

**Learner Support Funds**

**16-18 Bursary**

**Application Form 2022/23**

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| **Are you eligible?** |
| Do you live in a household that has an income of less than **£30,000**?  Are you fully enrolled to a course at Newcastle College during the academic year 21/22 and aged 16-18 on the 31st August 2022? Or aged 19 on the 31st August 2022, studying on the second year of a Level 3 course (19+ continuers)? Or aged 19 and over with an Educational Health Care Plan (EHCP)? |
| **What support can we offer you?** |
| There are three categories which we can offer support to …  **Tier 1**  *Do you live in a household that has an income up to* ***£16,190?***  You will be awarded with a travel pass or payments if you live more than 2 miles away from campus.  You will be awarded with a meal allowance which is £4 per timetabled day  Your essential equipment and trips costs will be made payable to the course department \*Please note any equipment provided, you will be required to return to the department at the end of your study  You will be eligible to apply for a college laptop if your course requires coursework  **Tier 2**  *Do you live in a household that has an income between* ***£16,191- £25,000?***  You will be awarded with a travel pass or payments if you live more than 2 miles away from campus  You will be awarded with a meal allowance which is £4 per timetabled day  Your essential equipment and trips costs will be made payable to the course department \*Please note any equipment provided, you will be required to return to the department at the end of your study  You will be eligible to apply for a college laptop if your course requires coursework  **Tier 3**  *Do you live in a household that has an income between* ***£25,001 - £30,000?***  You will be awarded with a travel pass or payments if you live more than 3 miles away from campus  You will be awarded with a meal allowance which is £4 per timetabled day  Your essential equipment and trips costs will be made payable to the course department \*Please note any equipment provided, you will be required to return to the department at the end of your study |
| **How do I apply?** |
| * You can apply from Monday 4th July 2022, by visiting Student Services with your completed form and evidence, opening hours are Mon – Fri 8.30-4pm. You will need to book an appointment during August -October to have your form assessed in person by visiting our website at <https://www.ncl-coll.ac.uk/support/16-to-18-support/fees-finance-and-funding/> * Applications can also be posted to: **Newcastle College – Student Services, FREEPOST NT920, Rye Hill Campus, Scotswood Road, Newcastle Upon Tyne, NE4 7SA.** A stamp is not required. * Please complete this application form using black or blue ink only * Read all questions carefully and ensure you provide all evidence that meets your household circumstances. Any missing evidence will result in a delay to your application being processed.   Photocopied documents MUST be provided with your application. Please ensure that all photocopies are clear and contain all pages, otherwise this will cause delay in processing your application. Please note we will not be responsible for the loss of original documents if you choose to send these. |

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| **Student Personal Details** |

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| **Person Code ID:** |  | **Address:** \**Please ensure you update your curriculum admin office, along with evidence of any address change during your course- as this may impact your travel support. You MUST then inform Learner Support Funds* |
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| **First Name:** |  |
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| **Surname:** |  |
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| **Date of Birth:** |  |
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| **Age on 31st August 2022** |  | **Post Code:** |
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| Select Campus: | Rye Hill  (City Centre) |  |  | ESOL  (Riverside Dene) |  |  | Automotive (Invincible Drive) |  |  |  |  |
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|  | Energy  (Wallsend) |  |  | Energy  (Blyth) |  |  | Aviation  (Airport) |  |  | Rail  (Felling) |  |

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| **Course Title:** |

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| **Email Address:** |
| **Mobile Number:** |

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| How will you be travelling to college (please tick)  **\*Please note that it is not guaranteed that you will receive the travel pass you have selected** |

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| Go North East |  |  | Stagecoach |  |  | Arriva |  |  | Metro |  |  | Train |  | Station: |

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| **Do you live with (or are you financially dependent on) Parent(s) / Guardian(s) / Spouse or Partner, if yes please state their details below. \* You will need to provide household income evidence for the below. State N/A if you live alone.** | |
| **Name:** | **Relationship to You: ( e.g. Father, Mother, etc… )** |
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| **Do you currently receive travel from your local authority/council, or are you in the process of applying for this?** |  |
| **Are you an Asylum Seeker?** \*Please provide home office, NASS, IND or ARC card, along with your parent’s evidence. |  |
| **Do you (the student) have a current bank account?** If not, you will be required to open one before submitting your application \*A bank statement/opening statement will be required to verify account details for any payments to be made.  You can request a bank letter from [learnersupportfunds@ncgrp.co.uk](mailto:learnersupportfunds@ncgrp.co.uk) to open an account with the bank. |  |

