2023/24

Inspire Education Group

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 your 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.
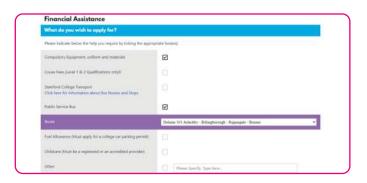
1 ACCESS THE APPLICATION

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.**

6 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).
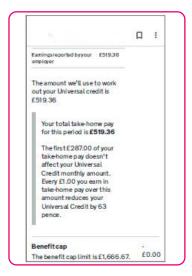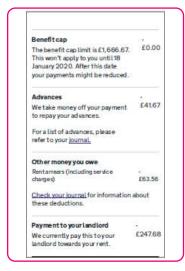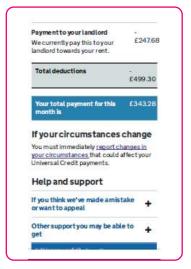
Example 1 - PDF

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.

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.

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.

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

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.
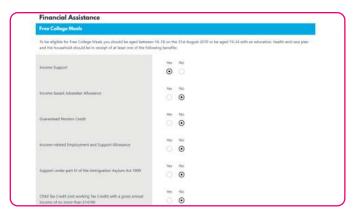
Asylum Seeker

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

- ARC (Application Registration Card)
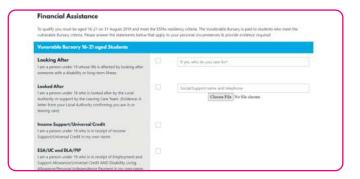- Bail 201 letter

7   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.
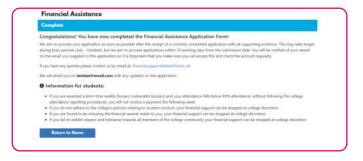

8   VULNERABLE BURSARY

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.

9   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.

We are here to help!

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