SALFORD SUPPORT FUND:
FORM & EVIDENCE GUIDE

Before you start your application
Please use this guide to help clarify the evidence we will require to make a full assessment. As we are an audited fund, we must be sure we have all evidence in place before we can provide an outcome to your application. Each section is written as you will see it as you go through the form and where needed, we will show you an example of the type of evidence required.

Uploading evidence to your form
Please note that where there is an evidence **upload file** button, you will need to click this with your mouse to start uploading your evidence – some of the buttons will show a *file number limit* so if you are asked for more than one document, you can upload multiple documents. The format of your evidence should be a word document, a PDF file, or an image.

Access the link in your email from moneymatters@salford.ac.uk to begin your application.

Personal details
In this section, you will be asked to provide:
- Your name and student ID.
- A summary as to why you are currently experiencing financial difficulties.
- Your current financial priorities, such as paying your rent, etc.

Living arrangements
In this section, you will be asked:
- Your term-time address (where you are living whilst on your course).
- The type of accommodation you reside in.
- Whether you live with family/friends or if you are on a tenancy agreement (contract) and pay rent.

If you state you live in a **council owned property, a private rental property** or **purpose-built student accommodation**, you will need to provide a copy of your contract (that covers the current academic year). This must show:
1. You as a named tenant.
2. The address of the property.
3. The start and end dates for the contract.
4. Weekly and/or total rental amount.

If you state you live in a **property you own**, you will need to provide a copy of your mortgage statement. This must show:
1. You as a named person on the mortgage.
2. The address of the property.
3. Monthly payments.

Dependants

This section is where you disclose if:

- You have any children financially dependent on you.
- If no, you can click next.
- If yes, you will need to state if they live with you on a full-time basis or just some of the time.
- If your children live with you on a full-time basis, you will need to disclose each of their names and dates of birth.

If you are claiming additional support through the Childcare Grant, you will need to provide your entitlement letter.

Finance, funding and supporting documentation

Maintenance loan

You will need to provide a copy of your **Student Finance Entitlement Letter** for the 2023/24 academic year only. The document must clearly show your maintenance loan entitlement as well as your name, also any grants you have been awarded. Please see the example below. Grants will be shown on page 2 of the letter.
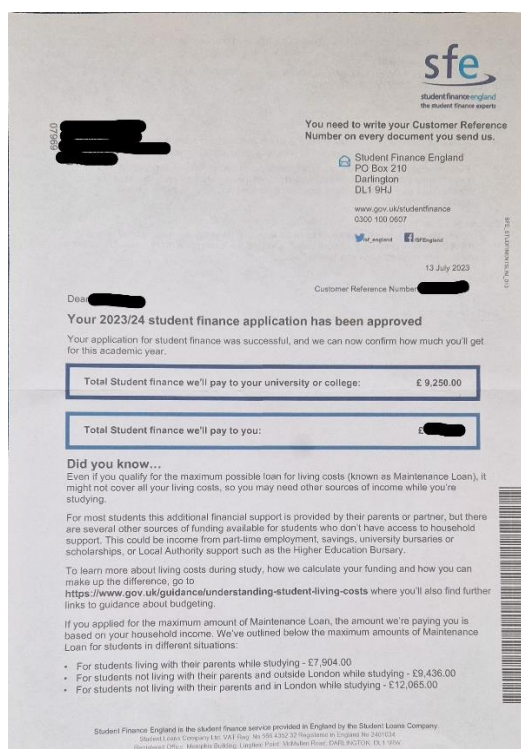
NHS funding

If you are on a healthcare course (including social work) and you are eligible for support through the **NHS Learning Support Fund** or through the **NHS Social Work bursary**, then you will need to upload a clear copy of your entitlement again showing your name and the amounts you will be receiving.

Benefits

If you are claiming benefits, either a **legacy benefit** (child tax credits, housing benefit, etc) or **Universal Credit**, you will need to upload a statement from the last payment period that includes all your deductions (even if the entitlement is £0). Please see the example below.
We will discount any benefit elements relating to disability support and we do not need evidence of child benefit.

Your net earnings (from any paid work alongside your studies)

If applicable, you will need to upload the last 3 months' payslips for your job so we can calculate your earnings for the period of your assessment. Please see the example below.

Childcare costs

If you have stated that you have children and they are under 15 (unless they have special educational needs and are under 17), you may be entitled to 85% of your childcare costs being covered by the Childcare Grant. Please upload your entitlement letter as shown below. It you are

entitled to Parents Learning Allowance, you will also need to provide the letter stating your entitlements (you may already have uploaded this as evidence of your funding from Student Finance).

Your personal status
If you have stated that you are married or living with a partner, you will need to confirm their name and provide evidence relating to their income and outgoings. We will need their payslip from the previous month or evidence of benefits if they are unable to work/out of work.
If your partner or spouse is a student themselves, we will need to see their Student Finance Entitlement Letters.

Travel costs
This relates to students who commute to campus (we do not consider travel costs if you live under 1 mile from campus). If you live over a mile away from campus, you will need to tell us:
- How many days per week you are required to be on campus.
- The mode of transport you take to campus.

If you select bus/tram, you will need to provide a figure for your weekly cost.

If you select car, you will need to confirm the amount you pay in road tax and car insurance. Please see the example below. The latest car insurance policy should show your name, the policy dates and amount you are paying.

Additional costs
You will be able to indicate:
- Long term medical costs.

- Life insurance.
- Buildings insurance (if you own the building) and/or contents insurance.
- Childcare costs (15% not covered by childcare grant)

If you have stated yes to any of the above, you will need to provide copies that show your name and costs. Childcare costs must be evidenced by a letter provided by the childcare provider.

Bank statements

This part of the application is very important. You should provide bank statements for ALL your accounts covering the last month (start to end of the month). Advisers can ask for up to 3 months' statements if required.

Banks statements should ideally be a PDF file (if you download from your online banking) or a copy of a statement where we can see your name, account details, and all transactions plus balances for the full month/s. Please see the example below.

For any transactions for £100 or more, you will need to highlight the reason for the transaction to an adviser.

Priority debts
Do you have debts for any of the following:
- Rent arrears.
- Mortgage arrears.
- Council tax arrears (for previous year).
- Loan secured on your property.
- Income tax, VAT, or benefits overpayment.

Evidence must be a letter dated within the last 30 days showing a threat of further recovery action or a letter showing a repayment plan which you have set up to pay off the debt.

We will not accept any evidence that shows a balance but no threat of recovery action. We cannot consider credit card debts, as they are considered a non-priority debt. If you have any non-priority debts, we advise you to seek guidance from an external agency, such as Stepchange.

Additional information
Please use this section to detail anything else you wish us to be aware of that has previously not been covered in the other sections, including any additional evidence you would like us to see.

Submitting your form
Before submitting, you must complete the declarations to state that the information you are providing is correct and that you are in attendance on your course.

If you have any questions or concerns, please contact us at moneymatters@salford.ac.uk.

What happens next?
An adviser will check your application within 5 working days and advise you of any further supporting documentation that they require to complete your assessment, with a timeframe in which you will need to send that documentation to us. Please note that if we require additional evidence, this will delay the processing of your application.

Once all supporting documentation is received, we aim to assess your application within 10 working days of receipt of all documentation. Please note, during busy periods, processing times may increase.

All correspondence regarding your application will be sent to your student email address, so please check this regularly.