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| **Student Bank Details** |

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| **Please provide your (the student) bank details clearly below in BLOCK CAPITALS**  We also require a copy of your bank statement to verify your account details. This can be a printed document, a screenshot of your online account containing these details or a letter from your bank.  **Newcastle College do not accept responsibility for payments being processed to an incorrect account due to incorrect details being submitted, therefore it is important we receive these verification documents in order for you to receive any potential payments.**  **The provided bank account details MUST be the student’s personal bank details and not those of a parent/guardian. If you do not have a bank account, please contact your local bank to open one. Learner Support Funds can provide you with a bank letter if you email** [**learnersupportfunds@ncgrp.co.uk**](mailto:learnersupportfunds@ncgrp.co.uk)  **We are unable to make payments to building society accounts.**  **For GDPR purposes – Your bank details will be destroyed no later than July 2023**  **WE CANNOT ACCEPT BUILDING SOCIETY ACCOUNTS, OR OTHER ACCOUNTS THAT REQUIRE A ROLL NUMBER.** |

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| **Name on the Student Bank Account:** |  |

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| **Name of Bank:** |  |

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| **Sort Code (6 digits):** |  |  |  |  |  |  |

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| **Account Number (8 digits):** |  |  |  |  |  |  |  |  |

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| **Third-Party Declaration** | |
| If you authorize Learner Funds to process payments into a THIRD-PARTY bank account, please can you **both** complete: | |
| **Student Name:**  **Student Signature:** | **Third party Name:**  **Third party Signature:** |

**Bank Card Example**

0000 0000 0000 0000

00/00

NAME ON ACCOUNT

00-00-00

00000000

Sort code Account number

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| **Qualifying Evidence** |

**Please select and provide physical copies of your evidence that matches your current circumstances.**

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| **Students Circumstances** | **Evidence Required:** | **PAll that Apply** |
| Do you live independently and receive Universal Credit including housing support and/or child support | Please provide your most recent Universal Credit Statement. This must show your name and address |  |
| Do you currently live in care or are a care leaver? | Please provide written confirmation of current or previous looked after status from the Local Authority. This must be on LA letterhead or from a LA email address dated within last 12 months |  |
| Do you receive Universal Credit **or** Employment Support Allowance **AND** PIP or DLA | Please provide most recent UC statement or ESA letter dated with 12 months **PLUS** PIP or DLA award letter dated in 1 year |  |
| Asylum Seeker (Unaccompanied) | (A) Please provide Home Office Bail Letter, IND or Arc Card for yourself or  (B) written confirmation of current status from the Local Authority. This must be on LA letterhead or from a LA email address dated within last 12 months |  |

**For students living with Parent(s) or Guardian(s) who do not meet the above criteria please provide physical copies of your most recent evidence.**

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| **Household Circumstances** | **Evidence Required:** | **PAll that Apply** |
| Tax Credits | Tax Credit Award Notice dated 2022/23. **All Pages required**.  Please note we can accept the renewal notice providing payments continue past August 2022. |  |
| Universal Credit | Last 3 months statements – showing Name and Address of claimant(s) and all monthly benefits and earnings |  |
| Income Support | Award letter dated within last 12 months. |  |
| DLA / PIP | Award letter dated within last 12 months. |  |
| Employment Support Allowance | Award letter dated within last 12 months. |  |
| Job Seekers Allowance | Award letter dated within last 12 months. |  |
| Guaranteed Element of Pension Credits | Award letter dated within last 12 months |  |
| Self Employed | Provide a statement of accounts for the 2021/22 tax year from your accountant. This must be on letter headed paper and include a wet signature and state your earnings before tax.  Self assessment is not accepted. |  |
| Maintenance Loan | Parents in Higher Education please provide evidence of your award from Student Finance. |  |
| Child Benefit Letter  Bank Statement showing payment is *not* acceptable as it does not show child’s name | We do not include child benefit in your income but require the letter to link our student with the Parent/Guardian. Where a child lives between 2 households our income assessment is based on the household which receives the child benefit payments. |  |
| Household income less than £30,000 | **•** Joint Household – 3 most recent payslips both parents/guardian  Where one adult is not working please provide latest 3 months of their bank statements.  **•** Single Parent/Guardian Household – please provide current Council Tax bill showing 25% discount plus 3 months of payslips |  |
| Any other income  **• If you do not have the evidence required or have any questions, please contact Student Services on**  **0191 200 4000 and ask for a Student Engagement Adviser.** | Please provide income evidence that is not listed above. |  |

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| **Biometric Information – for meal support** |

**NOTIFICATION TO PARENT(S)/GUARDIAN(S)/CARER(S) OF INTENTION TO PROCESS PUPILS’ BIOMETRIC INFORMATION**

Newcastle College Group wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of providing a meal entitlement to your child via the cashless system. The information from your child that we wish to use is referred to as ‘biometric information’ (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child’s biometric information for an automated system.

