



# Guidance Notes to Complete FINANCIAL SUPPORT APPLICATION

Follow our simple step-by step guide to our fully online Financial Support application process for 2024. If you get stuck, please get in touch. We are here to help!

## Peterborough College

information.pbo@ieg.ac.uk | 0345 8728722  
(Ask for the Information Centre)

## Stamford College

financialsupport.smd@ieg.ac.uk | 01780 484300

**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.

Compulsory Equipment, uniform and materials	<input checked="" type="checkbox"/>
Free College Meals	<input type="checkbox"/>
College Transport	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>
Additional Transport	<input type="checkbox"/>
Work/Industry Placement Support (Transport/kit/uniform) Levels and courses with significant work placement requirements	<input type="checkbox"/>
Child Care (Must be an OFSTED registered provider)	<input type="checkbox"/>

## 4 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.**

<b>Universal Credit</b> Evidence: 3 months consecutive UC on-line full statements to include all calculations and deductions. We do not need to see screenshots of your to do list or journal.	<input checked="" type="radio"/> Yes <input type="radio"/> No <a href="#">Choose Files</a> No file chosen
<b>Tax Credit (Working/Child Tax Credit)</b> Evidence: Latest 24/25 Tax Credit Award notice either TC603R, Tax Credits Review or Final Tax Credit Award dated 24/25 issued in July. <b>We do not accept a Provisional Tax Credit award.</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Employment Support Allowance</b> Evidence: Latest award letter dated 2024.	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Income Support</b> Evidence: Latest award letter dated 2024.	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Pension Credit</b> Evidence: Latest award letter dated 2024.	<input type="radio"/> Yes <input checked="" type="radio"/> No

## 5 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

GOV.UK Universal Credit [View your sign-out](#)

**Payments**  
John Smith  
123 Falken Street, Falkirk, FK1 1AB Assessment period: 3 April to 2 May

Your payment this month is  
**£738**  
This will be paid by Bm on 9 May 2019

**What you're entitled to**

Standard allowance You get a standard amount each month. You said you're single	£317.82
Housing You said that your rent is £422.09 per month	£363.00
Children You get support for 2 children	£508.75
<b>Total entitlement before deductions</b>	<b>£1,989.57</b>

**What we take off (deductions)**

Take-home pay Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.	£338.05
Earnings reported by your employer	£754.58
<b>The amount we'll use to work out your Universal credit is</b>	<b>£734.58</b>

