

Checklist for Bursary Paperwork

All documents handed in MUST be originals. We will photocopy them for you if you don't want to leave them with us but we MUST see the originals.

New Students		
Student (✓)	Finance (✓)	
		Bursary application form is FULLY completed
		Bursary application form is signed on the back by both you and your parent/carer/guardian if you are not an independent student
		Your bank details must be on the application form (not your parent/carer/guardian's details). You will need to bring in a bank statement or bank letter so that we can verify this
		The Child Benefit letter you provide must be current (not older than May of this year). Check the reverse of the letter because this is where it will say if child benefit is stopping for you from September 2015. If it is out of date or says CB is stopping you need either another letter or a bank statement (for September 2015) showing child benefit has been paid
		Tax Credit letter provided. If you don't have a Tax Credit letter you cannot apply for bursary
		The Tax Credit letter is complete. Usually says pages 1 of 4, pages 1 of 6 or pages 1 of 8. However many pages it says there should be, we need all of them.
		Complete and sign Bursary Agreement
		Bus pass form completed if required

Priority Students		
Student (✓)	Finance (✓)	
		All documents handed in MUST be originals. We will photocopy them for you if you don't want to leave them with us but we MUST see the originals.
		Application form is FULLY completed and signed
		You have entered your bank details on the application form. You will need to bring in a bank statement or letter so that we can verify the account is in your name
		Evidence of any one of the following: Income Support letter/DLA letter/letter from local Authority confirming you are in care
		Complete and Sign Bursary Agreement

Returning Students		
Student (✓)	Finance (✓)	
		Check that you are still eligible (i.e. circumstances have not changed and/or eligibility criteria has not changed)
		If comply with point above then you need to sign a Bursary Agreement