



Student Support Fund Documentation Booklet 18/19

SFE example notification

Current year of Academic Study

2016/17

Your Student Finance Breakdown

Name: Mr Demonstration
Customer Reference Number: 12345678901234567890

You will need to pay back the Tuition Fee Loan and Maintenance Loan.

Tuition Fees

Tuition Fee amount:	£ 1000.00
Tuition Fee Loan available to you:	£ 1000.00
Tuition Fee Loan to be paid to your university or college:	£ 1000.00

The total amount we will pay to your university or college: **£9000.00**

Maintenance Loan

Loan not based on household income:	£ 1000.00
Plus loan based on household income:	£ 1000.00
Minus loan replaced with grant:	£ 1000.00
Equals loan available to you:	£ 1000.00
Loan requested:	£ 1000.00
Loan to be paid to you:	£ 1000.00

The total amount we will pay to you: **£ 1000.00**

Grants

Maintenance Grant:	£ 1000.00
Grants Total:	£ 1000.00

* This amount of your Maintenance Loan has been replaced with a Maintenance Grant. This means you have less student finance to repay. For more information go to www.gov.uk/studentfinance.
Payment of your student finance will be made to the following bank or building society account:

Sort Code	Account Number
000000	****0000

The first four digits of your account number are not shown for security reasons.
Beware of fraudulent emails from anyone claiming to be Student Finance England. We will never ask you to update your bank details or verify your student account details by email.

If you are not income assessed we cannot complete a full assessment

NHS bursary example notification

Current year of Academic Study

Student Services
nhs.uk/students

NHS Business Services Authority

Private and Confidential

Nottingham Close
Macclesfield
Cheshire SK10 2PL

Telephone: 0800 330 1345
Email: nhsbsa.accounts@nhs.uk
Website: www.nhsbsa.nhs.uk/students

Student Reference Number: 12345678901234567890
Students name: Mr Demonstration
Date: 13 January 2016

Notification of Award - Academic Year:

Thank you for completing your NHS Bursary application form for the 2015/16 academic year.

Subject to confirmation of your attendance on an NHS funded training place at UNIVERSITY OF SOUTHERN CALIFORNIA studying Medical Health Nursing - Diploma and being in attendance for 300 days we can confirm you are eligible to receive the following award:

Award Type	(Means Tested)
Basic Award	£ 1000.00
Non-means tested Grant	£ 1000.00
Extra Weeks Allowance	£ 1000.00
Net Payable Award	

The 'Net Payable Award' shown above has taken into consideration the following contributions to your award:

Parental / Spouse Contribution	N/A
Student Contribution	£0.00
Total Contribution to award	£0.00

If you are not means tested we cannot complete a full assessment

Tax Credits example letter

→ Current year (please include ALL pages)

HM Revenue & Customs

Helpline 0345 300 3900
Telephone 0345 300 3900
For our opening hours go to www.gov.uk/hmrc/tax-credits

TOD PRESTON 6
TOD GOVERNMENT BUILDINGS
PRESTON
LANCS
PR1 5YF

Date 21 September 2016

AMENDED TAX CREDITS AWARD

MS National Insurance number

Amended tax credits award for 06/04/2016 to 05/04/2017

MS National Insurance number

Summary

Tax credit for the period - see Part 2

Working Tax Credit (other than children)	£2310.40
Childcare element of Working Tax Credit	£1.70
Credit Tax Credit	£9190.92

Amounts still to be paid to you for the period shown above - see Part 3

Working Tax Credit to MS FRANCINE NEEDHAM	£1914.32
Child Tax Credit and Working Tax Credit (children) to MS FRANCINE NEEDHAM	£3314.62

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 for information, it shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/charter-your-charter.

Why we are writing to you

Thank you for telling us that your circumstances have changed.

Your income or benefits have changed.

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HM Revenue & Customs

Amended tax credits award for 06/04/2016 to 05/04/2017

MS National Insurance number

Continued

Payment dates and amounts

We will make all payments direct to you.

23/09/2016	£69.95
Then every week until further notice	£58.31

We will usually pay you on a Thursday.

Payments in 2017-2018

These are provisional payments. They take account of changes that we can predict will affect the amount of your award.

