



Student Finance Support Funding Terms and Conditions 2018/19

Please read carefully all notes listed here to make sure you are satisfied that you accept the terms and conditions. Please do so before you submit your student finance application as the submission of a signed application form indicates your agreement to all terms and conditions listed here.

Student Finance may support costs associated with travel, free meals, uniform and kit and childcare.

1. If you are relying on student finance assistance in order to complete your studies at Stockton Riverside College, please ensure that you have secured funding before you commit to your programme.
2. Applications will be dealt with by the Student Finance team in order of date received. During our busiest time (between late August and October) please expect assessments to take up to ten working days.
3. There is no guarantee that funding will be available as budgets are limited. Student Finance staff will advise you at the point of application if the budget has been fully allocated.
4. Applications must be submitted to the Student Finance team with evidence of household income.
5. Incomplete applications will not be accepted and will be returned (this includes missing signatures).
6. The Student Finance team cannot accept responsibility for loss of items in the post.
7. Financial assessments may take place based on the income of yourself and that of a cohabiting partner if applicable, or parents'/guardians' income if you are under the age of 19.
8. All information provided to the Student Finance team will be treated in the strictest confidence and will only be accessed by those staff members responsible for carrying out assessments. Information may also be made available to auditors or inspectors as required.
9. Assessment notifications will be sent to the email address provided on the application form (or postal address where this is not available). Unsuccessful applicants will also be informed via this method.
10. If you withdraw from your programme, or complete early, funding support will immediately cease.
11. A separate set of childcare terms and conditions will be issued to you if you have applied for childcare support.



Household Income Evidence Required

Income	Evidence required
Income From Employment	P60 dated April 2018, or three consecutive wage slips from the last 3 months
Self Employed Income	Most recent SA302
Income Support	Most recent letter issued in 2018 , all pages showing name, address and amount of Income Support received.
Employment Support Allowance	Most recent letter issued in 2018 , all pages showing name, address and amount of Employment Support received.
Job Seekers Allowance	Most recent letter issued in 2018 , all pages showing name, address and amount of Job Seekers received.
Universal Credit	Most recent letter issued in 2018 , all pages showing name, address and amount of Job Seekers received.
Working or Child Tax Credits	Full award notice letter headed " TAX CREDITS AWARD FOR 06/04/2018 TO 05/04/2019 " (we cannot accept award letters from the previous years)
Child Benefit	Award letter
Child Maintenance	Most recent CSA letter
Pension Credits	Full award notice letter headed " TAX CREDITS AWARD FOR 06/04/2018 TO 05/04/2019 " (we cannot accept award letters from the previous years)
Any Pensions	Most recent letter issued, all pages showing name, address and amount of pensions received
Disability Living Allowance / Personal Independent Payments	Most recent letter issued in 2018 , all pages showing name, address and amount of DLA received.
Any Other Income	Please provide further information about any other income you receive and the amount