

## Student Finance Guidance Form 2024 - 2025

### Guidance: Benefit or Household Income Evidence

- For Income Support, Employment Support Allowance and Universal Credit: Benefits agency letter stating you receive this benefit OR bank statement showing receipt of this benefit. Documents provided need to be dated within the last 3 months.
- Bank Statements: you need to provide 3 months bank statements. All documents need to be dated within the last 3 months.
- Partial contributions to costs may be awarded if your income is between £26,000 - £36,000.

### Guidance: Free College Meals

To be eligible for Free College Meals the student must be between 16-18 as of 31/8/2024 and parents be in receipt of:

- Universal Credit
- Income Support
- Income – Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support Under Part VI of the Immigration & Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less, as assessed by Her Majesty's Revenue and Customs
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa.

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### Vulnerable Bursary Page

#### What Evidence Do You Need to Provide

If you have selected one or more options above, you need to provide the following evidence:

- Vulnerable Bursary Supporting Letter from your Social Worker confirming your looked after child/Child Leaver Status.
- Vulnerable Bursary proof of ESA or Universal Credit AND Disability Living Allowance or Personal Independence Payment.
- Proof of Income Support or Universal Credit in your own name.

Once you have submitted your application, we will email you with details of what evidence you need to send in and who to.

### Financial Evidence Page

#### What Evidence Do You Need to Provide

If you have stated your income details above, you need to provide the following evidence:

- Proof of Annual Income required 3 x bank statements / Universal Credit Statements (all pages) (dated within the last three months).
- If you are self-employed, please provide current Annual Accounts.

Once you have submitted your application, please forward evidence of income/benefits and bank account details to enable any payments via BACS. You will get an automated email from us with details on how to submit this information.