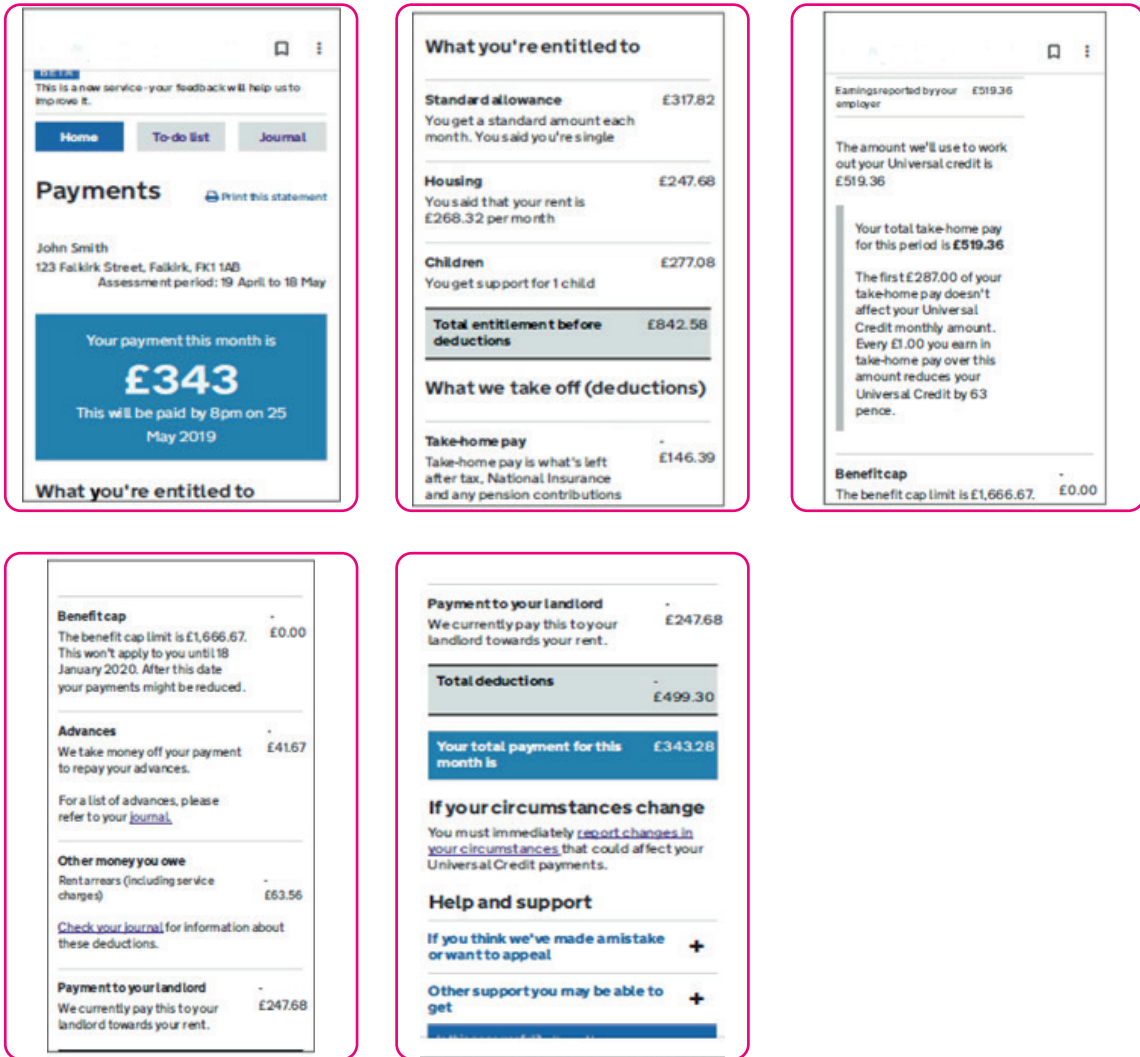
Your total take-home pay for this period is £734.58  
The first £198.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn to take-home pay over this amount reduces your Universal Credit by 63 pence.

Advances We take money off your payment to repay your advances. For a list of advances, please refer to your <a href="#">journal</a> .	£33.34
Debts and loan repayments Tax Credits recovery Call 0800 916 0647 to find out more about your debt and loan repayments.	£79.46
<b>Total deductions</b>	<b>£450.85</b>
<b>Your total payment for this month is</b>	<b>£738.72</b>

**If your circumstances change**  
You must immediately [report changes](#) in 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

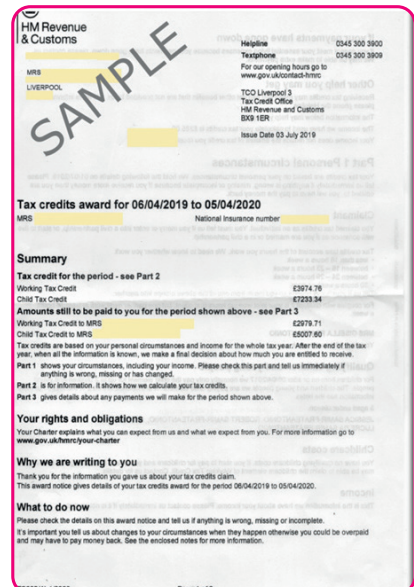
Example 2 - Mobile Phone: Please ensure you provide all pages of the Universal Credit statement for 3 consecutive months. We do not need to see screenshots of the to do list or journal.



**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 2024/25 This is called a **TC603R Tax Credits Review** as this will show your income for 2024/25 or which benefits you are in receipt of. This is usually dated after 1 April 2024 and is 4-6 pages long. Alternatively we will need a **Final Tax Credit Award dated 2024/25**, 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.

