

Document Guidance Notes

Supporting documents **must be uploaded** (if applicable to you) along with your completed Discretionary & Childcare Fund application on MyPortal. Please check with the table below to ensure you are providing the correct information before submitting your application.

<u>All Students</u>	
Bank statements	- We require 3 months' most recent statements for all bank and savings accounts in PDF format which you can download from your online banking app. - Please ensure all bank statements show your name, account number, all transactions & current balance and must show loan/bursary instalment being received. - We will not accept bank statements in excel documents or phone screenshots only showing parts of statements. - You can highlight regular income and expenditure and explain.
SAAS or LEA Award letter	Please provide a copy of all pages of your SAAS or Local Education Authority award letter (Student Finance England, Wales, Northern Ireland)
Course Timetable	- Please provide a copy of your timetable for the current trimester. - If you are on placement, please provide a timetable or email confirmation of your placement days/weeks from university or placement staff.
You/partner's Earnings	- Copies of last 3 months wage slips for you if working part time. - Copies of last 3 months wage slip for partner. - If you or your partner is self-employed, please provide a full copy of tax return or evidence of income of the last 3 months - If your partner is a student, please include their SAAS or LEA award letter - If you are on 0 hours contract, please provide 3 months of most recent wage slips and take an average of them.
Evidence of Benefits	Please provide evidence of any benefits from DWP that you receive e.g. child benefit, disability
Universal/Tax Credits	Please provide copies of any Universal Credit/ Child or Working Tax Credit Notice you receive; all pages must be provided
Rent/mortgage/digs	- Tenancy Agreement showing your name, address and monthly rent amount. - If staying at home provide a letter from parent/homeowner stating how much you pay for digs. Letter must be signed and contact telephone number provided.
Evidence of exceptional costs	Please provide evidence of household bills, travel and/or study costs, one off purchase especially if unusually high.
Any other outgoings e.g. credit cards/car payments/loans	- Please include evidence of any other monthly outgoings. This might include, store/credit card payments, car payments, child maintenance etc. - If you have any loans from friends or family members that you are paying back, please provide a letter from them stating how much you pay back monthly, letter must be signed and include contact telephone number.
Monthly Direct Debits	Please highlight any monthly direct debits on your bank statements. This can include; gas/electricity, insurances.
Evidence of previous Discretionary and/or Childcare award	If applying for a 2nd or 3rd time you must include receipts/evidence showing appropriate spending of your previous Discretionary/Childcare Fund award.
<u>Additional Documents for All Childcare Applications</u>	
Carer Form	Part A of the Carer form must be completed by the childcare provider; Part B must be completed by the student. Please note that the Student Funding Team will contact all Childcare providers to check attendance, payment & validity of information.
Carer Registration document	A copy of your Carer's registration document must be provided or official letter on headed paper from your childcare provider.
Child/ren's birth certificate	Please provide copies of your child(ren)'s birth certificates.