



# Guidance Notes to Complete FINANCIAL SUPPORT APPLICATION

Follow our simple step-by step guide to our fully online Financial Support application process for 2026/27. 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** Please make sure you have your supporting documents ready in PDF format before starting your application. **Photographs will not be accepted.**

## 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	<input type="checkbox"/> No
Compulsory Uniform	<input type="checkbox"/> No
Free College Meals	<input type="checkbox"/> No
College Transport	<input type="checkbox"/> No
Public Transport	<input type="checkbox"/> No

## 4 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 PDF.

### 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

## 5 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 3-4 pages. 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).

To download the PDF file, please follow the below steps:

- Select individual statement.
- Print this statement.
- **iPhone** - Tap the 'share' icon, scroll to the options and select 'save to files'. Choose a folder on your phone and save.
- **Android** - Tap the three dots (menu), select 'share', tap 'print'. At the top of the print screen, save as a PDF. Tap the PDF icon to download to device.

Example 1 - PDF

GOV.UK Universal Credit [View more help and support](#)

**Payments**

John Smith  
123 Fallow Street, Fallow, F13 1AB Assessment period: 2 April to 2 May

Your payment this month is  
**£738**  
This will be paid by 9pm on 9 May 2019

**What you're entitled to**

Standard allowance You get a standard amount each month. You call you're single	£310.02
Housing You call that your rent is £422.09 per month	£382.00
Children You get support for 2 children	£308.75
<b>Total entitlement before deductions</b>	<b>£1,000.77</b>

**What we take off (deductions)**

Take home pay Deductions are what's left after tax, National Insurance and any pension contributions have been deducted.	£338.05
Earnings reported to your employer	£734.38

The amount we'll use to work out your Universal Credit is £266.52

Your total take-home pay for this period is £734.38

The first £100.00 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.

Advances We take money off your payment to repay your advances. For a list of advances, please refer to your <a href="#">journal</a> .	£33.34
Debts and loan repayments The Credit recovery	£70.46
<b>Total debts</b>	<b>£450.05</b>

Your final payment for this month is **£738.77**

**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](#)



## 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)
- Support under Part 1 V2 of The Immigration and Asylum Act 1999. Letter dated 2026.



## 6 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. The award is 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 EEA 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 EXPERIENCE 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 LEAVES).	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 dependent child upload evidence of Child Benefit/Birth Certificate.
UC/ESA AND DL/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 15 letter dated 2025 or 3 months Universal Credit statements.

## 7 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](mailto:info@peterborough.ac.uk)  
Stamford College - [info@stamford.ac.uk](mailto:info@stamford.ac.uk)