

EVIDENCE CHECKLIST – single students without children

DURING BUSY PERIODS APPLICATIONS THAT ARE NOT COMPLETE WILL BE PUT TO ONE SIDE UNTIL WE HAVE THE TIME TO CHASE STUDENTS FOR MISSING EVIDENCE and/or MISSING SIGNATURES. PLEASE NOTE THAT THE ALF SERVICE STANDARD OF TWENTY WORKING DAYS FOR A REPLY TO YOUR APPLICATION DOES NOT APPLY TO INCOMPLETE APPLICATIONS.

Please ensure that you have attached ALL of the evidence needed to make an accurate assessment of your income and expenditure. Your award (if you are successful) could be delayed by several weeks if we have to contact you to request evidence and/or signatures that should have been provided when you submitted your application. If you are uncertain about any issues please raise them at the Students' Union ALF workshop.

Photocopies only should be included because we have to retain all evidence for auditing purposes.

Please tick the relevant boxes and attach this form to the front of your application form. This list follows the format of the application form.

Evidence of Income

- Tuition fee loan – please provide evidence if you have requested a tuition fee loan
- Bank/Building Society and/or savings and investments – refer to guidance notes especially re explanations of withdrawals, credits and maintenance loan deposits
- Copy of your Financial Notification. This gives information about your tuition fees and Maintenance Loan (Student Loan). One of the boxes under Maintenance Loan, which reads 'Less assessed contribution to living costs', shows how much your parents/partner are expected to contribute towards your living costs based on family income.
- Part time Students – copy of your Financial Notification showing your tuition fees grant and course costs grant
- Copy of the notification for your university bursary showing how much you will receive.
- Copy of the notification of any bursary you are entitled to, e.g. NHS, Social Work etc.
- Bank statement showing the amount of Professional Studies/Career Development loan you have taken out. If you have been unsuccessful in your application(s) please enclose a copy of the letter from the bank(s).
- Assumed Income – the guidance notes state how much assumed income you should include. Evidence of salary is NOT required for full time students
- Part time students only should include actual salary and provide at least three pay slips.
- Income Support – copy of notification letter showing actual amount
- Housing Benefit/Local Housing Allowance – copy of the notification letter showing actual amount
- Job Seekers allowance – copy of notification letter showing actual amount
- Evidence of any other income

Partner's income

- Copies of Financial Notification, bursary income etc. if your partner is also a student. If you are over 24 years of age and your partner is also a Staffordshire University student you should submit a joint ALF application
- Three months up to date bank statements for all accounts held in your partner's name
- Notification letter of any benefits received by your partner

Income not included in the ALF assessment – refer to guidance notes

- Care Leavers** – evidence of local authority or other care leavers funding
- Disabled Students Allowance** – copy of notification letter
- Copy of any **disability allowances**
- Employment Support Allowance** – copy of notification letter

Evidence of Expenditure - photocopies only please

- Tenancy agreement** – showing actual amount of rent. This should also show your name, the names of other tenants in the house and the name and address of the landlord. **Just circling your rent payments on a bank statement will not be enough.**
- If relevant **up to date evidence of your monthly mortgage payments**
- Parental home** – students who live with their parents or other family member should enclose the completed 'Parental Home' form
- Council tax notification letter** if relevant
- Life insurance** – copy of the letter showing the annual premium
- Buildings insurance only** – copy of the letter showing the annual premium. If this includes contents insurance as well please include half of the annual cost.
- Composite living costs** – Evidence is NOT required - please refer to the guidance notes
- Disability premium** – if you receive a disability benefit your notification letter will state how much disability premium you are entitled to, if any
- Priority and non priority debts** – please refer to the guidance notes and complete the appropriate form in the application pack. You must speak to an adviser in the SAC about priority debts before you hand in your application form.
- Disability costs** – Please contact Employability and Student Support before handing in your application. You will need to provide confirmation from them that the additional support and or equipment is necessary, together with an estimate of the likely cost.
- Public transport costs** – if you do not include evidence the cheapest travel option will be included in the calculation
- Travel home** – if you do not include evidence, the cheapest travel option will be included in the calculation
- Travel to work** – this will be omitted from the calculation if you do not complete this part of the form and attach appropriate evidence
- Books and equipment** – this is a set amount – please refer to the guidance notes. Evidence of purchases is NOT required
- Other costs** – evidence must be provided otherwise the expenditure will be omitted from the calculation

Please do not include evidence that is not relevant to your application, e.g. utility bills (unless they are a priority debt), credit card statements, receipts for goods bought, etc.

The explanations on your bank statements should be brief but relevant – repeated statements such as 'can't remember' or 'shopping' are not acceptable.