



Guidance Notes to Complete FINANCIAL SUPPORT APPLICATION

Follow our simple step-by step guide to our fully online Financial Support application process for 2023. If you get stuck, please get in touch. We are here to help!

Peterborough College

info@peterborough.ac.uk | 0345 8728722
(Ask for the Information Centre)

Stamford College

financial.support@stamford.ac.uk | 01780 484300 ext. 344

TIP Before you begin, take a clear photograph of any evidence you need to provide and have a copy ready to upload to your application from your computer or phone.

1 ACCESS THE APPLICATION

To apply for Financial Support, click on your link sent to you by email. The link is personal to you and will take you directly to the first page of the form.

2 TERMS & CONDITIONS

Read and agree to the terms and conditions on the first page of the application.

3 FINANCIAL ASSISTANCE

Indicate here the financial support you require, you can choose more than one box. If you choose 'College Transport' or 'Public Transport' you will need to enter your bus route here.

4

HOUSEHOLD

Indicate here if you live alone or with others.

5

EVIDENCE

If your household receives any benefits listed in the application, choose 'yes'. If your household does not receive benefits choose 'no' and provide evidence of wages. **To support your application, please upload a clear photo, screenshot, scan or digital copy of any evidence.**

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EXAMPLES OF EVIDENCE

To assess your application, we will need evidence of household income. For example, benefits received or evidence of salary.

Benefit evidence

Below are examples of evidence you will need to upload when you apply for financial support. The address on the evidence must match your home address. We have provided examples of various benefits so you can see what we need to assess your application. Providing the correct evidence will ensure that there are no delays with your application.

Universal Credit

We require 3 Universal Credit Statements for the most recent 3 months. We need to see the full Universal Credit breakdown for each month, which is normally 4-5 screenshots. Make sure it includes household name, address, payment date, any income from employment and the Universal Credit amount received. Universal Credit can be uploaded to the financial support application as a PDF (example 1) or from a mobile phone (example 2).

Example 1 - PDF

Benefit	Amount
Standard allowance	£317.00
Childcare	£363.00
Childcare	£508.75
Total entitlement before deductions	£1,188.75

Deduction	Amount
Tax home pay	£338.00
Tax home pay to what's left after tax, National Insurance and any pension contributions have been deducted	
Earnings reported by your employer	£734.58
Total deductions	£734.58

Deduction	Amount
Tax home pay	£338.00
Tax home pay to what's left after tax, National Insurance and any pension contributions have been deducted	
Earnings reported by your employer	£734.58
Total deductions	£734.58

Your total take-home pay for this period is £734.58

The first £100.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £100 you earn in take-home pay over this amount reduces your Universal Credit by £50 per week.

Deduction	Amount
Tax home pay	£338.00
Tax home pay to what's left after tax, National Insurance and any pension contributions have been deducted	
Earnings reported by your employer	£734.58
Total deductions	£734.58

Your total payment for this month is £738.72

If your circumstances change

You must immediately report changes to your circumstances that could affect your Universal Credit payments.

Help and support

If you think we've made a mistake or want to appeal

Other support you may be able to get

Example 2 - Mobile Phone: Please ensure you provide all pages of the Universal Credit statement for 3 consecutive months. We do not need to see screenshots of the to do list or journal.

The screenshots show the following information:

- Payments:** John Smith, 123 Falkirk Street, Falkirk, FK1 1AB. Assessment period: 19 April to 18 May. Your payment this month is **£343**. This will be paid by 8pm on 25 May 2019.
- What you're entitled to:**
 - Standard allowance: £317.82 (You get a standard amount each month. You said you're single).
 - Housing: £247.68 (You said that your rent is £268.32 per month).
 - Children: £277.08 (You get support for 1 child).
 - Total entitlement before deductions: £842.58.
 - What we take off (deductions):
 - Take-home pay: £146.39 (Take-home pay is what's left after tax, National Insurance and any pension contributions).
- Earnings reported by your employer:** £519.36. The amount we'll use to work out your Universal credit is £519.36. Your total take-home pay for this period is **£519.36**. The first £287.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 63 pence.
- Benefit cap:** The benefit cap limit is £1,666.67. £0.00.
- Payment to your landlord:** We currently pay this to your landlord towards your rent. £247.68.
- Total deductions:** £499.30. Your total payment for this month is **£343.28**.

