

Funding Application Support

When you make a funding application you are asked to provide details of your household income and essential expenditure. These details must be confirmed by your supporting documents. In order to receive a quick and successful outcome to your application we have put together this information to help ensure you upload the correct documents to your application.

If you need any help with submitting your application, please contact us as follows:

Discretionary Fund applications: studentfunding@napier.ac.uk

Childcare Fund and all Find-a-Fund applications:
findafund@napier.ac.uk

Document Checklist

All students should provide a Personal Supporting Statement explaining their financial circumstances and reason for applying. You may be asked to provide further proof such as an explanation of large transactions or high income/expenditure or bank statements for a longer period. If so, we will contact you by email and give you details of what is required.

All students are required to provide copies of bank statements for ALL accounts held by them and their partner (if applicable) which cover at least 60 days transactions to date of application. Statements provided for each account must cover the same period. There are no exceptions to this requirement.

With the exception of bank statements, not all students have the same financial circumstances and therefore not all will be required to provide the same documents. We have put together the table below to show details of documents required in accordance with your income and expenditure:

Students applying for help from the University Childcare Fund should refer to the instructions provided on the online application (this applies to UK non-nursing students only).

Source of Income	Documents Required
<ul style="list-style-type: none"> Funding/student loan from an awarding body (if applicable) 	<ul style="list-style-type: none"> Full copy of award notice for the current academic year and: Bank statement showing payments in from awarding body
<ul style="list-style-type: none"> Income from employment (student and partner if applicable) 	<ul style="list-style-type: none"> Recent payslip and: Bank statement showing income received from employer
<ul style="list-style-type: none"> Income from parents 	<ul style="list-style-type: none"> Bank statement showing corresponding payment received
<ul style="list-style-type: none"> Income from benefits 	<ul style="list-style-type: none"> Full copy of most recent award notice for each benefit received and: Bank statement showing payment received for each benefit
<ul style="list-style-type: none"> Income from child's absent parent 	<ul style="list-style-type: none"> Bank statement showing corresponding payment received
<ul style="list-style-type: none"> Other income 	<ul style="list-style-type: none"> Details should be provided in the Personal Supporting Statement and: Bank statement showing corresponding payment received
<ul style="list-style-type: none"> Income received in cash 	<ul style="list-style-type: none"> Details of the monthly amount and source of this income should be included in the Personal Supporting Statement. You should also include details of what expenditure is paid using cash
<ul style="list-style-type: none"> Rent/Mortgage 	<ul style="list-style-type: none"> Current tenancy agreement or mortgage statement (if you do not have a tenancy agreement you should give details of this in your Personal Supporting Statement and give the name of the person you make rent payments to) and: Bank statement showing corresponding payment for rent/mortgage (if you pay in cash, you should provide receipts and

	your bank statement should show corresponding withdrawals)
<ul style="list-style-type: none"> • Money paid to parents for living at home 	<ul style="list-style-type: none"> • A signed and dated letter from your parents detailing how much rent you pay and when and: • Bank statement showing corresponding payments for this (if you pay in cash, please tell us this in your supporting statement, your bank statement should show corresponding withdrawals)
<ul style="list-style-type: none"> • Telephone/Wifi 	<ul style="list-style-type: none"> • Bank statement showing corresponding payment to your provider(s)
<ul style="list-style-type: none"> • Council Tax 	<ul style="list-style-type: none"> • Recent Council Tax award notice and: • Bank statement showing corresponding payment made
<ul style="list-style-type: none"> • Loan Repayment/Hire Purchase 	<ul style="list-style-type: none"> • Bank statement showing corresponding payment made
<ul style="list-style-type: none"> • Credit card minimum repayment 	<ul style="list-style-type: none"> • Most recent statement showing minimum payment required and: • Bank statement showing corresponding payment made
<ul style="list-style-type: none"> • Child support 	<ul style="list-style-type: none"> • Document showing notice to pay Child Support and: • Bank statement showing corresponding payment made
<ul style="list-style-type: none"> • Childcare costs 	<ul style="list-style-type: none"> • Document from registered childcare provider showing monthly costs incurred and: • Bank statement showing corresponding payment made (Students applying to the University Childcare Fund should refer to the instructions provided on the online application) and: • Birth certificate for each child you are claiming childcare costs for