



Isle of Man Student Awards Evidence in Support of your Student Awards Application

April 2023

1. Introduction

Throughout the online application, you will be required to follow instructions to upload supporting evidence at the bottom of the screen. This document provides guidance on the types of evidence that will be accepted.

Please note that a delay in uploading sufficient evidence in support of your application will delay the processing of your application.

2. Evidence for Initial Applications (Conditional Awards)

This section covers the evidence relating to initial applications (phase 1) which should be made between April and July.

2.1 Age Evidence

Age evidence is required from 1st year students when you are studying at Isle of Man University College (UCM), or if you qualify as an independent student due to being older than 25 years.

Evidence must be uploaded alongside your application.

Relevant evidence documents:

- Birth certificate
- Passport
- Driver's license
- Isle of Man proof of age card
- HM Armed Forces ID card

2.2 Residency Evidence

All 1st year students are required to provide their previous addresses as part of the application.

- Provide the addresses where you have previously resided for the period of either:
 - 4 years immediately prior to beginning the course; or
 - Periods amounting in the aggregate of ten years or more, with 2 of those years falling immediately prior to the beginning of the course.
- To indicate your current address, use your course start date as the 'to date' unless you intend to relocate.
- List the addresses in chronological order by starting with your current address.

2.3 Bank Account Evidence

All 1st year students applying for a maintenance award must provide bank account details and evidence. If you are applying for a maintenance award for the first time, you are also required to provide your bank account evidence.

Evidence must be uploaded alongside your application.

Relevant evidence document:

- Copy of the front page of your bank statement
- Screenshot of your banking app

Please note:

- The bank account must be in your own name.
- The evidence must show name of the account holder (your name), name of bank, account number, sort code and address.
- You may redact all income related details.
- A delay in confirming your bank account details, will delay the processing of you application. No maintenance payments will be made until your bank account details have been confirmed.

2.4 Independency Evidence

All students claiming to be independent are required to provide evidence.

The upload function will appear at the bottom of the screen when applicable. Please note that you will be requested to submit evidence via email for some of the criteria as described below.

Relevant evidence documents:

- Married/civil partnership:
 - Upload a marriage certificate / civil partnership certificate
- Living with a partner as if married:
 - No evidence is required regarding your partner, however, for this criteria you also need to satisfy one other criteria.
 - Evidence of meeting one of the following must be sent to studentawards@gov.im:
 - Older than 25 years
 - Out of full-time education for 3 years.

- Older than 25 years at start of course:
 - Upload any age evidence as listed above.
- Out of education for more than 3 years:
 - Evidence will be collected upon request via email.
- Looked after by DHSC for 12 months prior:
 - Upload letter from your social worker confirming that you have been looked after for at least 12 months prior to the start of your course.
- Estranged from parents for 12 months prior:
 - Upload any documents such as:
 - Letter explaining your circumstances
 - Rental agreement in your own name
 - Rent book
 - Etc.
- No living parents:
 - Evidence may be requested offline if deemed necessary by the Student Awards team.

3. Evidence for Course Verification (Provisional Awards)

This section covers the evidence relating to course verification (phase 2) which should be made once you have received your results and unconditional offer from your university/college.

3.1 Unconditional Offer

All 1st year students are required to prove acceptance by your chosen university/college.

Evidence must be uploaded alongside your application.

Relevant evidence documents:

- A letter from your university/college or screenshot of UCAS Track confirming your unconditional offer.

3.2 Results

All 1st year and continuing students are required to provide your latest results.

Evidence must be uploaded alongside your application.

Relevant evidence documents:

- 1st year students:
 - Copy of your latest results.
- Continuing students:
 - Confirmation of exam results or proof of your continuing studies.
- Degree, HND or Foundation Degree students:
 - Proof of examination of your latest results attained, confirming that the academic criteria as laid down in the current Student Awards Regulations has been met.

3.3 Placement Letter

If you will be away from your course to study abroad or due to being on a placement/work experience, you are required to provide your placement letter.

Evidence must be uploaded alongside your application.

Relevant evidence documents:

- Copy of your placement letter, detailing the terms regarding payment (paid/unpaid).

4. Evidence for Contributor Income Verification

This section covers the evidence relating to contributor income verification which should be made as soon as the relevant evidence is issued.

4.1 Verification of Income

All contributors are required to confirm their income.

Evidence must be uploaded alongside your income assessment.

Relevant evidence documents:

- Income Tax Resident Assessment Notice (RAN) issued by the Income Tax Division after the completion of your income tax return for the previous tax year. If you submit your tax return online, the assessment will be listed as R200 in your document library on the Income Tax service on Online Services at services.gov.im.
- If you are a business owner; a partner in a business partnership; self-employed, or receiving income from a company or trust, you must also provide copies of the relevant accounts for the corresponding tax year.

Note: Income assessments are completed on the income of the previous tax year. For example, if the student is applying for the 2023/24 academic year, the contributor's income for the 2022/23 tax year is required.

5. For Further Assistance

Further information regarding Student Awards can be found on our website www.gov.im/student-awards.

Alternatively, please email queries to studentawards@gov.im.