Tax Credit Award Notices

If you receive Tax Credits we will need to see evidence. We will need to see all pages of the latest Tax Credit Award Notice for 2023/24. This is called a **TC603R Tax Credits Review** as this will show your income for 2022/23 or which benefits you are in receipt of. This is usually dated after 1st April 2023 and is 4-6 pages long. Alternatively we will need a **Final Tax Credit Award dated 2023/24**, this is usually issued in July. We do not accept a provisional tax Credit award.

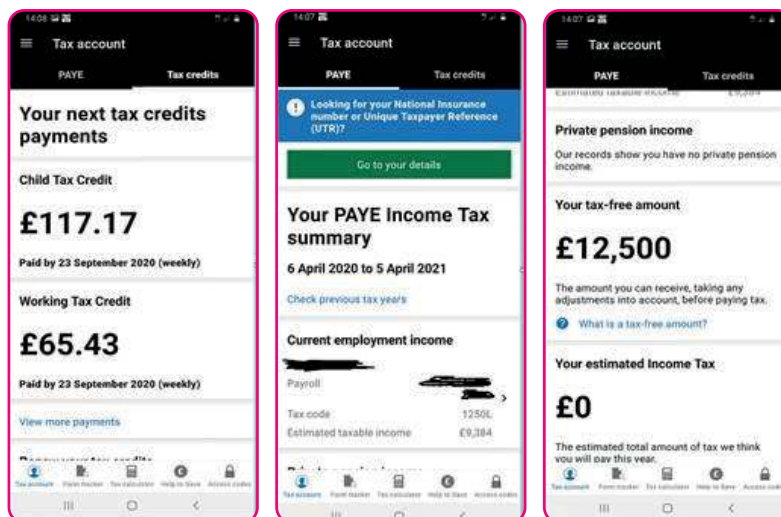
Example of a Final Tax Credit Award Notice opposite - please note we will need all 6 pages. If the final page is blank, this still needs to be included.

The document is a **Tax credits award for 06/04/2019 to 05/04/2020**. It includes a summary of tax credits for Working Tax Credit (£3674.78) and Child Tax Credit (£1203.04), totaling £4877.82. It also states the amount still to be paid for the period shown above is £2079.71. The document includes sections for 'Your rights and obligations', 'Why we are writing to you', and 'What to do now'.

If you have not received a tax credit letter, we will accept online evidence (example opposite). This is available online, log into your online portal.

You will need to provide:

- Name and address of account holder.
- The year (period) the award covers.
- The type of tax credit (i.e. working or child).
- Income (Estimated taxable income).



Salary Evidence

If you are not in receipt of a benefit, please provide payslips or a P60 as evidence of income.

We will need to see the most recent payslips for anyone working in your household. If they are paid monthly, you will need to upload 3 of the most recent payslips. If they are paid weekly you will need to upload 12 recent payslips. The person's name and address must be on the payslip.

EMPLOYEE No.	EMPLOYEE NAME	PAYMENT DATE	NATIONAL INSURANCE No.
01	Mr ABC XYZ	30-Apr-2016	SC 56 52 10 C
PAYMENTS			
BASIC PAY	1,000.00	INCOME TAX	16.40
TOTAL PAYMENTS	1,000.00	NATIONAL INSURANCE	39.36
		TOTAL DEDUCTIONS	55.76
NET PAY			
Mr ABC XYZ 123 London Road London E1W 2XY			
TOTAL PAYMENTS	1,000.00	TAXABLE GROSS PAY	1,000.00
TOTAL DEDUCTIONS	55.76	INCOME TAX	16.40
		EMPLOYEE NIC	39.36
		EMPLOYER NIC	44.71
Test Company Tax Code: 1100L NI Code: A Dept: Default Tax Period: Apr-2016 Payment Method: BACS			
NET PAY			944.24

Alternatively, we will accept a copy of their P60 issued in April 2023. For financial support we look at the **NET** (after tax) income.