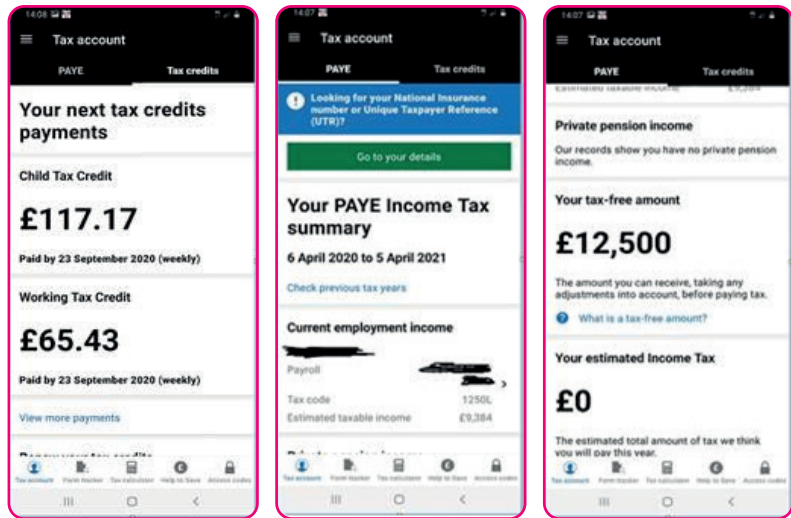




If you have not received a tax credit letter, we will accept online evidence (example opposite). This is available online, log into your online portal.

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.

EMPLOYEE No.	EMPLOYEE NAME	PERIOD DATE	NATIONAL INSURANCE No.
01	Mr ABC XYZ	30-Apr-2016	SC 56 52 10 C
BASIC PAY		1,000.00	Income Tax 16.40
Total Payments		1,000.00	National Insurance 39.36
			Total Deductions 55.76
Mr ABC XYZ 123 London Road London E1W 2XY		Total Payments 1,000.00 Total Deductions 55.76	Taxable Gross Pay 1,000.00 Income Tax 16.40 Employee NIC 39.36 Employer NIC 44.71
Tast Company Tax Code: 1100L, Nil rate: 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 2024. 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.

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

**By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a tax return.**  
HM Revenue & Customs

The figures marked \* should be used for your tax return, if you get one

**Employee's details**

Surname: JAMES  
Forenames or initials: SALLY ANNE  
National Insurance number: NH000000F  
Work/payroll number: 12345

**Pay and Income Tax details**

	Pay		Tax deducted	
	£	P	£	P
In previous employment(s)	0.00		0.00	
In this employment	34800.00		4444.80	
<b>Total for year</b>	<b>34800.00</b>		<b>4444.80</b>	

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 (SA302) or a statement of accounts provided by an accountant including the name and address of the company. We will need your **NET** income (take home pay) 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



## 6

### 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.

**In receipt of Free School Meals**  Yes  No  
Evidence: Evidence issued from school/local authority or screenshot of a past supermarket e-voucher in student's name  No file chosen

## 7

### 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.

**Care Experienced**  Yes  No  
I am a young person over 16 and under 19 on the 31st August 2024 looked after by the local authority or supported by the Leaving Care Team (Care Leaver).  
Evidence: Upload a letter or e-mail from your Local Authority confirming you are in care or leaving care  No file chosen

**Income Support/Universal Credit in my own name**  Yes  No  
I am a young person aged over 16 and under 19 on the 31st August 2024 in receipt of Universal Credit or Income Support in my own name.  
Evidence: Upload Income Support letter dated 2024 or 3 recent full Universal Credit monthly statements. Also upload a tenancy agreement and utility bills in your name. If you have a dependant child upload evidence of Child Benefit/Birth Certificate.

**UC/ESA and DLA/PIP in my own name**  Yes  No  
I am a young person aged over 16 and under 19 on the 31st August 2024 in receipt of both Disability Living Allowance (DLA) or Personal Independence Payment (PIP) AND Employment Support Allowance (ESA) or Universal Credit (UC) in my name.  
Evidence: Upload DLA/ESA letter dated 2024 and IS letter dated 2024 or 3 months Universal Credit statements.

## 8

### 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.

**Complete**  
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 slightly longer during busy application periods (June - October). You will be notified, regarding the outcome of your application, using 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: [information.pbo@ieg.ac.uk](mailto:information.pbo@ieg.ac.uk)

**Information for students:**

- 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 missing the financial awards made to you, your financial support can be stopped at college discretion.
- For full terms and conditions the Student financial support policy is available on both of the college website financial support pages.

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