2022/23 in both names.



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 2022/23?

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 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!**