



UCG Bursary Policy 2024 -25

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Reviewed By:	AP Student Experience
Approved by	Corporation

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1.0 Introduction

United Colleges Group recognises the need to increase student participation, promote learning, and encourage students' attendance, retention, and success by providing means-tested financial support to remove as many potential barriers to participation as possible to attain educational success.

This policy outlines the parameters within which the College's bursary funds are to be set, awarded, distributed, and monitored. It outlines objectives for ensuring that the financial support funds are distributed fairly. This policy should be read in conjunction with the Rules and Guidelines (Evidence Requirements ER1) in the list of appendices 1 & 2.

Pay My Student, (PMS) uses an online store ensuring a more efficient. quality service, improving timeliness of bursary awards and gives a holistic view that is audit assured. Student's purchase Course Kits, Books, Materials from the online store through cashless transactions by making use of their respective bursary awards from PMS allocation. UCG will assess financial needs based on an individual's needs and eligibility, students must meet the residency criteria in the government guidelines. All purchases will remain the property of the college, until successful completion of their course.

To be eligible for funding, students must be enrolled on a course that is funded by the ESFA (16-18) or ASF (19+) Students must meet the residency requirements outlined in the ESFA / ASF funding guidance to be eligible for funding.

Parent and Student Pop up clinics are available online and face to face. The purpose of this to break down barriers and help parents understand what is available and to reinforce that the bursary does not impact on any current household income that they may receive. Bursary leaflets are available in 11 different languages commonly spoken in the demographical area.

2.0 Objectives

The purpose is to guarantee that all Parents, students, and college stakeholders have a clear understanding of the rules and eligibility criteria for various bursary support categories.

- Establish suitable bursary awards and payment amounts, considering the regulations of the relevant funding agencies.
- Ensure that the distribution of financial support funds is fair, uniform, and adheres to the guidance of funding agencies such as ESFA, GLA and ASF, as applicable.

3.0 Monitoring and Evaluation

- The Senior Leadership Team and the College Corporation will review this policy on an annual basis and provide their approval.
- The College Finance team, in collaboration with the Bursary Manager, will conduct a reconciliation of the funds on a termly, and yearly basis.
- The College Bursary team will complete the necessary ESFA, GLA, ASF, OFS monitoring returns will be submitted to demonstrate the proper distribution of the funds on an annual basis.

4.0 Linked Guidance and Policies

ESFA 16 to19 funding information-Gov.uk

Adult Skills Budget Funding rules

Free Meals in Further Education funded institutions guidance - Gov.uk.

The hardship Fund Guidance

Equality Act 2010 Guidance

Advanced learner Loan Guidance

UCG Safeguarding and Prevent Policy

UCG Attendance and Punctuality Policy

UCG Learner Behaviour Policy

UCG Equality Diversity and Inclusion Policy

5.0 List of Appendices

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- Appendix 2 – Rules and Guidelines DLSF evidence requirements ER1 2024/25. Page 19
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6.0 Funds & Allocations 2024/2025

FUND 24/25	Amount
16-18 Discretionary Bursary Fund	£459,486
Enhanced Bursary Scheme	Variable
19+ Discretionary Bursary Funds	£800,000.00
College Free meals	£150,911
Care to Learn	Variable
Advanced Learner Loan Bursary	£102,329
HE Bursary	£15,000.00
TOTAL	£1,392,726

7.0 Application Information – All schemes

- To be eligible for funding, students must be enrolled on a course that is funded by the ESFA (16-18) or ASF (19+)
- Students must meet the residency requirements outlined in the ESFA / ASF funding guidance to be eligible for funding.

8.0 Application Process

- Application process flow chart see Appendix 3
- Progressing students will be able to apply from June 2024. (access to bursary application is available online on PayMyStudent through MyDay) The application process for the financial support fund will commence on Monday, August 19th, 2024, and will be open to all enrolled students.
- If the demand for funds exceeds expectations, the bursary fund may close for new applications to ensure the college can meet its financial obligations.
- To have their application considered, students must complete and submit a comprehensive application through the college's Bursary App (**PayMyStudent**) along with the required documentation.

- Learners with an Educational Health and Care Plan (EHCP) will be provided with paper-based application forms – this information is then uploaded by designated Learning Support trained bursary staff.
- Funds will only be disbursed once all necessary documentary evidence has been received and the application has been fully approved.

