

Financial Support Essential Evidence Leaflet

The evidence required needs to be either uploaded to your computer/phone/mobile device and attached to your online application form at <https://bcot.paymystudent.com/portal/>

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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 2021/22 Annual Tax Credit review (issued in Apr TC603R) or 2022/23 Annual Tax Credit Award</p> <p>Provisional Tax Credit awards are not accepted</p> <p>If NO CHILD TAX/WORKING TAX CREDIT claimed then we need evidence of child benefit receipt If child benefit is not claimed you must tell us or we will keep your application on hold and attempt to contact you for this information</p>
<p>Or if you receive UNIVERSAL CREDIT</p>	<p>Universal Credit we need 3 payment statements plus Recent Child benefit award letter naming student If you do not have a child benefit letter you can use the Universal Credit portal Under 'TO DO' and 'make a change' your children listed under the claim 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 a photo shot of the full statement (should be about 2-3 photos per statement month) down load to your application form on paymystudent portal</p> <p>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) Plus • 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>