**Learner Support Fund Bursary - Tips for a successful 16-18 application!**

We’d like nothing more than to be able to assess your application successfully first-time round, so have put together some additional guidance to help you provide the correct evidence.

**Bank Detail confirmation** – ALL applications require bank detail confirmation and this must include the Account holders name, Name of the bank, Sort code (6 digits) and Account number (8 digits).

This can be submitted in the form of a bank statement, bank account opening letter, a screenshot of your online account or bank card or your bank card if attending the assessment in person.

**If you are in receipt of Universal Credit**, you are required to provide the following evidence to support your application:

1. **PRINTED COPIES of your 3 most recent Universal Credit Statements –** **ALL of the statements must clearly show the following:**

* Name
* Address
* Your payment for the month
* Total Entitlement
* Total deductions
* Take Home Pay (even if zero), this can be found in the “**Help and Support Section**” under “**Other support you may be able to get**”

**PLEASE DO NOT JUST PROVIDE SCREENSHOTS OF THE BLUE PAYMENT BOX.**

**AND**

1. **Child Benefit Letter dated within 12 months.**

**or**

**We can also accept a printed screenshot of the Child Benefit evidence via your Universal Credit account** – to access this information…

* Login into Universal Credit
* Go to “**Journal**”
* Scroll down to the bottom and look for “**New Claims Submitted**”
* Then look for “**Who lives with you**” and you should see your child’s first name and D.O.B

**If you are in receipt of Tax Credits**, you are required to provide the following evidence to support your application:

1. **ALL PAGES of your 21/22 Tax Credits Award Notice** showing the household members, including the student and the gross annual income.

**OR if you have not yet received this, you can provide…**

**ALL PAGES of your 20/21 Tax Credit Annual Review (from April 2021),** with your last **3 months bank statements AND a Child Benefit letter naming the student, dated within 12 months.**  If you do not have a Child Benefit letter you will need to request a copy from them.

**If you are in receipt of Income Support or Job Seekers Allowance,** you are required to provide the following evidence to support your application:

1. **Benefit letter dated within the last 12 months AND** **a Child Benefit letter naming the student, dated within 12 months.** If you do not have a Child Benefit letter you will need to request a copy from them.

**If you are in receipt of Employment Support Allowance** you are required to provide the following evidence to support your application:

1. **Employment Support Allowance award dated within the last 12 months** with **3 most recent payslips for all parents/carers within the household AND a Child Benefit letter naming the student, dated within 12 months.**  If you do not have a Child Benefit letter you will need to request a copy from them.