## Biometric information and how it will be used

*Biometric information* is information about a person’s physical or behavioural characteristics that can be used to identify them, for example, information from their [*fingerprint/iris/palm*]. Newcastle College would like to take and use information from your child’s fingerprint and use this information for the purpose of providing your child with a meal entitlement on the cashless system.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child’s

fingerprint and convert these measurements into a template to be stored on the system. An image of your child’s fingerprint is not stored. The template (i.e. measurements taking from your child’s fingerprint is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system. For example:

1. the school/college cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
2. the school/college must ensure that the information is stored securely;
3. the school/college must tell you what it intends to do with the information;
4. unless the law allows it, the school/college cannot disclose personal information to another person/body – you should note that the only person/body that the school/college wishes to share the information with is National Retail Systems, the supplier of the biometric systems, who provide technical support. All employees who handle/view data are vetted by means of an Enhanced Disclosure & Barring Service Certificate.

## Providing your consent/objecting

As stated above, in order to be able to use your child’s biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child’s biometric information. Similarly, if your child objects to this, Newcastle College Group cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child’s biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

Newcastle College Group is also happy to answer any questions you or your child may have.

If you do not wish your child’s biometric information to be processed by Newcastle College Group or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access their meal entitlement.

If you give consent to the processing of your child’s biometric information, please sign and date this section of the application form. Please note that when your child leaves Newcastle College, or if for some other reason they cease to use the biometric system, his/her biometric data will be securely deleted.

## Further information and guidance

This can be found via the following links:

Department for Education’s *‘Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff’*: [http://www.education.gov.uk/schools/adminandfinance/schooladmin.](http://www.education.gov.uk/schools/adminandfinance/schooladmin)

ICO guide to data protection for organisations: Guide to data protection | ICO ICO guidance on data protection for education establishments: Education | ICO.

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| **Biometric Information – Parent / Guardian / Carer Consent** |

Please complete this form if you consent to Newcastle College Group taking and using information from your child’s *fingerprint* by as part of an automated biometric recognition system. This biometric information will be used by Newcastle College Group for the purpose of enabling your child to access a meal entitlement on the cashless system.

In signing this form, you are authorising the Newcastle College to use your child’s biometric information for this purpose until he/she either leaves the Newcastle College Group or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to Newcastle College at the address stated at the address below.

In signing this form, you are confirming that each parent has been informed of the collection of your child’s biometric data.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the Newcastle College.

Having read the above guidance provided to me by Newcastle College, I give consent to the fingerprint of my child being taken and used by Newcastle College for use as part of an automated biometric recognition system for which enables my child to access a meal entitlement on the cashless system.

I understand that I can withdraw this consent at any time in writing.

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| **Parent Name:** |  |
| **Parent Signature:** |  |
| **Date:** |  |

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| **Student Consent** |

Please complete this form if you consent to Newcastle College Group taking and using information from your fingerprint as part of an automated biometric recognition system. This biometric information will be used by Newcastle College for the purpose of enabling you to access a meal entitlement on the cashless system.

In signing this form, you are authorising the Newcastle College Group to use your biometric information for this purpose until you either leave the Newcastle College or cease to use the system. You may withdraw your consent at any time, you do not need to do this in writing, you can go to Student Services, Armstrong House and inform us of your decision. Once you cease to use the biometric recognition system, your biometric information will be securely deleted by the Newcastle College.

If you do not consent, Newcastle College will provide you with an alternative method of accessing your meal entitlement.

Having read the above guidance provided to me by Newcastle College Group, I give consent for my fingerprint to be taken and used by Newcastle College for use as part of an automated biometric recognition system, which enables me to access a meal entitlement on the cashless system.

I understand that I can withdraw this consent at any time.

