

EVIDENCE REQUIRED with application form
ORIGINAL COPIES (COMPLETE DOCUMENT) must be provided in order for an
assessment to be made

You only need to provide one type of evidence from the list below with your application form.

Type of Income	Evidence Required	Evidence seen date and signature
Annual Salary	P60 for tax year 2019-2020 Self-Assessment Tax Calculation Form (SA302)	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 month	
Carer’s Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked “2020-21”. Must be for full year and not partial awards (AUTO RENEW)	
Child Tax Credit	Child Tax Credit Award Notice marked “2020-2021”. Must be for full year and not partial awards (AUTO RENEW)	
Universal Credit	Relevant paperwork detailing entitlement and amount paid and inform us which benefits it has replaced. Print out from HMRC showing you receive Universal Credit.	
Any other income	Relevant paperwork or Bank Statements dated within the last 3 – 6 months	

STUDENT Bank Account Details (you will need to open a Current account if you currently do not have one as payments must be made directly to the student).

You should check that your account can accept BACS Direct Credits.

• Bank Name (e.g. Nat West)

• Name of Account Holder

• Sort Code

• Account Number

PLEASE PRINT NUMBERS CAREFULLY

• This is the student account Yes/No

PLEASE BRING TO WENDY COOK AT MAIN RECEPTION WITH YOUR APPLICATION FORM