******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.

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| **All Students** |
| **Bank statements** | * We require **3 months most recent** statements for all bank and savings accounts.
* 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.
* You can highlight regular income and expenditure and explain.
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| **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)
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| **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.
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| **You/partner’s Earnings** | * Copies of last 3 months wage slips for you if working part time.
* Copies of last 3 months wage slips 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.
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| **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**
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| **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.
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| **Evidence of exceptional costs** | * Please provide evidence of household bills, travel and/or study costs, one off purchase especially if unusually high.
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| **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.
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| **Monthly Direct Debits** | * Please highlight any monthly direct debits on your bank statements. This can include; gas/electricity, insurances.
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| **Evidence of previous Discretionary and/or Childcare award** | * If applying for a 2nd or 3rd time you must include receipts/evidence showing appropriate spend of your previous Discretionary/Childcare Fund award.
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| **Additional Documents for All Childcare Applications** |
| **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.
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| **Carer Registration document** | * A copy of your Carer’s registration document must be provided or official letter on headed paper from your childcare provider.
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| **Child/ren’s birth certificate** | * Please provide copies of your child(ren)'s birth certificates.
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