In exceptional circumstances, where the application is not yet fully approved; A discretionary award can be made to ensure the learner is not disadvantaged as a result of their personal circumstances outside of their control. This must be approved by the Head of Student Support Services or The Discretionary Bursary Panel.

9.0 16-18 Discretionary Bursary & 19+ Discretionary Bursary

Methodology for calculating discretionary bursary includes Students at a financial disadvantage, students cost to support travel and Industry placements.

9.1 Age Eligibility

- 16-18. Student's aged 16, 17 or 18 on the 31st of August 2024 who are enrolled in an ESFA-funded course.
- Students aged 19 or over who are on a second year of their study programme but were enrolled as a progressing Level 3 student. As a continuing learner they are entitled to ESFA bursary funding. EHCP. Students aged 19-24 who have an Education Health and Care Plan (EHCP) will be funded through the 16-18 discretionary bursary fund.
- Residency criteria outlined in the ESFA funding guidance must be met by students (refer to page 15 in the ESFA funding guidance document)
- Adult learners over the age of 19 studying an ASF funded program may be eligible for discretionary learner support fund.
- Students enrolled in higher education programs may be eligible for HE hardship Fund.
- Advanced learner loan, Students who have taken out an Advanced Learner loan who are from low-income households as defined in the Income eligibility section below may be eligible for the Advanced Learner Loan bursary.
- Students on an Apprentice programme or waged training are not eligible for 16-19 bursary funding.
- Students on a Princes Trust programme are eligible to receive Bursary applying the same criteria as someone on a study programme.
- Students on full distance learning programmes are not eligible for funding except in exceptional circumstances, this request will be assessed by the Head of service to

determine eligibility.

Income Eligibility

- Students on an ESFA funded programme, aged 16-19 (including continuing students) with an annual household income below £32,500 gross.
- Adult learners who have a household income under £32,500.
- Adult learners who face financial hardship can be individually assessed based on disposable income of £220 per month.
- Adult learners in receipt of means-tested state benefits such as Universal Credit, Employment & Support Allowance, Income Support, or Job Seekers Allowance. Appendix 2
- Students supported by HESTIA or NASS section 95. Appendix 2

10.0 Payments

- Payments for travel are based on attendance – Students are expected to meet the college expectation of 100% attendance however in line with the complex needs of our students and the impact of disadvantage indicators in our home London Boroughs we recognise that a minimum in house Weekly attendance of 85% will be an enabler to support a greater volume of students attend and achieve. Outside of this attendance Exceptional circumstances can be considered (see 11.0)
- Books, Equipment, and kit are awarded to students with an identified financial need as identified upon a bursary approval.
- Meals are allocated on a student ID card upon approval.
- Students where there are no canteen facilities will be sent direct payment into their bank account for meals or alternative provisions will be put in place in the locality.
- Travel awards are made directly into bank accounts where no bank account is available bus tickets will be provided.
 - There must be no concerns regarding behaviour or attitude to learning. Students suspended or pending disciplinary will not receive payments. This decision can be reconsidered by the Head of service or Discretionary Bursary Panel should the Disciplinary not be upheld.
- Should additional funds be available consideration will be given to the most appropriate ways of distributing this to students in financial hardship.
- Retrospective payments will only be made for three months in arrears. If an application is live and it is clear there is an active effort to complete missing details an exception can be made by the Head of Service or Discretionary Bursary panel.

11.0 Exceptional Circumstances

- Only to be applied where a financial need has been identified, that may sit outside the bursary policy, this will be based on individualised circumstances and discussed by the bursary panel.
- The UCG learning and behaviour policy will support individual circumstances decisions regarding bursary payments and re-engaging the students where deemed necessary, this decision will be approved by the head of service or the Discretionary Bursary Panel.
- To re-engage the student, travel may be awarded on a discretionary basis by the Head of Service or the Discretionary Bursary Panel where the minimum threshold of 85% is not met, this will be recorded.
- Where a learner's bursary application has been delayed because of administrative error or as a result of the Parent / Carer / Guardian being unable to access required documentation, backdated travel payments may be approved based on the student meeting 85% threshold for each week paid.
- Where a learner has been unable to provide evidence of Child Benefit the college application may be approved on the grounds of the Parent / Carer / Guardian. Details are checked against the Colleges MIS system of information gathered during enrolment.
- Travel payments can be awarded on Oyster cards and can be provided at the college's discretion if a student's journey by bus exceeds 40 mins.
- Free School Meals. If a student has a condition where they need to provide their own dietary meals, payment can be made into the student's bank account; this will be evidenced via a GP letter.