We will make all payments direct to you.

06/04/2017	£75.36
Then every week until further notice	£74.62

Child Tax Credit

Amount still to be paid to MS FRANCINE NEEDHAM £3314.62

Account details

We will pay all your Child Tax Credit into this account, so it is important to tell us immediately if these details are wrong or change.

SANTANDER

Account name MS
Account number ****7634
Sort Code 090127
Building society reference (if any)

Payment dates and amounts

23/09/2016 £118.53
Then every week until further notice £118.37
We will usually pay you on a Thursday.

Payments in 2017-2018

These are the payments we will make provisionally. They take account of changes that we can predict - for example a child reaching 16 or a young person reaching 18 or 19.

06/04/2017	£115.54
Then every week until further notice	£115.28

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Wage slip example

(Where possible 3 months are required)

Employee Name	Employee ref no	Employer name/ref
	379	Any employer xxx/xxxxxxxx
Payments	Deductions	To Date
80 hours @ £12.50 £1,000.00	Income tax £23.33 2	Taxable £3,000.00 6
1	National Insurance £39.36 3	Tax £70.00 7
		Nat Ins £118.08 8
		Eers NI £134.13 9
		NI code A
		pay date 30/06/2015
		pay period 3
		tax code 1060L 5
		AB 12 34 56
		NI no AB 12 34 56
		Paid by BACS
TOTAL £1,000.00	TOTAL £62.69	NET PAY 4 £937.31

Bank statement example



- Original format
- Must cover 3 consecutive months
- Your name, bank sort code and account number
- Provide details of any entry of £100 and over

Tenancy contract example

- Must be contract relating to current academic year. Must be signed, show number of occupants and amount being paid.

TENANCY CONTRACT

The Agreement Made on _____ day of _____ 20____

BETWEEN

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

(One Party)

AND

_____ of _____ (State Name) who is the "TENANT"

(The Other Party)

WHEREAS:

1. **Property Address**

The Tenant has agreed to take on rent the room number _____ in the property known as _____ Street Address, City, State & Zip Code _____

2. **Rental Basis**

- Monthly rent _____ inclusive.
- Rent payable per calendar month in advance.
- The first rent is payable on the commencement day of this agreement and on the 1st day of each month thereafter.
- Security deposit amount is _____.
- For a period of 6 months commencing the date of this agreement.
- The Tenant agrees to pay the monthly rent by banker's standing order and will complete the necessary form to this effect in favor of the Landlord.
- Rent-freebies _____
- The amount of monthly rent stated in this agreement will remain fixed for the full length of the term.
- In the event, at the end of the stated term the tenancy is extended for a further period, the Landlord will be at liberty to consider an increase in the rent to reflect a new amount of increases in the cost of all the services he is providing and the general inflationary increases. However, there will be an upper ceiling of _____% to the rent increase. Any subsequent revision can only be done at the anniversary of the last rent review date.
- If this tenancy is for a period of less than six months, and at the end of the term it is extended, the new rent increase will be only after every six (6) months tenancy.
- At the time of the rent review, the Landlord may also demand a further deposit amount before granting any extension.
- Rent increases at any other time or for an amount greater than agreed herein can be done only if the Tenant agrees.
- In the event of non-payment of the service of Rent Review Notice, the Tenant may serve on the Landlord a month's notice to quit and if the Tenant so terminates the tenancy and vacates the room on Rent Review Notice date it will be of no effect.

3. **Termination of Tenancy**

- With the agreement of both the tenant and the Landlord the tenancy may be brought to an end at any time by the month's notice from either party.
- Any landlord agrees upon expiry of the existing tenancy, the subsequent tenancy will automatically run from one rent period to the next on the same term as the original fixed term unless both parties.

