

Checklist of evidence

Budget Tracker

- Please submit a budget planner from either [The Money Advice Service](#) or your personal planner. Please ensure it is up to date, the information should match the details in your bank statements.
- To be eligible for this funding, students staff members must have already applied to the University scheme. The University [money planner](#) you completed in that process can be submitted.

3 months bank statements (you and your partners if applicable)

- Do these match the information given on the budget planner?
 - If not, have you annotated the statements to help the panel to understand any variations or unexplained expenditure
 - Things that may result in your application being unsuccessful would be -
 - Are you spending money on multiple leisure activities?
 - Do you have any subscriptions that could be cancelled?
- What are your outgoings?
 - We would consider 'basic' needs to be the following -
 - Mortgage / rent payments
 - Food
 - Transportation
 - Insurance
 - Utilities
 - Childcare
 - Payment towards debt
 - Medical
- Areas for concern that we may follow up would be -
 - Gambling

Possible options to lower your outgoings, have you done these? Please submit evidence

- Freezing car finance payments for up to three months
- Freezing payday loans
- Freezing buy now pay later payments
- Freezing pawn broking items
- Seeking a rent break from landlords
- Applied for a mortgage break
- If your bank has not automatically frozen your overdraft charges have you applied for this?

Have you already looked at eligibility for and if eligible applied for:

- Universal Credit
- Employment Support Allowance
- Student - applied to university?

Where have you sought advice?

- Citizens advice
- Money advice service
- Step change
- Student - Student Advice Centre