

ONLINE APPLICATION FOR FINANCIAL SUPPORT

EVIDENCE GUIDANCE 2021/2022

EMPLOYMENT

Please provide 3 recent wage slips, or your most recent P60.

SELF-EMPLOYMENT

Please provide your most recent Self-Assessment tax calculation or a letter from your accountant detailing your income.

PENSION – STATE OR PRIVATE

Please provide **all pages** of your most recent entitlement letter or P60.

UNIVERSAL CREDIT

Please: log on to your Universal Credit Account → go into the 'Payments' tab on the front page → the next screen will have a list of dates and the amounts you have been paid so far, click on the most recent date → this takes you to your monthly award statement. You will need to screenshot **all** of the statement (the amount, the 'what you're entitled to' and 'what we take off (deductions)' sections). **We need to see your 3 most recent award statements.**

CHILD TAX CREDIT

Please provide **all pages** of your **most recent** Tax Credit Award.

WORKING TAX CREDIT

Please provide **all pages** of your **most recent** Tax Credit Award.

INCOME SUPPORT

Please provide **all pages** of a letter confirming benefits **no more than 6 months old**. If you do not have this, you will need to contact the Job Centre to request it.

JOBSEEKER'S ALLOWANCE

Please provide **all pages** of a letter confirming **benefits no more than 6 months old**. If you do not have this, you will need to contact the Job Centre to request it.

EMPLOYMENT SUPPORT ALLOWANCE

Please provide **all pages** of a letter confirming **benefits no more than 6 months old**. If you do not have this, you will need to contact the Job Centre to request it.

DIABILITY LIVING ALLOWANCE OR PERSONAL INDEPENDENCE PAYMENTS

Please provide **all pages** of your **most recent** entitlement letter confirming benefits.

GUARANTEE ELEMENT OF STATE PENSION CREDIT

Please provide **all pages** of your **most recent** entitlement letter.

SUPPORT UNDER PART VI IMMIGRATION AND ASYLUM ACT 1999

Please provide evidence of income received.

OTHER INCOME – PLEASE SPECIFY

Please provide relevant evidence.

For any supporting evidence that is, or can be, accessed online, please provide screenshots. For any evidence that you have a hard copy of, please scan them if you are able to, or take a photo. If you take a photo of any evidence, please ensure that the image is clear enough to be used to process, as it may cause a delay in processing if not. Please ensure that you provide the **full version** of any evidence provided (e.g. all pages of Tax Credit Award).

You will be able to upload your supporting evidence when completing the online application form. Please be aware that we are unable to process applications without the supporting evidence.

If you have any questions, please do not hesitate to contact us at studentfinanceteam@nscg.ac.uk or 01782 254188.