

OFFICE USE ONLY

Date rec'd		18/19 record?		NEW Flag		MTD		MOD/PROG
Evidence Checked		Ack'd		FIR		COHORT YEAR		

PART-TIME UNDERGRADUATE CASH BURSARY COVER SHEET 2018/19



Student Number			
Surname		Forename	

****PLEASE TICK ALL BOXES WHICH APPLY TO YOU****

I AM CURRENTLY RECEIVING INCOME-BASED, MEANS-TESTED BENEFITS AND AM SUBMITTING:

- Proof of Housing Benefit/Local Housing Allowance, Universal Credit or Income Support, which is in mine or my partner's name and dated within the last 4 weeks.
- Proof of **Income-Based** Jobseeker's Allowance or Employment & Support Allowance, which is in mine or my partner's name and dated within the last 4 weeks.

I RECEIVED AN INCOME IN THE 2017/18 TAX YEAR AND AM SUBMITTING:

- My 2017/18 P60 and can confirm that it has a tax code which does NOT end in M1, W1, BR, T or X.*
- My HMRC self-assessment tax return for the tax year ending April 2018 (self-employed students must submit this).
- My HMRC Statement of Earnings/Employment History for the tax year ending April 2018 (students with multiple sources of income must submit this).

I RECEIVED NO INCOME IN THE 2017/18 TAX YEAR AND AM NOT RECEIVING BENEFITS

Please explain below how you supported yourself during this period (e.g. – reliant on parental income):

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Additionally you will need to provide a letter from HMRC confirming that you had no earnings during the 2017/18 tax year.

- I am submitting a letter from HMRC that confirms I had no earnings in the 2017/18 tax year.

PLEASE NOTE THAT IF YOU ARE LIVING WITH A PARTNER YOU MUST SUBMIT ONE OF THE ABOVE DOCUMENTS AS PROOF OF THEIR INCOME, AS WELL AS YOUR OWN INCOME PROOF.



I CONFIRM I HAVE READ AND UNDERSTOOD THE INFORMATION ON PAGE 2 OF THIS COVER SHEET

I also understand that I must provide one of the types of evidence listed above, and that my document must meet the specified criteria. Failure to do so may result in my application being delayed or rejected, and I may be asked to provide further evidence in support of my application. I recognise that my application may not be considered if I do not provide the correct evidence within 28 days of enrolment, as stated on my enrolment confirmation.

Signed:		Date:	
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* Please note that if this is not the case, you will be required to provide us with a Statement of Earnings. Please see the guidance overleaf for how to obtain this document.

If you have any queries regarding this application, please contact the Student Advice Service on 0207 631 6316 (studentadvice@bbk.ac.uk). Please note that applications may take 4-6 weeks to process.

NO ORIGINAL DOCUMENTS REQUIRED

Please **do not submit original documents** as we will not be able to return them to you. If you need to make a photocopy of any documents, you may be able to do so at the My Birkbeck Student Advice Centre at our main building on Malet Street.

Partner's Income Proof	If you are currently cohabiting, we require proof of your partner's income, as well as your own. This proof must satisfy the same criteria as your own evidence, as detailed below. If your partner is not earning, they should still be able to request a letter from HMRC confirming that they had no earnings during the 2017/18 tax year. We can also accept a 2017/18 P60 in your partner's name.
Parental Income	Please note that we do not accept proof of parental income, even if you are dependent upon your parents. If you have not received any income in the previous tax year you should be able to request a letter from HMRC confirming that you had no earnings during the 2017/18 tax year.
P60/March Payslip	All assessments are made on 2017/18 income and we are therefore only able to accept evidence that covers this entire period. For this reason, we can only accept a payslip if it is from March 2018 (Month 12/Week 52), and shows your total earnings for the 2017/18 tax year. <u>We cannot accept a P45.</u>
Tax Codes	Sometimes your employer or pension provider will have to use an 'emergency' or 'special basis' tax code until HMRC has worked out what your tax code should be. This can happen if you start a new job and don't have a P45, for example. If your P60 has a non-standard tax code, you will be required to request a Statement of Earnings from HMRC. Please see "Statement of Earnings" guidance below.
Statement of Earnings/ Employment History	If you are unable to provide evidence that complies with the specified criteria, you will need to request a Statement of Earnings/Employment History from HMRC (0300 200 3300). This must show ALL sources of income from the 2017/18 tax year.
Tax Returns	Please submit your FULL 2017/18 tax return. We will only be able to accept this as proof if it shows as "submitted" to HMRC. If you have received your tax calculation for this period from HMRC, we can also accept this as proof of your income.
Means-tested Benefits	We are only able to accept the following benefits as proof of income: Housing Benefit/Local Housing Allowance, Universal Credit, Income Support, Income-based Jobseeker's Allowance, Income-based Employment and Support Allowance. <u>We are NOT able to accept proof of Working/Child Tax Credit</u> , because the 2017/18 income stated on your letter is based on an estimate.
Jobseeker's Allowance / Employment and Support Allowance	Both Job Seeker's Allowance (JSA) and Employment and Support Allowance (ESA) can be either income based or contribution based. <u>We can therefore only accept JSA/ESA evidence that states it is income based. Please ensure that your JSA/ESA letter clearly states this.</u>
Evidence from outside the UK	
If your income evidence is from outside the UK, we may be able to accept it provided it covers the 2017/18 tax year, or equivalent period. Please note that any documentation in a language other than English MUST be translated.	

This information is for **PART-TIME** students **ONLY**

Please submit your completed application via email (studentadvice@bbk.ac.uk), in person at the My Birkbeck helpdesk, or by post to: "Student Advice Service, Birkbeck, Malet Street, London, WC1E 7HX"

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