



Guidance Notes to Complete FINANCIAL SUPPORT APPLICATION

Follow our simple step-by step guide to our fully online Financial Support application process for 2025. 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

info@stamford.ac.uk | 01780 484311

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.

What do you want to apply for?

Please indicate below the help you require by selecting from the appropriate options:

Compulsory Equipment and materials

No

Compulsory Uniform

No

Free College Meals

No

College Transport

No

Public Transport

No

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EVIDENCE

Select the main type of household income evidence you need to upload with your application. If you need to submit more than one evidence type, you can do that here also, one evidence type at a time. To support your application, please upload a clear photo, screenshot, scan or digital copy of any evidence.

Upload Evidence

Accepted Evidence file format types: .jpg, .jpeg, .png, .pdf

As per the evidence guidance above, you may need to upload more than one evidence.

Step 1 - select the type of evidence

What does this Evidence relate to?

What does this Evidence relate to?

Aged 19-24, In receipt of an EHCP

Care Leaver Letter

Employment Support Allowance

In Care Letter

Income Support/Universal Credit in my own name

Income Support

In receipt of Free School Meals

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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 month Sign out

Payments

John Smith
123 Fakers Street, Fakers, 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
Total entitlement before deductions	£1,189.57

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	£734.58

The amount we'll use to work out your Universal credit is £734.58

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 [journal](#).

Debt and loan repayments See Credit recovery	£79.46
Total deductions	£450.85

Your total payment for this month is **£738.72**

If your circumstances change

You must immediately [report changes to 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.

The screenshots show the following information:

- Payments:** John Smith, 123 Falkirk Street, Falkirk, FK1 1AD. Assessment period: 19 April to 18 May. Your payment this month is **£343**. This will be paid by 8pm on 25 May 2019.
- What you're entitled to:**
 - Standard allowance: £317.82
 - Housing: £247.68
 - Children: £277.08
 - Total entitlement before deductions: £842.58
 - What we take off (deductions):
 - Take-home pay: £146.39
- Earnings reported by your employer:** £519.36. The amount we'll use to work out your Universal credit is £519.36. Your total take-home pay for this period is **£519.36**. The first £287.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 63 pence.
- Benefit cap:** The benefit cap limit is £1,666.67. £0.00.
- Advances:** We take money off your payment to repay your advances. £41.67. For a list of advances, please refer to your [journal](#).
- Other money you owe:** Rent arrears (including service charges): £63.56. Check your [journal](#) for information about these deductions.
- Payment to your landlord:** We currently pay this to your landlord towards your rent. £247.68.
- Payment to your landlord:** We currently pay this to your landlord towards your rent. £247.68.
- Total deductions:** £499.30.
- Your total payment for this month is:** £343.28.
- 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.

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 2025/26. This is called a **TC603R Tax Credits Review** as this will show your income for 2025/26 or which benefits you are in receipt of. This is usually dated after 1 April 2025 and is 4-6 pages long. Alternatively we will need a **Final Tax Credit Award dated 2025/26**, 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.

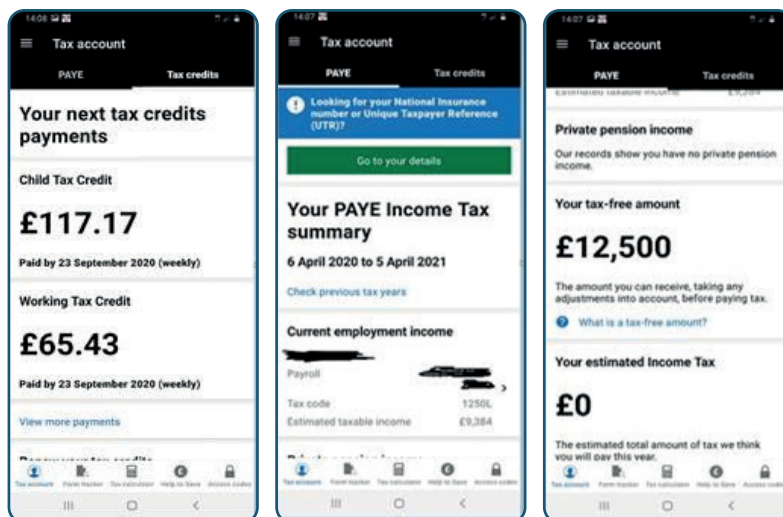
The sample notice includes the following sections:

