

10 things to speed up your bursary application

Checking these things are completed correctly and promptly will help us to assess your application as soon as possible.

- 1) If you have more than one bill payer in your household please make sure you have uploaded all of their evidence.
- 2) Check that all evidence is clear and readable.
- 3) Make sure all pages of any letters you may upload as evidence are included.
- 4) You may be asked to fill out a questionnaire, please make sure this is done accurately.
- 5) Read all questions carefully, some questions will be about the student and some will be about the household income as a whole.
- 6) Include your own bank details.
- 7) If you are unsure if your application has been received or assessed please check its status online.
- 8) Make the college aware if any of your contact details change, including your address.
- 9) Check your email address regularly for any updates to your application, we may need some more information.
- 10) Applications must be signed by yourself and a parent / guardian if you are under the age of 18.