

CHECKLIST OF EVIDENCE YOU ARE SUBMITTING

As part of your application you must provide the following documents, you can use this list to check off the relevant documents that apply to you. (This checklist does not have to be submitted with your application).

1. All Students must provide a PDF print out of their Money Plan.
2. Undergraduate/PGCE Students must provide their Student Finance notification document, showing your statutory funding package including your payment timetable.
4. Postgraduate, International and European students must provide evidence of their main source of Income e.g. professional & career development loan, scholarship award, full time earnings.
5. Postgraduate, International and European students must provide evidence to show they have applied for alternative sources of funding before applying for Financial Support. This could be evidence of a rejected Professional & Career Development Loan, applications to charities and trusts.
6. All Students must provide Proof of Accommodation costs e.g. a copy of your current rent agreement or proof of mortgage ANNUAL INTEREST payments: a certificate showing this can be obtained from your Bank/Building Society. Also include evidence of any Buildings Insurance.
7. All Students must provide proof of their financial situation – copies of 3 months most recent consecutive up to date bank statements/bank ledgers listing transactions for EACH account you and your partner (*if applicable*) hold, a copy of your Building Society Book, 3 months' credit card statements etc. These statements must show your name and bank details – print outs/screen prints from your online account are acceptable, mini statements are not.

Please highlight on your bank statements if there are any transactions over £100 that are not rent payments, and provide a brief explanation for what they are for.

8. Provide evidence of part time earnings (*where applicable*) e.g. Last 4 weeks wage slips.
9. Provide evidence of partners' income (*where applicable*) e.g. Last 3 months pay slips, benefit awards/entitlements, Grant or award Letter etc.
10. Provide evidence of Inland Revenue notification of Child Tax Credit and/or Working Tax Credit awards (*where applicable*).
11. Provide evidence relating to travel and/or private vehicle costs (*where applicable*).
12. Provide evidence of benefits (*where applicable*).
13. Provide evidence relating to circumstances that you identified in your application
14. Provide evidence relating to a disability (temporary/permanent) declared on your money plan/application (*where applicable*).
15. Provide evidence relating to childcare declared on your money plan/application (*where applicable*).