11.1

- Accompanied asylum seeking children (under 18 with an adult relative or partner) are entitled to education but not entitled to other public funds. If they are destitute, the law states they can apply to the home office for suitable housing and essentials.
- Unaccompanied asylum-seeking children are the responsibility of the local authority and are eligible for a bursary under the vulnerable 'in care' group. When a student reaches 18 immigration status should be taken into account if approved the student will be eligible for bursary if they meet all other criteria. If asylum is not supported and all appeals have been exhausted there is no eligibility to public funds. consider whether we can provide support to students in-kind – through the hardship fund, by buying a bus pass or books, providing a credit or voucher for a meal, for example under the human rights umbrella.

- Vulnerable groups. The defined group are unlikely to be receiving financial assistance from parents or carers. Eligibility is based on need and should be reassessed annually. (see 12.1)
- Defined Groups: In Care, Care leavers, receiving Income Support (IS) or Universal Credit (UA), receiving Disability Living Allowance (DLA) or personal Independence Payments (PIP)

12.0 Discretionary Bursary Fund 16-18 and 19+

Type of Support

Discretionary Bursary Fund support is awarded to help students with the cost of travel, essential books and equipment or specialist clothing (such as protective overalls). How much a student will receive is based on individual circumstances, categories available to students have been detailed below.

Receipt of Bursary funding does NOT affect receipt of other means tested benefits such as, Income support, Jobseekers allowance, Child benefit, Working tax credit, Housing benefit or Universal credit.

Financial Eligibility

- Combined Household income below £32,500

To meet the eligibility criteria for the discretionary bursary students must submit one of the following:

Universal Credit is now fully rolled out for 16-18 so this age group will no longer be in receipt of benefits below however students 19+ and those with an EHCP may still be in receipt of legacy benefits.

- Tax Credit/Universal Credit Award Notice for household, must include all pages of the three most recent monthly award statements (current tax year)
- Three recent pay slips (Equates to months) and/or P60/Contract
- Any current benefits agency letter dated after 1st April 2024
- Pension Credit Award Notice for current year
- Asylum Seekers documents/letter from Home Office and recent Post Office benefit receipt
- Students 16-18 whose parents are self-employed or will be required to provide a recent copy of certified accounts for the business or a recent Working Tax Credit Assessment.
- Students 19+ living independently or who are estranged from their parents/guardians will be assessed on their individual net income.
- Students 19+ who live with their parents or guardian but who can demonstrate that they are financially independent will be assessed on their individual net income.

- Students will be able to view their individualised payments schedule on the Student Bursary Application Portal (PMS) Including assessment outcomes.
- Payments will be made following the approval of the application Due to ongoing enrolment windows each claim will have a max 3 Month window of eligible back payments.

12.1 Enhanced Bursary Scheme

Vulnerable groups.

Students must be under 19 on 31st August 2024. Students may be eligible for up to £1200 based only on actual need, on a study programme that lasts 30 weeks or more or may have pro/rata amount as appropriate at assessment. Any additional payments over this amount to help the student to remain in education due to special circumstances, should be made from the discretionary bursary as follows:

- Students in care
- Care leavers.
- Students receiving Income Support or Universal Credit because they are financially supporting themselves.
- Students who are receiving Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance or Universal Credit in their own right

To meet the eligibility criteria for the vulnerable bursary students must submit one of the following: (Letter must be valid for the academic year 24 25)

- A letter from Local Authority Children’s Services confirming their ‘Looked After’ status.
- A letter from Local Authority Children’s Services confirming ‘Leaving Care’ status.
- A letter from Benefits Agency confirming Income Support Benefit or Universal Credit
- A letter from Benefits Agency confirming Personal Independence Payment, Universal Credit, Employment and Support Allowance and Disability Living Allowance is being made in the student’s name.

