**Fee Waiver Document Checklist**

 (Forward to Student Records)

|  |  |  |
| --- | --- | --- |
| **Student ID:** | **Student Name:** |  |
|  | **Student /students family in receipt of one of the following:** | **Insert****✓** |
|  | Income support letter (must be dated within 3 months) |  |
|  | Working Tax Credit Award  |  |
|  | Pension Credit |  |
|  | Housing Benefit letter |  |
|  | **Income Related** Employment and Support Allowance (ESA) (must be dated within 3 months) |  |
|  | **Income-based** Job Seekers Allowance (must be dated within 3 months) |  |
|  | Universal credit (which will be introduced from October 2013 and will be phased in over the coming years to replace the benefits listed above) (must be dated within 3 months) |  |
|  |  |  |
|  | **Student is in receipt of one of the following:** | **Insert****✓** |
|  | **Carer’s Allowance** (or carers who have an ‘underlying entitlement’ to Carer’s Allowance but gave up the allowance to, for example, claim their pension), Carer’s Allowance Supplement or the Young Carer’s Grant |  |
|  | Disability Living Allowance |  |
|  | Attendance Allowance |  |
|  | Incapacity Benefit |  |
|  | **Contributory Employment and Support Allowance**\* (this also includes people whose contributory ESA has ended due to the time-limiting nature of this benefit, but who remain entitled to NI credits for incapacity.) (must be dated within 3 months) |  |
|  | Personal Independence Payment |  |
|  | Adult Disability Payment |  |
|  |  |  |
| **Households with:** | **Low Income Evidence (student’s family)** | **Insert****✓** |
|  |  |  |
| **only one person** | Council Tax Notice  |  |
| Both forms of evidence required | P60 or last 3 months payslips **(£8,282 or less)** |  |
|  |  |  |
|  |  |  |
| **a couple without children** | Council Tax Notice  |  |
| Both forms of evidence required | P60 or last 3 months payslips **(£12,395 or less)**  |  |
|  |  |  |
|  |  |  |
| **dependent children/adults living in the parental home** | Child Benefit letter or Child Tax Credit letter |  |
| All 3 forms of evidence required | P60 or last 3 months payslips **(£18,977 or less)** |  |
|  | Council Tax Notice |  |