

# Living Cost Support Fund and Nursery Subsidy 2019/2020

## Supporting Documentation Checklist

**IMPORTANT:** We do not automatically return your documentation and we are obliged to keep anything you submit on file for auditing purposes. Therefore, please only submit photocopies (please note the SSC does not offer a photocopying service).

Please include your student ID number on all correspondence and supporting documentation

You must supply all the necessary documentation – without this your application will **not** be considered.

<b>Student Name:</b>		<b>ID Number:</b>	
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Essential		
Student Checklist	Information	Staff Checklist
<input type="checkbox"/>	<b>Proof of funding</b> (e.g. Student Finance Entitlement Letter, NHS Bursary Notification of Award, Career Development Loan, external grant/award, other University scholarship/bursary confirmation letter). If you cannot find this please contact the funding body for a duplicate copy.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Copy of the page of your tenancy agreement</b> which shows your rent amount and schedule of payments <u>or</u> evidence of monthly mortgage payments (if somebody else pays your rent for you, you must still include this document and declare who pays it on your behalf)	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of council tax (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of Priority Debts (see our <a href="#">website</a> for definitions of priority debts – please note these are debts only and not standard monthly outgoings) (only if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of any other income (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of medical costs (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Birth Certificates of Relevant Children (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of childcare costs/copy of offer letter from Nursery (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of state support (if applicable, e.g. Working Tax Credits, Child Tax Credits, Housing Benefit, Council Tax Benefit etc)	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of partner's income (if applicable)	<input type="checkbox"/>
Desirable		
<input type="checkbox"/>	Any other proof of hardship (please provide further information):	<input type="checkbox"/>

# Bank Statements

**PLEASE READ CAREFULLY:** Please submit the last 3 months bank statements for all bank accounts you and (if applicable) your partner hold (even if you no longer use these).

**Please note these must end within 14 days of the date you submit all supporting documentation. You must also explain every transaction in and out of the account which exceeds £50.**

We will accept online banking statements however these must be a true representation of your paper statements therefore we are unable to accept statements which are downloaded into Excel (or similar). Transactions need to clearly show a minimum of 3 months – if there is minimal activity on the account please show evidence of the previous transaction (even if this is outside of the 3 month date range) and/or a mini statement to show the current balance is the same as the last transaction on the statements.

Please ensure all submitted bank statements clearly show the name of the account holder and the account number.

<b>Student Name:</b>		<b>ID Number:</b>	
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Essential for ALL students				
Last 3 digits of account number	Date of first transaction on statements	Date of last transaction on statements <b>(MUST BE WITHIN 14 DAYS OF THE DATE OF SUBMISSION TO STUDENT SERVICES CENTRE)</b>	<b>Is this a full 3 months?</b> If not, please add further statements. Please do not submit partial statements as your application will be refused	Have you explained every single transaction <b>in and out</b> of the account which exceeds £50?  Yes/No

*Please continue on a separate sheet if necessary*

Please either post to Student Financial Support Team, Student Services Centre, University of Manchester, Burlington Street, Manchester, M13 9PL (please note we do not send a notice of receipt) or hand in at the SSC<sup>1</sup>. Unfortunately we cannot accept documents via email.

Signed (Staff Member only).....

Print Name (Staff Member).....Date.....

<sup>1</sup> Please note that front counter staff can only provide a general checking service – you may be required to submit further documentation when we complete a thorough check of your supporting documents