Enhanced Bursary Scheme Payment

- Students will be assessed on individual need. For eligible students, the enhanced bursary will normally comprise of 35 weekly payments of up to £34.28 paid fortnightly totaling £1,199.80 or pro-rata dependent on assessment.
- All awards and support including Free School Meal (FSM) will be dependent upon the relevant need established between key worker and college liaison officer (Student advisor or bursary assistant).

12.2 Care to Learn

Help with Childcare costs while you study. Up to £195 per child per week if the student lives in London. Childcare costs including deposit and registration fees, childcare taster's sessions, keeping places over summer holidays and travel to childcare provider. To be eligible for payment the provider must be a registered provider, confirm attendance of the child and college needs to confirm the student meet attendance requirements for your course of 85%. (See exceptional circumstances)

- Students must be under the age of 20 on the first day of the course.
- Students are either a British citizen or have a legal right to live and study in England.
- Must be the main carer for the child and in receipt of child benefit for the child.
- Be using an eligible (OFSTED registered) childcare provider.

12.3 Advanced Learner Loan Bursary

The student may apply for Advanced Learner Loan Bursary, after receiving a letter approving the Advanced learner Loan. The money can help to pay for things such as accommodation, if the student needs to live away from home for their course, travel, course materials and equipment, childcare, also classroom assistance for a disability or learning difference. To be eligible for the Advanced Learner Loan Bursary, students must meet the following criteria:

- They should not qualify for the discretionary or vulnerable bursary schemes.
- They need to have applied for and be approved for the Advanced Learner Loan.
- Students can apply for assistance with meals, travel, and essential electronic equipment.
- Financial hardship must be demonstrated to be eligible for all awards App1.
- Students must live more than 1 mile away from the college to be eligible for travel support.
- To receive a loan of essential electronic equipment, students need to confirm their lack of access to suitable equipment for remote studying.

Enrolment on fee paying courses.

When applying for an Advanced Learner Loan (ALL), students have the option to pay a partial amount of their fees or provide proof of ALL application while awaiting loan approval, as the enrolment is provisional and incomplete until they can provide evidence from the Student Loans Company (SLC) confirming their Loan Application is 'Approved'.

The Loan Application requests from learners alone does not suffice as evidence. Until the Loan Application status is approved by the Student Loans Company, learners are responsible for covering their tuition fees.

12.4 Higher Education Hardship Fund.

The Higher Education Hardship Fund aims to assist UK students who have experienced financial difficulties due to an unexpected change in their circumstances and which has led to a shortfall in funding, negatively impacting on their ability to continue or succeed in their studies. Specific categories include a student with children especially single parent families, mature students with existing financial commitments, low-income families. disabled, a care leaver, homeless or living in a foyer.

- Specifically, the aim of the Hardship Fund is to support students with:
 - Food
 - Energy
 - Travel – predominantly costs of travel to and from University or College.
 - Accommodation
 - Equipment/IT – digital access (laptop, Wi-Fi, software)
- This fund cannot under any circumstances be used towards tuition fees. Students must show that they have made adequate provision to pay their fees and will be able to cover remaining costs should an award be made.

Eligibility in order to apply for the Hardship Fund Students must meet all of the eligibility criteria:

- Be an undergraduate or postgraduate student fully enrolled on a course at UCG
- Be studying on a full-time course.
- Satisfy the residency criteria to be classed as a 'home' student for fee and funding purposes.
- Have applied for all public funds accessible to you before applying for the Hardship Fund i.e.,
- Student Finance maintenance loan
- Have made arrangements to cover all of your fees and made adequate provision to cover.
- your living costs but are now in demonstrable need of financial support as a result of unexpected, exceptional changes in circumstances.

- A minimum of four weeks remaining on your course at the point of application to the fund if you are in your final year of studies.

This fund will be paid in a lump sum or instalments, depending on assessed individual circumstances.

12.5 College Meals Support

Free School Meals (FSM)

Students who are between the ages of 16-18 by August 31st, 2024, and meet certain criteria are eligible to receive free meals. Checks are made at the start of each year of enrolment.

This eligibility extends to students who turn 19 during the academic year (Continuers). To qualify, students or their parents must receive one or more of the following benefits:

- The students meeting criteria for bursary and with an identified need will be entitled to free meals at college and will be approved for discretionary meals.

Government Guidelines.