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| **Student Name:** |  |
| **Student Signature:** |  |
| **Date:** |  |

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| **What Happens Next?** |

* Once you submit your application form and evidence, this will be assessed by a Student Engagement Advisor. They may contact you to require further evidence if you haven’t supplied everything that’s requested. If you have submitted all the required documentation, they will email you to confirm that your application has been accepted and passed onto the Learner Support Fund team.
* Learner Support Funds will process your support. We will send you a confirmation email with a statement of what support has been put in place for you. Please ensure you include a valid email address within your application.
* Support can take up to 4 weeks to be in place and we need to see that the student has been attending for the first week of the course before we order travel passes.
* Travel passes will be posted out to the student home address and they will be ready to use which will cover your travel until the end of your course. If for any reason you have any issues with your travel pass, please refer to your travel leaflet that has been emailed to you along with your statement of support.
* As soon as you have had your fingerprint taken, you will be able to access your £4 per timetabled day meal. If your campus does not have food facilities, you will receive cash payments into your account as per the schedule on your statement of support.
* You can apply for a laptop by contacting [**enquiries@ncl-coll.ac.uk**](mailto:enquiries@ncl-coll.ac.uk) who will email a laptop request form. You will then be emailed by Learner Support Funds if your request has been accepted or declined. Eligibility also depends on course requirement.

**If you haven’t met the above criteria and are over the household income, you have the right to appeal. Appeal forms can be provided by the Student Engagement Advisors on receipt of your application.**

**Appeals must be addressed to; Learner Support Funds Coordinator, Newcastle College, Rye Hill Campus, NE4 7SA. You will be notified within 7 days of submitting your appeal.**

**For anything else, please contact Student Services on 0191 200 4000 or email** [**enquiries@ncl-coll.ac.uk**](mailto:enquiries@ncl-coll.ac.uk)

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| **Date Protection** |

All personal data processed by NCG is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. NCG is registered with the Information Commissioner’s Office as a provider of education and training. By submitting this form, you acknowledge that you have read and understand that your data will be processed in accordance with our privacy policy (unless you state otherwise) which can be accessed via this URL: https://www.ncl-coll.ac.uk/\_assets/media/downloads/294.pdf For information regarding your rights under Data Protection legislation, please refer to the contact details our privacy policy.

**• Please tick to state that you are happy for NCG to process your data in accordance with our privacy policy.**

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| **Declaration** |

I agree to the terms and conditions of the Learner Support Funds.

The evidence that I have provided is correct and complete to the best of my knowledge and belief. I am aware that submission of false or incomplete information which leads to incorrect funding or overpayment may result in future payments being stopped and any incorrect funding being recovered. I am aware that this might result in a referral to the police with the possibility of prosecution.

I understand that any misuse of funds will result in my removal from the Learner Support Funds in this academic year and will not be eligible to apply for support in future academic years.

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| **Parent / Guardian / Carer Signature:** |  |
| **Student Signature:** |  |
| **Date:** |  |

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| **Terms and Conditions – Please read before you submit your application** |

It is the responsibility of the applicant to supply a completed and fully signed application form with all of the supporting evidence.

Learner Support Fund guidelines are set by the Department of Education and we are requested to follow the guidelines and are audited by the ESFA (Education and Skills Funding Agency). We must retain evidence of eligibility criteria for audit purposes.

Page 3 indicates evidence which we require but is not an exhaustive list, the assessor may ask for additional evidence not listed dependent on your circumstances.

**Household income evidence**

Students and parent(s)/guardian(s)MUST sign the declaration when applying for this bursary to confirm that the evidence they have provided is correct and complete. Students and parent(s)/guardian(s)should be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

It is the responsibility of the student/parent(s)/guardian(s)/partner or spouse to provide the household income evidence required in order to be assessed. The evidence requested enables Newcastle College to ensure that Learner Support Funds are following the guidelines set by the Department of Education, and therefore any evidence provided is open to audit. In order to comply with funding regulations, Learner Support Funds hold the right to not accept an application until satisfied that the evidence and the household income assessment is accurate. Until the household can provide the evidence requested, the application will not be accepted and support may be delayed.

## Support

Payments are processed in accordance with a payment schedule. Students will not be able to receive funding prior to the date stated on their payment schedule. The financial support, including travel and meal support is only valid between the course start and end dates. If the student finds that they need to come to college after the course end date, for revision sessions, re-sits etc., our financial support offer does not cover these scenarios and the student will be responsible for any costs associated with attending these sessions.

Learner Support Funds may withhold financial support if the student does not adhere to the following conditions:

* Students must achieve satisfactory attendance. Newcastle College Group will stop payments where students have been absent for a period of 4 continuous weeks or more.
* Students must maintain a level of good behavior and behave in a way, which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities.
* All monies or support received must be used for the purpose intended. If the student is unsure of the purpose of support, please ask a Student Adviser.
* Students must not allow others to access or use any part of their support.
* Students must only access their meal entitlement via the cashless system on days that they are timetabled

Students must inform Learner Support Funds of any changes to their course and/or timetable. We need to ensure the correct support is in place i.e. days for travel & meals and equipment. If the student has received course related equipment for the course in which they first enrolled, they may not receive additional course related costs for a secondary enrolment. Equipment funded by Learner Support Funds with a value of £100 or more, must be returned to the department at the end of your course.

