

Supporting Document Checklist

– Please Read Before Applying

All required supporting documents must be included with your application.

All supporting documents must be saved and attached to your application as separate, clearly labelled PDFs. For example:

- 1 Current Account Transactions PDF
- 1 Savings Account PDF
- 1 Debt & Other Expenditure Pro Forma PDF
- 1 SAAS Award Letter etc.

Please do not submit any supporting document as multiple files e.g. individual bank statement pages as separate images.

Applications containing these will not be processed.

Applications with supporting documents missing or not meeting the detailed supporting documents requirements below will not be processed.

Supporting documents sent separately from applications will be deleted, unless specifically requested by a member of the Financial Aid Team.

All students seeking assistance with childcare costs must complete the Registered Childcare Pro Forma and include it with their application.

All students who show debt repayments and expenditure which falls under the “Other” category must complete the Debt & Other Expenditure Pro Forma and include within single PDF application.

There are various online tools to assist with converting documents to PDF e.g. **www.ilovepdf.com**

There are various online tools to reduce file size, if you are having difficulty attaching to an email e.g. **<https://www.adobe.com/uk/acrobat/online/compress-pdf.html>**

It is strongly recommended that you take the time required to collate all supporting documents as separate, clearly labelled PDF files before applying.

Bank Statement(s)

- Mandatory for all applicants. Applications missing this document will be rejected.
- Students must also provide spouse/partner's bank statements where applicable.
- Document must show the last 30 days transactions from the date of application for all accounts held in your name (and your partner/spouse's name where applicable).
- Online statements and transaction lists are acceptable. Excel spreadsheets and word documents are not.
- Bank statements **must** be highlighted clearly and annotated showing the income and expenditure as per your application form.
- Food and social costs do not require to be highlighted on bank statements however all other expenditure must be highlighted clearly on your bank statement.
- Transfers between accounts must be labelled and clearly explained.

Out of date bank statements and statements that are not highlighted/annotated appropriately will be rejected.

Tenancy Agreement/Mortgage Statement

- Mandatory for all applicants with rent/accommodation costs. Applications missing this document will be rejected.
- Tenancy agreement should be current and show your name, property address, dates of agreement and monthly costs.
- Annual mortgage statement or a letter from your provider confirming your name, address and monthly payments. An amount on a bank statement itself is not acceptable.
- If you are a sub-tenant and do not have a formal lease agreement, please provide a letter from your landlord.

2020/21 Award Notification Letter SAAS/SFE/SFNI/SFW

- Mandatory for all students in receipt of Student Loans. Applications missing this document will be rejected.
- This document is available via your online account with the appropriate Student Finance body (SAAS, Student Finance England/Northern Ireland/Wales).

Birth Certificate For Dependent Child(ren)

- If you have difficulty obtaining a birth certificate, we will accept passports or tax credit/UC statements. If providing the tax credit/UC statement, please attach the full statement. The statement must confirm you have dependent children.

Debt And Other Expenditure Proforma (If Applicable)

- The amounts must match the amounts on your bank statement and the Monthly Expenditure section of this application.
- Only minimum repayments will be considered, up to an overall monthly maximum of £500. Student overdrafts will not be considered as debt repayments.

Additional Documents For Childcare Applicants

Registered Childcare Pro Forma

- Mandatory for all Childcare Fund applications. Applications missing this document will be rejected.
- Document should be completed by the childcare provider.
- One **Registered Childcare Pro Forma** per child, per childcare provider. If you have more than one child that attends the same provider, multiple **Registered Childcare Pro Forms** are required.
- Please ensure you complete the section of the Registered Childcare Pro Forma asking the level of support you are requesting (full or partial).

Tax/Universal Credit Statement

- You must provide a copy of your full, most recent statement that shows any contribution towards childcare costs for the academic year.