- Age 16-18 (19+ continuers who are 18 on 31st August 2024)
- Income Support,
- Income-based Jobseeker's Allowance,
- Income-related Employment and Support Allowance (ESA),
- Support under part VI of the Immigration and Asylum Act 1999,
- The guaranteed element of State Pension Credit,
- Child Tax Credit (with an annual gross income of no more than £16,190)
- Working Tax Credit run-on, paid for 4 weeks after stops qualifying
- Universal Credit with net earnings not exceeding the equivalent of £7,400 per year (after Tax and not including any other benefits).
- Additionally, students aged 19-24 with a Learning Disability Assessment (LDA) or an Education Health Care Plan (EHCP),
- Students supported under Section 95 (NASS)
- Students on work experience or off-site visits are also eligible for free meals.
- Apprentices including those on an EHCP

Meals Support Payment

- A daily payment of £4.50 will be allocated to eligible students for each day they are at the college. These funds are for the purchase of meals in the colleges catering outlets and if not used will be reallocated to other eligible students.
- Payments for free meals are made to students via their ID card daily. Funds can be used in any of the college's catering outlets.
- College organised Industry and work placements. A payment directly into the student's bank account will be made for the weeks that they are undertaking work

experience placements. (Including eligible students studying Off-Site). This will usually be a payment directly into the student's bank account. (Paid Fortnightly after completion of the placement) . based on evidence of attendance provided by relevant staff.

Emergency Meal Support (EMS)

Available on a case-by-case basis with approval from the Head of service, in cases of severe hardship or need on days a student attends their Study programme. This is a short-term support solution.

Each EMS allocated must have a signed confirmation by the student of receipt of funding or actual signed receipts, retained.

13.0 Travel (all ages)

- 16-18s can travel for free by bus on Transport for London (TFL) network using their Zip card. (Zones 1-6) Where the journey on a Bus is longer than 40min according to TFL the additional travel cost is awarded to the learner.
- Through the bursary fund, Adult Travel award is provided for those students living more than 2 miles or 15minutes walk away from their campus according to TFL or a Transport APP.
- Students living within 2 mile or 15 minutes walking distance of their campus according to TFL or a Transport APP will only be eligible for travel support in exceptional circumstances e.g. when a student has medical evidence to suggest walking would have a detrimental effect on their health.

Subject to the above criteria being met travel costs will be paid as follows.

- A retrospective payment, by BACs of the cost of travel by the current Transport For London rate will be paid fortnightly to students' bank accounts subject to meeting the 85% weekly attendance criteria. (Discretionary pay awards available in exceptional circumstances 16.0)
- Where students do not have a bank account, Travel card / TFL Bus tickets will be provided by Student Advisors and Bursary Administrators.

14.0 Essential Equipment (all ages)

- Students in receipt of bursary may be entitled to resources such as kits, books or equipment to support their course. This is pre-determined by curriculum and required resources uploaded to Pay My Student (PMS) Shop. Bursary will not reimburse for equipment not on the approved list through PMS 1 or bought at a higher cost.
- Students of all ages entitled to Bursary, that do not have the appropriate IT equipment to enable them to study remotely can borrow a Laptop from the LRC for the duration of their course.
- All equipment that is purchased by the college will be set up as per the college student computers. The usage of every device will be monitored in line with the college's IT Acceptable Usage Policy.
- Students will be responsible for the security and general condition of the equipment.
- The student may be held responsible for replacing this should it be misplaced or broken. Students will be expected to return the laptop or other related equipment to the college at the end of their studies.

15.0 Educational Visits and Trips

- Payments will only be made for department organised visits which are deemed to be of an educational nature. (University open days, Employability trips etc.)
- Payment will be made for each student who is eligible for funding.
- Payment will not be made directly to the student, unless there are exceptional circumstances that warrant this at the discretion of the Head of Service.

16.0 Exceptions- Extra Costs/Not used for

- The College also holds emergency funding to help students who face short-term financial hardship. Each instance will be considered on its own merits and confirmed by the Head of Student Support Services or The Discretionary Bursary Panel. (e.g. UCAS payments)
- If an exceptional or extra cost is determined to be necessary, then a one-off payment will be made to the student.
- The bursary fund can NOT be used for: providing learning support services, extra-curricular activities, support general household incomes.

