

## **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 supporting documents. In order to receive a quick and successful outcome to your application you should read the following information carefully to ensure that you upload the correct documents to your application.

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

**Discretionary and Childcare Fund:** [studentfundingonline@napier.ac.uk](mailto:studentfundingonline@napier.ac.uk)

**Find a fund applications:** [findafund@napier.ac.uk](mailto:findafund@napier.ac.uk)

## **Document checklist**

All students should provide a Personal Supporting Statement explaining their financial circumstances and reason for application. You may be asked to provide further proof such as 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 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 TO DATE of application. Statements provided for each account should 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 will not all require to provide the same documents. Please see table below for 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).***

<b>Source of Income</b>	<b>Documents required</b>
<ul style="list-style-type: none"><li>• Funding/student loan from an awarding body (if applicable)</li></ul>	<ul style="list-style-type: none"><li>• Copy of the <b>award notice</b> for the current academic year <b>and:</b></li><li>• <b>Bank statement</b> showing a payment made from the awarding body</li></ul>
<ul style="list-style-type: none"><li>• Income from employment (student and/or partner)</li></ul>	<ul style="list-style-type: none"><li>• <b>Recent payslip</b> and:</li></ul>

<ul style="list-style-type: none"> <li>• Income from parents</li>   <li>• Income from benefits</li>   <li>• Income from child's absent parent</li>   <li>• Other income</li>   <li>• Income received in cash</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Bank statement</b> showing income received from employment</li>   <li>• Corresponding payment showing on <b>bank statement</b></li>   <li>• <b>Most recent award notice</b> for each benefit received <b>and:</b></li> <li>• <b>Bank statement</b> showing payment received for each benefit</li>   <li>• <b>Bank statement</b> showing corresponding payment received</li>   <li>• Details should be provided in <b>Personal Supporting Statement</b> and <b>bank statement</b> should show corresponding transactions</li>   <li>• Details of the monthly amount and source of this income should be included in your <b>Personal Supporting Statement</b>. You should also include details of what expenditure is paid in cash</li> </ul>
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<b>Essential Expenditure</b>	<b>Documents required</b>
<ul style="list-style-type: none"> <li>• Rent/Mortgage</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Recent mortgage statement or tenancy agreement</b> (if you do not have a tenancy agreement you should give details on your <b>Personal Supporting Statement</b> of the name of the person that you make rent payments to and:</li> <li>• <b>Bank statements</b> showing corresponding payment for</li> </ul>



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