

Documents needed for University Support Funds applications

Please upload pdf documents. Mobile phone screenshots can be unclear so may mean we have to request better quality documents which will delay the assessment.

Mobile phone screenshots for bank account printouts are NOT accepted.

Everyone must upload the following to support their applications:

Evidence of housing costs -

- Tenancy agreement for the 2025/26 year (this must show the cost of the rent, the length of the tenancy, if utility bills are inclusive etc) OR
- Mortgage statement

Banking/Savings account statements -

- Transaction statements for ALL bank accounts you have in your name (and if applicable, any partners accounts); this includes Monzo and Revolut type accounts and savings accounts/investments/ISA/bitcoin/trading accounts etc. Printouts must cover the two month period immediately prior to submitting the application e.g. 3/8/2025 - 3/10/2025 for applications submitted on or around 3rd October. Statements need to include the current and running balance. We need to see the most recent student finance credit to your account and your most recent rent payment paid out (unless this is paid by a third party in which please confirm this in your supporting statement) so you may need to provide additional statements depending on your application date.

Proof of funding (include all that are applicable to you)

- Most recent Student Finance letter for the 2025/26 academic year
- NHS Bursary /Learning Support Fund /Social Work Bursary letter or screenshot from Boss. Documents need to show the amounts of bursary/grant due to be paid within the 2025/26 academic year, along with breakdown and payment dates

Additional documents (if applicable)

- Evidence of tax credits or income from benefits
- Proof of therapy and/or supervision costs (Counselling students only)
- Proof of childcare costs – see template letter on the web page

- Proof of any childcare funding held
- Evidence relating to high medical costs
- Evidence relating to any field or mandatory course related trip
- Latest 2 months wage slips for partner (if applicable)

For the Childcare Support Fund – as above (where relevant) and

- University /School /Department /International Scholarship
- Postgraduate funding –including any loans taken out

Applications are assessed on an individual basis, based on the information seen in the documents provided for the application. If additional evidence is required to complete an assessment following the internal guidelines, an email will be sent to your university email address confirming what is required.