17.0 Withdrawals

- If a student withdraws from their course prior to day 42 of their course, 100% of funds allocated to them and/or equipment purchased for them will be required to be returned. Funds will be re-allocated accordingly.

18.0 Appeals

- Appeals must be made in writing within one week to the Student Services department by emailing bursary@ucg.ac.uk The Head of Student Support Services or The Discretionary Bursary Panel will review the decision based on the information provided by the student and those available on our systems. The outcome of the appeal will be sent to the student within 10 working days of receiving the appeal. If the outcome is felt to be un-satisfactory this appeal can be sent to complaints@ucg.ac.uk and will follow the colleges complaints procedure.

Disclaimer

- The availability of funds determines the availability of all types of financial support offered by the college. Once funds have been depleted, the college cannot be held responsible for any incurred costs. Furthermore, the college is unable to offer retrospective payments even if additional government funding becomes available.
- The final date for payment of any unspent funds is 15th October each academic year for the previous 31st July the previous academic year. No funds can be paid after this date.

Appendix 1 Awards and Allocations College Meals Support (Free School Meals)

Categories	Range	Free Meals	Additional Bursary Elements
1) College Meals Support (FSM) threshold and under	<i>Tax Credit</i> £0 - £16,190 <i>Universal Credit</i> £0 - £7,400	Eligible for <u>Guaranteed</u> Meals	Actual category of need which may include: Travel, materials (Books & Equipment) other specified on course costs
2) Income Household income up to £32,500	<i>Within Threshold</i>	Eligible for <u>Discretionary</u> Meals if in financial need	Actual category of need which may include: Travel, materials (Books & Equipment) other specified on course costs
4) Income above maximum Gross Household income threshold £32,500 pa		Not Eligible	Not Eligible

Appendix 2 – Rules and Guidelines EVIDENCE REQUIREMENTS (ER1) 2024/25

Applicant Type	Evidence 1	Evidence 2
<p>Please note: 16-18 Students who are homeless and have no fixed abode will be referred to Student Support team.</p> <p>19+ will need to provide evidence of their current circumstances (letter from an external agency) with details of your housing circumstances.</p> <p>If you do not have any evidence, you will be required to complete a self-declaration form.</p>		
<p>Category 1: 16-18 LIVING IN THE CARE OF SOCIAL SERVICES</p>	<p>Students should provide ONE of the following bullet points:</p> <ul style="list-style-type: none"> • Letter from social worker confirming care status – MUST BE DATED IN THE LAST 3 MONTHS (letter must state type of support required e.g., free meals, Travel) • Local Authority letter / contact of keyworker • Fully printed/PDF copy of the Last 3 months Universal Credit Payment statements • Screenshots of the Last 3 months of Universal Credit Statement (full statement – all pages) 	<p>Not Applicable – (Please follow evidence 1)</p>
<p>Category 2: 16-18 LIVING WITH A PARENT/GUARDIAN</p>	<p>Students should provide their child benefit letter dated in the last three months OR full birth certificate PLUS ONE of the following bullet points:</p> <ul style="list-style-type: none"> • <i>Fully printed/PDF copy of the Last 3 months</i> 	<p>Students must provide ALL the following:</p> <ul style="list-style-type: none"> • All last three months FULL payslips OR P60 for year ended April 2024 • Mortgage or Tenancy Agreement showing address, name and

	<p><i>Universal Credit Payment statements</i></p> <ul style="list-style-type: none"> • <i>All pages of tax credit letter 2024 -2025</i> • <i>All pages of FINAL tax credits for 2023-24</i> • <i>All pages of Annual review tax credits for year ended April 2024.</i> • <i>EESA / JSA / Income Support / Pension Credit Guarantee (letter dated in the last three months)</i> 	<p>rent/mortgage amount.</p> <ul style="list-style-type: none"> • A child benefit letter dated within the last three months or a full birth certificate. <p>Any other evidence that may support your application.</p> <p>16-18 Students who are homeless and have no fixed abode will be referred to Student Support team</p>
<p>Category 3:</p> <p>19-25 WITH AN EDUCATIONAL HEALTH CARE PLAN</p>	<p><i>Students should provide their EHCP Plan PLUS ONE of the following bullet points:</i></p> <ul style="list-style-type: none"> • Fully printed/PDF copy of the Last 3 months Universal Credit Payment statements OR Screenshots of the Last 3 months of Universal Credit Statement (full statement – all pages) • EESA / Income Support Letter dated in the last three months in student's OWN name. 	<p>If you cannot provide evidence in Evidence 1, please refer to Category 4.</p> <p>19+ will need to provide evidence of their current circumstances (letter from an external agency) with details of your housing circumstances.</p> <p>If you do not have any evidence, you will be required to complete a self-declaration form.</p>
<p>Category 4:</p> <p>19-21 LIVING WITH PARENT/GUARDIAN AND NOT WORKING</p>	<p><i>Students should provide their child benefit letter dated in the last three months OR full birth certificate PLUS ONE of the following bullet points:</i></p> <ul style="list-style-type: none"> • Fully printed/PDF copy of the Last 3 months Universal Credit Payment statements 	<p><i>Students must provide ALL the following:</i></p> <ul style="list-style-type: none"> • All last three months FULL pay slips OR P60 for year ended April 2024 • Mortgage/Tenancy Agreement showing address, tenant name and mortgage/rent amount.