4. **At the Termination of Tenancy**

The tenant must:

Council tax example

Removal & Receipts, South Wales House, South Wales Road, Doncaster, Doncaster DT1 1LZ
Tel: (01522) 211970 or (01522) 507357 • Fax: 01522 507358
Website: www.doncaster.gov.uk • Email: counciltax@doncaster.gov.uk

Council Tax Bill for the Financial Year 2016/2017

REFERENCE
ISSUE DATE: 29.04.2016 BILL NO: 17100
PROPERTY ADDRESS IF DIFFERENT
THE VALUATION BAND FOR YOUR COUNCIL TAX IS: C

TO: DORSET
DPS ARE

The Council Tax bill for the financial year 2016/2017 has been assessed as there has been a change in your household which affects entitlement to a discount.
The statement below details the revised charge for this property.
Council Tax for Band C - 30.04.2016 to 31.03.2017 £1568.11
Less 25% discount - 30.04.2016 to 31.03.2017 -£392.03
As all people except one are disregarded (see section 1 reversed)
Total due for the period 30.04.2016 to 31.03.2017 £1176.08

TOTAL AMOUNT PAYABLE £1176.08

DISCOUNT DISTRIBUTION
THIS COUNCIL TAX IS IN PAYABLE AS FOLLOWS:

Period	Amount	Period	Amount
30.04.2016 to 31.03.2017	£1176.08	30.04.2016 to 31.03.2017	£1176.08

PLEASE REFER TO THE BACK OF THIS BILL FOR PAY TO PAY - MAY NOT CONSIDER PAYING BY DIRECT DEBIT

→ Must show current year (not required for student)

Car insurance example

→ Must show current year of insurance (student should be listed as main driver)

Motor Policy Schedule

This policy schedule provides important details about your policy. It must be read along with your Insurance Guide, which is available online at www.diamond.co.uk.

Your Details

Name: Policy number: F00209718
Address: Issue date: 19/05/2016
Reason for issue: Diamond
Contact number: Email address: New Business

Car Details

Registration number: JMD1888888888 Engine: Inboarder
Annual mileage (est.): 8000 Engine size: Not Provided
Previous make/brand: Year made: 2007
Manufacturer: FIAT Kept overnight: Driveway
Model: FIATO G14A
Modifications: None
(Any modification changes the motor's standard specification or alters its performance, including cosmetic changes such as alloy wheels, body kits, or any other modified parts. If in doubt, please refer to the Customer Services Department.)

Description of Cover

Type of cover: Comprehensive Policy sections that apply: ALL SECTIONS
Years No Claims Bonus: 2 Period of cover: From: 13.04 on 19/05/2016
Bonus Protection: None To: 00.00 on 19/05/2017
Type of use: Social, Domestic and Pleasure only
Exclusions that apply: See Overleaf

Drivers

Premium Details (Excl. VAT)

Policy Upgrades	Insurance Premium:	£367.00
Windscreen Cover	Optional Extras sub-total:	£0.00
	Insurance Premium Tax:	£24.87
	Total:	£391.87

Excess Details:
An excess is the amount you must pay in the event of any claim, regardless of who is to blame for an incident.
(i) If you have a claim and have Comprehensive cover, the following excesses apply:
You must add the relevant Compulsory and Voluntary Excesses together to calculate the total amount you must pay in the event of any claim made.

Age of Driver in Charge at Time of Accident	Compulsory	Voluntary	Total
Less than 21 years	£250	£100	£350
Age 21-24	£150	£100	£250
Over 25 with full UK licence for at least 1 year	£0	£100	£100
Over 25 with a provisional UK licence or full UK licence held for less than 1 year	£150	£100	£250

(ii) If you make a claim for windscreen damage, and have windscreen cover, the following excess applies:
£150

(iii) If you make a claim for fire and/or theft, the following excess applies:
£150

Excess Details:
The Compulsory Excesses stated above may change if you change your vehicle and/or add its protection/guarantee your No Claims Bonus. Please remember any Voluntary Excesses you agreed at the start of the period of insurance forms part of the total excess which must be paid in the event of any claim made.

Excess Details:
The Authorized Insurer's obligations under contracts of insurance to which they subscribe are set out in the policy, and are limited to the extent of their financial resources. The Insurer, if there are three insurers, each insurer is jointly responsible for the proportion of cover it is agreed to provide under the terms of its contract. Each insurer is therefore not responsible for any other insurer who, for any reason, does not satisfy all or part of its obligations.

Extra Conditions (Endorsements) - If applicable
Please read Extra Conditions (Endorsements) in Your Car Insurance Guide at www.diamond.co.uk.
See endorsement 15 in drive and drugs.
Excludes cover to drive other cars.