P60 End of Year Certificate
Tax year to 5 April 2023

To the employee:
Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim.

Employee's details
Surname: JAMES
Forenames or initials: SALLY ANNE
National Insurance number: NH000000F
Work/paidroll number: 12345

Pay and Income Tax details

Pay	Tax deducted
In previous employment(s)	0.00
In this employment	4444.80
Total for year	4444.80

Final tax code: 1257L

Self-Employment

If you are not in receipt of benefits, we will need your most recent evidence of your online tax return provided by HMRC or a statement of accounts provided by an accountant including the name and address of the company. We will need your **NET** income for the year.

Asylum Seeker

If you are an Asylum Seeker or waiting for a decision, you will need to upload:

- ARC (Application Registration Card)
- Bail 201 letter



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FREE COLLEGE MEALS

If you have received free meals at your previous school, please upload evidence of your entitlement, for example a supermarket e-voucher in your name or evidence issued by your school.

Financial Assistance

Free College Meals

To be eligible for Free College Meals you should be aged between 16-18 on the 31st August 2019 or be aged 19-24 with an education, health and care plan and the household should be in receipt of at least one of the following benefits:

Income Support	Yes <input checked="" type="radio"/> No <input type="radio"/>
Income-based Jobseeker Allowance	Yes <input type="radio"/> No <input checked="" type="radio"/>
Guaranteed Pension Credit	Yes <input type="radio"/> No <input checked="" type="radio"/>
Income-related Employment and Support Allowance	Yes <input type="radio"/> No <input checked="" type="radio"/>
Support under part IV of the Immigration Asylum Act 1999	Yes <input type="radio"/> No <input checked="" type="radio"/>
Child Tax Credit (not working Tax Credit) with a gross annual income of no more than £14,195	Yes <input type="radio"/> No <input checked="" type="radio"/>

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VULNERABLE BURSARY

If you are a Care Experienced Child looked after by the local authority including Care Leavers, please select the relevant option and upload an evidence letter from your Social Worker.

Financial Assistance

To qualify you must be aged 16-21 on 31 August 2019 and meet the ESFA residency criteria. The Vulnerable Bursary is paid to students who meet the vulnerable Bursary criteria. Please answer the statements below that apply to your personal circumstances & provide evidence required.

Vulnerable Bursary 16-21 aged Students

Looking After
I am a person under 19 whose life is affected by looking after someone with a disability or long-term illness ☐ If yes, who do you care for?

Looked After
I am a person under 19 who is looked after by the Local Authority or support by the Leaving Care Team. (Evidence: A letter from your Local Authority confirming you are in or leaving care) ☐ Social/Support name and telephone

Income Support/Universal Credit
I am a person under 19 who is in receipt of Income Support/Universal Credit in my own name. ☐

ESA/UC and DLA/PIP
I am a person under 19 who is in receipt of Employment and Support Allowance/Universal Credit AND Disability Living Allowance/Personal Independence Payment in my own name. ☐

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APPLICATION COMPLETE!

Your application is now complete! Please take note of the advised processing times. Your application may take up to 4 weeks to process during busy times of year.

We will update you by email.

Financial Assistance

Complete

Congratulations! You have now completed the Financial Assistance Application Form!

We aim to process your application as soon as possible after the receipt of a correctly completed application with all supporting evidence. This may take longer during busy periods (July - October), but we aim to process applications within 10 working days from the submission date. You will be notified of your award on the email you supplied in this application so it is important that you make sure you can access this and check the account regularly.

If you have any queries please contact us by email at: financial.support@stamford.ac.uk. We will email you on student@stamford.ac.uk with any updates on this application.

Information for students:

- If you are awarded a term-time weekly bursary (vulnerable bursary) and your attendance falls below 85% attendance, without following the college attendance reporting procedures, you will not receive a payment the following week.
- If you do not adhere to the college's policies relating to student conduct, your financial support can be stopped at college discretion.
- If you are found to be misusing the financial awards made to you, your financial support can be stopped at college discretion.
- If you fail to exhibit respect and tolerance towards all members of the college community your financial support can be stopped at college discretion.

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