If your course requires coursework outside of your lessons and you do not have access to a computer/laptop at home - you may be eligible to apply for a laptop from us. This must then be returned at the end of your study. Failure to return laptop can result in charges.

In signing the declaration form, Newcastle College have the student’s consent to provide the travel pass companies with information in order to provide travel support. We offer the most cost-effective method. We are unable to offer travel support based on student preference. A journey planner will be complete on assessment to determine which pass is awarded. If you do not agree with the travel provided, you have a right to appeal, on the basis there is a medical reason as to why a particular transport cannot be used. The Learner Support Funds Coordinator will contact you with the outcome of your appeal.

Applications which are not completed correctly or do not have sufficient evidence will be returned to the student/parent/guardian.

## Withdrawal

If the student withdraws from their course they must inform Student Services immediately and ensure that they do the following:

* Refund such sums as may be determined by Learner Support Funds.
* Return the travel pass to Student Services. If the travel pass is not returned, Learner Support Funds will withhold all Learner Support Funds in future academic years. (Travel passes MUST NOT be sent in the post but returned directly to Student Services.)
* All items purchased by the Learner Support Funds remain the property of the college and must be returned if learners do not complete their course.

**Confidentiality**

Learner Support Funds will maintain confidentially of all applications

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| **Useful Information** |

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| **Student Services Information**  Open: Monday to Friday  **Address:** Armstrong House, Rye Hill Campus, Scotswood Road, Newcastle upon Tyne, NE4 7SA  Contact Number: 0191 200 4000 email:enquiries@ncl-coll.ac.uk |

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| **Universal Credit Evidence Reference Guide** | |
| **3 most recent Universal Credit statements**  (Full Statement must include)  • Name • Address • Payment for the Month  • Total Entitlement • Total Deductions  • Take Home Pay (Even if its zero)  \* Take Home Pay can be found by selecting the  "Help and Support Section" under  "Other support you may be able to get". | **Universal Credit Child Benefit**  • Login into Universal Credit  • Go to "Journal"  • Scroll down to the bottom and look for  "New claim details submitted"  • Then look for "Who lives with you" and you should see your childs "First Name" and "D.O.B". |

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| **Evidence you still need to provide**  Your application form has been returned to you as we require the evidence below, please return the application form along with the below evidence so we can process your application form for support. | | |
|  |  | Please provide your most recent Universal Credit Statement. This must show your name and address. |
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|  |  | Please provide Home Office Letter or Bail 201 Letter as well as IND/ACRC Card. |
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|  |  | Last 3 UC months statements – showing Name and Address of claimant(s) and all monthly benefits and earnings. |
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|  |  | Parents in Higher Education please provide evidence of your award from Student Finance. |
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|  |  | Please provide written confirmation of current or previous looked after status from the Local Authority |
|  |  | This must be on LA letterhead or from a LA email address dated within last 12 months. |
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|  |  | Please provide most recent UC statement or ESA letter dated with 12 months PLUS PIP or DLA award letter dated in 1 year. |
|  |  |  |
|  |  | Tax Credit Award Notice dated 2022/23. All Pages required. |
|  |  | Please note we can accept the renewal notice providing payments continue past August 2022 |
|  |  |  |
|  |  | Last 3 UC months statements – showing Name and Address of claimant(s) and all monthly benefits and earnings. |
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|  |  | Income Support / DLA / PIP / ESA / JSA / Guaranteed Element of Pension Credits. Award letter dated within last 12 months. |
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|  |  | Provide a statement of accounts for the 2021/22 tax year from your accountant. |
|  |  | This must be on letter headed paper and include a wet signature and state your earnings before tax. |
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|  |  | Child Benefit letter dated within one year. |
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|  |  | Joint Household – 3 most recent payslips for both Parent(s) / Guardian(s) |
|  |  | Where one Parent / Guardian is not working please provide latest 3 months of their bank statements |
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|  |  | Single Parent / Guardian Household – provide current Council Tax bill showing 25% discount plus 3 months of payslips |
|  |  | or relevant benefit evidence. |
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|  |  | Students Bank statement / Bank Card / Banking App showing Name of student and Sort and Account number |
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|  |  | Additional Evidence Required: |
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SEA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date returned to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_