

Financial Support Essential Evidence Leaflet

The evidence required needs to be uploaded to your paymystudent portal account using your computer/phone/mobile device

Please do not email any evidences to the welfare team as they will not be processed and this will delay your application. If you are experiencing any difficulties then please do not hesitate to contact the welfare team.

Contact details

Welfare Team

North Site

Basingstoke College of Technology

Worting Road Basingstoke Hampshire RG21 8TN

Welfare: (01256) 306363/306608

Email: welfare@bcot.ac.uk

Office Hours

0830- 1430 Monday to Friday

Essential Evidence

You may be eligible for a Discretionary Bursary if you or your parent/guardian have an income below £25,000 per year or are in receipt of any of the benefits listed below.

<p>Essential you must provide evidence of</p> <p>Child Tax Credit/ Working Tax Credit</p>	<p>Must include the students name as dependent child.</p> <p>We will accept 2022/23 Annual Tax Credit review (issued in Apr 2023 TC603R) or 2023/24 Annual Tax Credit Award (issued in Sept 2023)</p> <p style="text-align: center;">Provisional Tax Credit awards are not accepted</p>
<p>Or if you receive UNIVERSAL CREDIT</p>	<p>Universal Credit we need 3 Monthly payment statements in full plus Recent child benefit award letter naming student If you do not have a child benefit letter you can use the Universal Credit portal on your home page select 'make a change' then 'Children and Others in your Household', your child should be listed there – we will accept a screen shot of this in lieu of child benefit letter</p> <p>You get this from your online portal account – open up a payment statement in full and take photo shots of the full statement (should be about 2-3 photos per statement month)</p> <p>Download all evidences to your application form on paymystudent portal We will assess income on Universal credit as ' Earnings' PLUS Monthly Universal credit payment after all deductions'</p>
<p>Job Seekers Allowance (JSA) Employment Support Allowance ESA Income Support (IS) Pensions</p>	<p>Any of the above plus</p> <ul style="list-style-type: none"> • A recent copy of your benefit entitlement letter • and an up to date bank statement showing receipt of benefit. • including savings account but please be aware that savings over £16,000 will make you ineligible for the bursary • Pension statements
<p>Earnings</p>	<p>If you cannot supply evidence of Child/Working Tax credit or are not claiming Universal Credit then you must supply evidence of earnings</p> <ul style="list-style-type: none"> • P60 (current) or • 3 monthly pay statements (recent) <p>Plus all of the following</p> <ul style="list-style-type: none"> • A Council Tax statement showing household occupancy • 3 months Bank statement (recent) • including savings account but please be aware that savings over £16,000 will make you ineligible for the bursary • Child Benefit (if 16-18)
<p>Self Employed</p>	<p>Proof of earnings</p> <ul style="list-style-type: none"> • Self-Assessment Tax return (recent)/Letter from accountant <p>Plus</p> <ul style="list-style-type: none"> • 3 months Bank statement(s) including savings accounts (please note that savings in excess of £16,000 would mean that you are not eligible for the Bursary) <p>Plus</p> <ul style="list-style-type: none"> • A council Tax statement showing household occupancy/Tenancy Agreement <p>Plus</p> <ul style="list-style-type: none"> • Child Tax Credit/Working Tax Credit/Child Benefit and • Earnings of spouse/partner
<p>19 + students</p>	<p>If no benefits or earnings are applicable then we will need to take partner/parents income into account</p>