- HM Revenue & Customs:** Telephone: 0345 300 3900. For our opening hours go to [www.gov.uk/contact-hmrc](#).
- Tax credits award for 06/04/2019 to 05/04/2020:** National Insurance number: [redacted].
- Summary:** Tax credit for the period - see Part 2. Working Tax Credit: £3974.78. Child Tax Credit: £7233.34.
- Amounts still to be paid to you for the period shown above - see Part 3:** Working Tax Credit to 10th: £2079.71. Child Tax Credit to 10th: £5007.80.
- Part 1:** Shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.
- Part 2:** Is for information. It shows how we calculate your tax credits.
- Part 3:** Gives details about any payments we will make for the period shown above.
- Your rights and obligations:** Your Charter explains what you can expect from us and what we expect from you. For more information go to [www.gov.uk/hmrc-your-charter](#).
- Why we are writing to you:** Thank you for the information you gave us about your tax credits claim. This award notice gives details of your tax credits award for the period 06/04/2019 to 05/04/2020.
- What to do now:** Please check the details on this award notice and tell us if anything is wrong, missing or incomplete. It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

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	PROCESS DATE	NATIONAL INSURANCE NO.
01	Mr ABC XYZ	30-Apr-2016	SC 56 52 10 C
Basic Pay		1,000.00	Income Tax 15.40
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	Taxable Gross Pay 1,000.00
		Total Deductions 55.76	Income Tax 15.40
			Employee NIC 39.36
			Employer NIC 44.71
Test Company Tax Code: 1100L, 1st letter: 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 2025. For financial support we look at the **NET** (after tax) income.

P60 End of Year Certificate Tax year to 5 April <input type="text"/> 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 <table border="1"> <thead> <tr> <th></th> <th>Pay</th> <th>Tax deducted</th> </tr> <tr> <th></th> <th>£</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>In previous employment(s)</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>In this employment</td> <td>* 34800.00</td> <td>4444.80</td> </tr> <tr> <td>Total for year</td> <td>34800.00</td> <td>4444.80</td> </tr> </tbody> </table> Final tax code: 1257L			Pay	Tax deducted		£	£	In previous employment(s)	0.00	0.00	In this employment	* 34800.00	4444.80	Total for year	34800.00	4444.80	
	Pay	Tax deducted															
	£	£															
In previous employment(s)	0.00	0.00															
In this employment	* 34800.00	4444.80															
Total for year	34800.00	4444.80															

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



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FREE COLLEGE MEALS

If you have received free meals at your previous school, select "Yes" on the "What do you want to apply for?" section and upload evidence of your entitlement, for example a supermarket e-voucher in your name or evidence issued by your school, or qualifying benefit in the evidence upload section.

What do you want to apply for?

Please indicate below the help you require by selecting from the appropriate options:

Compulsory Equipment and materials

No

Compulsory Uniform

No

Free College Meals

No

No

Yes

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VULNERABLE BURSARY

Some students may be eligible to access support from the Bursary for Vulnerable Groups if they meet certain criteria such as; Care Experienced, under the care of the local authority, or self-supporting and classed as vulnerable. Please submit qualifying evidence, such as confirmation of care status from your social worker on the evidence upload page. Eligibility for Bursary for Vulnerable Groups is not based on household income, but the amount and what is awarded will be based on financial need.

Bursary for young people in vulnerable groups

Students who are unlikely to be receiving financial assistance from parents or carers and have a financial need can apply for a bursary for vulnerable groups. A student must be aged 16 or over but under 19 on 31st August 2025 and meet the ESFA residency criteria. The following groups meet the criteria, you must upload the corresponding documents for each as an image before continuing to the next page.

BENEFITS/INCOME	EVIDENCE
CARE EXPERIENCED I AM A YOUNG PERSON OVER 16 AND UNDER 19 ON THE 31ST AUGUST 2025 LOOKED AFTER BY THE LOCAL AUTHORITY OR SUPPORTED BY THE LEAVING CARE TEAM (CARE LEAVERS).	Evidence: Upload a letter or e-mail from your Local Authority confirming you are in care or leaving care
INCOME SUPPORT/UNIVERSAL CREDIT IN MY OWN NAME I AM A YOUNG PERSON AGED OVER 16 AND UNDER 19 ON THE 31ST AUGUST 2025 IN RECEIPT OF UNIVERSAL CREDIT OR INCOME SUPPORT IN MY OWN NAME.	Evidence: Upload Income Support letter dated 2025 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 I AM A YOUNG PERSON AGED OVER 16 AND UNDER 19 ON THE 31ST AUGUST 2025 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 2025 and IS letter dated 2025 or 3 months Universal Credit statements.

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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.

Financial Support Application Complete! ✓

Thank you for submitting your financial support application form. We will notify you of the outcome, as soon as possible, via the email address you provided in your application. Please ensure you can access this account and check it regularly for updates. We aim to process all applications as quickly as we can, usually sooner than 15 working days after receiving a correctly completed form with all supporting evidence. During busy periods (June - October), this may take a little longer.

If you do have any questions, please feel free to contact us at:

Peterborough College - info@peterborough.ac.uk
Stamford College - info@stamford.ac.uk

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