	<ul style="list-style-type: none"> • All pages of tax credit letter 2024 - 2025 • All pages of FINAL tax credits for 2023-24 • All pages of Annual review tax credits for year ended April 2024. • EESA / JSA / Income Support / Pension Credit Guarantee (letter dated in the last three months) 	<ul style="list-style-type: none"> • A child benefit letter dated within the last three months or a full birth certificate. <p>Any other evidence that may support your application.</p> <p>19+ will need to provide evidence of their current circumstances (letter from an external agency) with details of your housing circumstances.</p> <p>If you do not have any evidence, you will be required to complete a self-declaration form.</p>
<p>Category 5:</p> <p>19+LIVING INDEPENDENTLY</p>	<p><i>Students should provide ONE of the following bullet points:</i></p> <ul style="list-style-type: none"> • Fully printed/PDF copy of the Last 3 months Universal Credit Payment statements • All pages of tax credit letter 2024 - 2025 • All pages of FINAL tax credits for 2023-24 • All pages of Annual review tax credits for year ended April 2024. • EESA / JSA / Income Support / Pension Credit Guarantee (letter dated in the last three months) 	<p><i>Students must provide ALL the following:</i></p> <ul style="list-style-type: none"> • All last three months FULL payslips OR P60 for year ended April 2024. • Mortgage/Tenancy Agreement showing address, tenant name and mortgage/rent amount. <p>All other evidence that may support your application.</p> <p>19+ will need to provide evidence of their current circumstances (letter from an external agency) with details of your housing circumstances.</p> <p>If you do not have any evidence, you will be required to complete a self-declaration form.</p>

<p>Category 6:</p> <p>19+ LIVING WITH A PARTNER</p>	<p><i>Students should provide ONE of the following bullet points:</i></p> <ul style="list-style-type: none"> • Fully printed/PDF copy of the Last 3 months Universal Credit Payment statements • All pages of tax credit letter 2024 - 2025 • All pages of FINAL tax credits for 2023-24 • All pages of Annual review tax credits for year ended April 2024. • EESA / JSA / Income Support / Pension Credit Guarantee (letter dated in the last three months) 	<p><i>Students must provide ALL the following:</i></p> <ul style="list-style-type: none"> • All last three months FULL payslips OR P60 for year ended April 2024 for you and your partner • Mortgage/Tenancy Agreement showing address, tenant name (you and partner) and mortgage/rent amount • Housing benefit (If applicable) • Full Marriage Certificate
<p>Category 7:</p> <p>NASS / HESTIA (ID Card showing 'Employment forbidden')</p>	<p><i>Students should provide ONE of the following bullet points:</i></p> <p>NASS</p> <ul style="list-style-type: none"> • Students should provide a Section 95 letter from the Home Office confirming they are in receipt of NASS – This should include the student's name, NASS reference and Date of birth – Letter should be dated in the last three months. • Aspen Card Letter with student's name and address and aspen card and Bank Receipt of 	<p><i>Not Applicable – (Please follow evidence 1)</i></p>

	<p>Aspen Card dated in the last three months.</p> <p>HESTIA Students should provide a letter from Hestia dated in the last three months confirming they are being supported by the charity. Letter needs to include student's name, date of birth and date Hestia support commenced.</p>	
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Appendix 3-Application Process flow chart



