

Guide to documents required for funding applications

Please note this list is not exhaustive. Individual household circumstances may require different documentation and you may be asked to provide additional information

Bursary Students

Student under 25 years old (not self-supporting) living at home with both parents/parent/legal guardian/guardians and their partner

- Any one of – Birth or Adoption Certificate/current Passport/Driving Licence/Young Scot Card for student
- Parents' P60s/Benefit Certificate signed by Jobcentreplus/Certificate of Self Employment signed by Accountant/HMRC SA302 self assessment tax calculation for previous tax year (including the parent's current partner's income if living in the family home)
- Final Tax Credit Award letter for 2016-2017 or Tax Credit Review letter – **all pages**
- Provisional Tax Credit Award Notice 2017-18 unless included in Tax Credit Review letter – **all pages**
- Proof of other income e.g. income from property, dividends, pensions, interest
- Child benefit letter or bank statement showing child benefit payment
- Cease benefits declaration for student signed by Jobcentreplus if student is on JSA/ESA/Universal Credit

Student under 25 years old (not self-supporting) living at home with single parent/legal guardian

- As above, plus proof of parent's single status e.g. Council Tax letter/Rent or Mortgage Agreement/Divorce/Separation papers Any one of – Birth or Adoption Certificate/current Passport/Driving Licence/Young Scot Card for student

Student under 25 years old estranged from parents/legal guardians or under 26 from a care background

- Birth or Adoption Certificate/current Passport/Driving Licence/Young Scot Card for student
- Income Support Letter or letter from Social Worker or Social Services to confirm estrangement
- Cease benefits declaration for student signed by Jobcentreplus if student is on JSA/ESA/Universal Credit

Student under 25 years old who wishes to be assessed as self-supporting (whether living with parents/legal guardians or independently)

- Any one of - Birth or Adoption Certificate/current Passport/Driving Licence/Young Scot Card for student
- 3 years P60s/Benefit Certificate signed by Jobcentreplus/Certificate of Self Employment signed by Accountant/HMRC SA302 self-assessment tax calculation for previous tax years showing equivalent income support levels for tax years used. These must be above a minimum level.
- Cease benefits declaration for student signed by Jobcentreplus if student is on JSA/ESA/Universal Credit

Student over 25 years old at parents'/legal guardians' home

- Any one of - Birth or Adoption Certificate/current Passport/Driving Licence for student
- Proof of other income e.g. income from property, dividends, pension, interest
- Cease benefits declaration for student signed by Jobcentreplus if student is on JSA/ESA/Universal Credit

Single student over 25 years old in own home

- Any one of - Birth or Adoption Certificate/current Passport/Driving Licence for student
- Proof of single status e.g. Council Tax letter/Rent or Mortgage Agreement
- Proof of other income e.g. unearned income from property, dividends, interest, pension
- Final Tax Credit Award letter for 2016/17 or Tax Credit Review letter **and** Tax Credit Award letter for 2017/18 – **all pages**
- Cease benefits declaration for student signed by Jobcentreplus if student is on JSA/ESA/Universal Credit

Single parent student 18 years old or over

- Any one of - Birth or Adoption Certificate/current Passport/Driving Licence/Young Scot Card for student
- Tenancy Agreement if living in own accommodation
- Final Tax Credit Award letter for 2016-2017 or Tax Credit Review letter – **all pages**
- Provisional Tax Credit Award Notice 2017-18 unless included in Tax Credit Review letter – **all pages**
- Child benefit letter or bank statement showing child benefit payment
- Cease benefits declaration for student signed by Jobcentreplus if student is on JSA/ESA/Income Support

Student – 18 years old or over, married or living with partner/civil partner

- Any one of - Birth or Adoption Certificate/current Passport/Driving Licence for student
- Marriage certificate or proof of established relationship e.g. Joint Tenancy Agreement/Mortgage, Joint Council Tax letter/Letter from Solicitor
- Birth Certificates for children if not named on Tax Credit Award Letter
- Final Tax Credit Award letter for 2016-2017 or Tax Credit Review letter – **all pages**
- Provisional Tax Credit Award Notice 2017-18 unless included in Tax Credit Review letter – **all pages**
- P60 or confirmation of benefits for Spouse/Partner
- Child benefit letter or bank statement showing child benefit payment
- Proof of other income e.g. unearned income from property/dividends/interest/pension
- Cease benefits declaration for student signed by Jobcentreplus if student is on JSA/ESA/Income Support

Student 18 years old or over applying for a non-maintenance bursary (remaining on benefit)

- Any one of - Birth or Adoption Certificate/current Passport/Driving Licence/Young Scot Card for student
- Proof of receipt of Benefits – Benefit certificate or Award Letter signed by Jobcentreplus
- Child benefit letter or bank statement showing child benefit payment

Discretionary Funding

- Two recent and consecutive months' bank statements for applicant
- Tenancy Agreement/Mortgage Statement
- Three consecutive months or four consecutive weeks' payslips for applicant
- Council Tax letter showing single occupancy

Childcare

- Must be with a registered childcare provider
- Child's/Children's birth certificates if not named on Tax Credit Award Letter
- P60/Benefit Certificate signed by Jobcentreplus/Certificate of Self Employment signed by Accountant/HMRC SA302 self assessment tax calculation for previous fiscal years for partner
- Final Tax Credit Award letter for 2016-2017 or Tax Credit Review letter **and** Tax Credit Award letter for 2017-2018 – **all pages**
- Childcare Registration document from student hub

EMA (Educational Maintenance Allowance)

Family/legal guardians with one child - threshold £24,421. More than one child - threshold £26,884. If the household income is above these thresholds EMA will not be paid, but travel costs and study aids may be. The student still needs to submit an application to claim for travel and equipment for their course but income details will not be required.

Students aged 16 years old on 30 Sept 2017 will be eligible to apply for EMA (if student turns 16 between 1st Oct 2017 and 28th Feb 2018 you can be paid EMA and travel from Jan 2018)

- Any one of – Birth or Adoption Certificate/current Passport/Driving Licence/Young Scot Card for student
- Tax Credit Award Letter for 2017-2018 year– **all pages**
- Proof of other income e.g. income from property, dividends, pensions, interest etc

Student under 18 years old not eligible for EMA payments due to parental income

- Any one of – Birth or Adoption Certificate/current Passport/Driving Licence/Young Scot Card for student

EMA Student applying for EMA Living Away from Home Allowance

- Student must be in receipt of EMA before they can be considered for EMA living away from home allowance