**Funds Checklist**:

Use this checklist to help you fully complete your application. Your evidence must be uploaded within 48 hours of you receiving the email to your personal evidence folder.

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| **TO DO** | **INFO** | **TICK WHEN DONE** |
| **Step 1:** Complete the online application form | Make sure you read and answer all questions  Ensure you detail your current financial situation in your personal statement, giving as much information as possible  Sign and date the declaration  Once you submit your application, you will be emailed a link to your personal evidence folder |  |
| **Step 2:** Read the main evidence list  If applicable, read the childcare evidence list | This is located on our website, and a copy will also be placed into your evidence folder  Make a list of any documents that you will need to support your application depending on your income and expenditure |  |
| **Step 3:** Complete your Funds Application Excel Workbook | Please ensure you complete both the income and expenditure tabs (including childcare if applicable) which are located at the bottom of the workbook  You can add additional comments in the pink boxes if needed  If you live with your partner, please also include their information |  |
| **Step 4:** Upload your supporting evidence | Based on your completed workbook and the evidence list provided, upload all documents in PDF format to your personal evidence folder  If you live with your partner, please also upload all relevant documents for them in PDF format  Please note: we cannot accept screenshots or excel versions of bank statements |  |