

## 16-19 Bursary Fund

### Information needed to check Financial Assessment Form

- Age:** Students should be under 19 years of age on 31<sup>st</sup> August 2011
- Bank/B Soc a/c** This should be an account that accepts BACS payments and should be the student's own bank account
- Vulnerable Group** These students should show appropriate evidence that they are in this group. This will include:
- Letter from the Local Authority (usually a social worker/transitional manager) to confirm the young person's current or previous looked after status
  - Recent Entitlement or Award letter showing the young person is in receipt of:
  - Income Support
  - Disability Living Allowance and Employment Support Allowance
- There is no need to carry out additional income checking for this group.

### Means Assessing

Type of Income	Evidence Required
<b>Annual Salary</b>	P60 for previous tax year, or week 52 (last week in March) payslip or month 12 (March) payslip
<b>Income Support</b>	Entitlement / Award letter – dated within the last 3 months
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Incapacity Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Carer's Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Housing Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Council Tax Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months

<b>Working Tax Credit</b>	Working Tax Credit Award Notice marked "2012-13". Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Child Tax Credit</b>	Working Tax Credit Award Notice marked "2012-13". Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Child Benefit</b>	Award letter
<b>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid
<b>Disability Living Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Any other income</b>	Relevant paperwork

- **Self assessment tax calculation form (SA302).** This form is sent by the Inland Revenue to self employed people and is the equivalent of the P60. Check that the name is for the correct person and that date is for the last complete tax year. The income will be shown under Total Income

Evidence will be kept for audit / monitoring purposes.