**Funds Evidence List**

For us to carry out an assessment, there is information and supporting evidence we need from all students. We gather the information needed from both your application and your Funds Application Excel Workbook (see below for details). Supporting evidence is detailed below. Please ensure you read the information carefully to avoid delays with your application as **all evidence is required to be uploaded within 48 hours** of you submitting your application

# Mandatory Evidence needed to assess your application

***Please note: If you have a partner who you are living with, then we require their information and evidence as well as your own, in-line with government guidelines.***

**Funds Application Excel workbook**: This workbook is in excel format and allows you to input your income and expenditure details (separate tabs entitled ‘income’ and ‘expenditure’ are along the bottom of the workbook). This allows us to carry out an assessment based on your individual circumstances. The workbook **must** be fully completed including both income and expenditure tabs for you ***(and your partner if applicable)*** and can be found within your evidence folder. Once you have completed your online application, you will be sent an email containing a link to this secured folder, where you will upload all your supporting documentation.

**Award letter/notification of entitlement**: To be eligible for funding, you **must** have applied for the maximum entitlement available to you through your student funding body. Therefore, we need your award letter from your award authority confirming your entitlement. For SAAS (Student Awards Agency Scotland) funded students we require your **full** award letter **and** your SLC (Student Loans Company) payment schedule letter for the current academic year. For SFE (Student Finance England), SFW (Student Finance Wales) or SFNI (Student Finance Northern Ireland) funded students, we require your **full** entitlement letter for the current academic year. If you are in receipt of a Scholarship, we **must** see the letter confirming this.

**Sponsorship Letter**: If you are being sponsored by an organisation or agency, we require a copy of your sponsorship letter detailing the amount of financial support you will receive.

**Most recent 3 months’ worth of bank statements**: We require you to provide us with your most recent **full 3 months’** worth of bank statements for **all** accounts which you hold in your name **both** **UK and international**. This includes; current, savings, ISA, help-to-buy, Credit-Union, and any online or app-based accounts.
***Please note:*** The statements **must be in PDF format** anddisplay all debit and credit transactions as well as account details and running balances. We are unable to accept statements in excel format.

**Evidence of accommodation, rent or mortgage**: We require evidence of your living situation in terms of renting, living with relatives, or paying a mortgage. The evidence for each of these are listed below:

* Renting - Full tenancy agreement with all tenants and monthly amount shown
* University Accommodation – Invoice or payment schedule
* Mortgage - Most recent mortgage statement or clear indication on your bank statement where you pay your monthly instalment from.
* Living with parents/relatives - written letter from the homeowner confirming how much you contribute to the household each month (signed and dated).

**Benefits award letter:** If you receive benefits such as Universal Credit or Tax Credits, then we require evidence of this. The evidence for each of the benefits you receive are indicated below:

* Tax Credits award letter for relevant financial year (all pages)
* Housing Benefit award letter for the relevant financial year
* Any other benefit award letter (except for PIP and DLA)
* Universal Credit award statements – your last 3 months’ **full** statements

**If you have not received a paper copy of your award letter, then you can download a PDF version from your online account, a link to the website detailing how to do this will be attached at the bottom of this evidence list. This webpage gives you an explanation of how to use your online account and** **provides a link to log in.**

# Additional Evidence which may be required

We may also require additional evidence based on your individual circumstances and monthly obligations and therefore, below you can see a list of additional evidence that may be needed to support your application. ***Please note:*** We can ask for further evidence from you, at our own discretion, throughout the application process.

**Council tax:** If you are not exempt from council tax, then we require your council tax statement/letter for the current financial year.

**Tuition Fees:** If your fees are not being covered by an award authority and you are liable to pay them, please provide your payment schedule/invoice for the full current academic year.

**Wages:** These will usually be taken from your (or your partner’s) bank statements, however, there may be occasions where we will need to request copies of payslips. This will typically be the most recent 3 months’ worth, although we may ask for more depending on your current situation.

**Insurance (for annual payments only):** If you pay any insurances annually (such as car, pet, life etc.), then please provide your insurance documents confirming the total insurance costs. However, if this is a monthly cost you pay then we will use your bank statements as evidence.

**Credit-cards, store-cards, or catalogue accounts:** We require your most recent monthly statement for each account held, showing the minimum payment due.

**Finance/personal loans/payday loans:** We require your full finance/loan agreement showing the full details of the repayments.

**Debt repayments:** If you have rent or council tax arrears, then we require a letter from the agency holding the debt, confirming an **up-to-date** debt balance and agreed repayment plan. If you have utility debt, then we require a letter from your utility provider showing your agreed repayment plan.

**Trust deeds/bankruptcy:** If you are currently in a Trust Deed or Debt Arrangement Scheme, then please provide evidence of your current repayment plan.

**Stocks, shares, and cryptocurrency**: If you have invested in cryptocurrency/stocks, or bought shares in a company, we will need to see an up-to-date portfolio of your investments that clearly displays their current value.

**Other monthly outgoings: If you pay any of the following items monthly, then we will use your bank statements as evidence. However, if you pay any of the following items quarterly/annually, then we** **require your most recent statement/invoice:**

Mobile / Landline / Broadband / TV packages / TV, music and streaming services / Insurances paid monthly / Car Finance / Contact lenses or eyewear repayments / Health or Dental plan / Gym membership.

**Other costs: Please do not include the following costs in your workbook, as we include a standardised weekly amount for each and therefore, we do not** **require evidence:**

Food / Toiletries / Clothing / University textbooks / TV Licence / Road tax.