

UNIVERSITY OF BOLTON STUDENT SUPPORT FUND – CHECKLIST OF EVIDENCE PROVIDED IN SUPPORT OF THE APPLICATION FOR:

Name:..... Student Number.....

IMPORTANT NOTES: THIS SHEET MUST ACCOMPANY YOUR APPLICATION FORM AND MUST BE FULLY COMPLETED AND SIGNED. ANY INCOMPLETE FORMS AND CHECKLIST SHEETS WILL BE RETURNED TO THE APPLICANT IN THE POSTAL SYSTEM

Please complete the checklist below to confirm what information/evidence you have provided in support of your application. Note that this is not a comprehensive list and you should provide any other documentation that you feel is relevant to your circumstances. Please identify these in the space provided at the end of the list.

The list below is not exhaustive and the 1st or 2nd Assessing Officer reserve the right to request other evidence in addition to the above before a decision is made on your application. All evidence must be provided for ALL applicants. Including partners/spouses/joint applicants.

- Student Support Notification form** - Please supply the full document which includes the **Student Loan Company payments schedule letter** and the **Student Finance Breakdown**.
- Childcare Grant Confirmation Letter and printout of CCGPS current academic year statement** – Please supply the full letter which details you are in receipt of the Childcare Grant and how much Childcare Grant you are entitled to. Please also provide a printout from the CCGPS of the statement of payments to date for the current academic year.
- Breakdown of Dependants' Grants** - This is included in the **Student Finance Breakdown**, this **MUST** include the Special Support Element if applicable.
- Child Benefit Notification** - In most circumstances you or your partner must be in receipt of Child Benefit for any child you include on your application form as dependents.
- Tax Credits/Universal Credits Statement for 2020/21** (if applicable) - This **MUST** be the complete and full document. Please take care to copy both sides of each page of the original document. Any missing pages will render the whole application as incomplete and your application form will be returned to you. For Universal Credit you must supply the latest three months statements in full.
- Pay Slips** – you will be required to evidence the latest three months' pay slips for you and your partner's income (if applicable).
- Most recent three months bank statements for all accounts held in your household.** This includes partner statements and any savings accounts. All transactions of £100 or more must be identified and explained by adding brief notes next to each transaction. Note that your most recent student support funding payments should be shown on the relevant statement, as you must be in receipt of your loan/grants before you can be considered for an award from this Fund. There must be no more than **ONE WEEKS** gap between the end date of these bank statements and the submission date on your application.

PLEASE COMPLETE BOTH SIDES OF THIS FORM

- Evidence of rent/mortgage payments.** These should be evidenced in the form of a current tenancy agreement or letter/rent statement from your landlord or agent on headed paper if you pay rent. A current mortgage statement from your bank or lender is required as evidence of a mortgage.

- Evidence of childcare costs (if applicable)**
 Postgraduate Students - You must provide an official letter or statement from your childcare provider, confirming your child's/children's frequency of attendance and the cost of this provision. This must evidence the continuous 3 month period preceding your application submission date.
 Undergraduate Funded Students - you must provide your statement from the Child Care Grant Portal showing the activity on your account from the start of your current academic year and a letter from your Student Funding provider showing your maximum Child Care Grant entitlement for your current academic year.

- Evidence of Council Tax (if applicable)** - You need to provide the most recent Council Tax bill you have received. This should typically be for the current academic year.

- Evidence of Contact arrangements and/or child maintenance payments (if applicable)** – Either paid or received.

- Evidence of IVA arrangements** - If you have entered into an IVA, we will need evidence of the monthly amount you are repaying, and will need to know what expenses were included in the IVA. The same applies to any other type of formal debt management arrangement.

Other requirements depending on your personal circumstances:

If you have separated from your partner or spouse: You will need to provide evidence of this as you may if you were applying for benefits or your core funding from Student Finance England. This can be done by providing a copy of your decree absolute, decree nisi or a letter from a solicitor. A copy of your tax credits document, Housing Benefit entitlement letter, rent or mortgage agreement or utility bill(s) that are in your name only and do not mention your ex-partner will also be required to support your application. You may be asked to provide more than one single piece of evidence as proof of single status. If you cannot provide sufficient evidence to be treated as a single applicant and your application to the fund cannot progress then you will be notified of this in writing.

If you have rent or mortgage arrears: You will need to provide the most recent bill confirming the outstanding amount to be paid on the property owned/rented by either yourself or your spouse. This **cannot** include arrears accrued prior to you becoming a student on your current course of study.

If you have arrears with a utility company and your services are at risk of being disconnected: You will need to provide evidence confirming the amount owed to a utility company in the form of the most recent bill. Even though you may be in arrears the service in question might not be at risk of being disconnected, therefore, it is important you provide evidence that shows the service is at risk of being disconnected. This **cannot** include arrears accrued prior to you becoming a student on your current course of study.

If you have Council Tax arrears and you are at risk of being taken to Court: You will need to provide evidence regarding this in the form of a recent bill confirming the amount and also evidence regarding court proceedings. This **cannot** include arrears accrued prior to you becoming a student on your current course of study.

Please tick all the boxes that apply to you and the evidence you have submitted with your application form, then sign this form below confirming that you believe that your application is complete and is ready to be assessed. You should also understand that any incomplete application will be returned through the normal mail delivery system.

Do not forget to include this form with your application form, all relevant evidence and your bank nomination form.

Date: **Signature**.....