



Quick guide to uploading acceptable documents

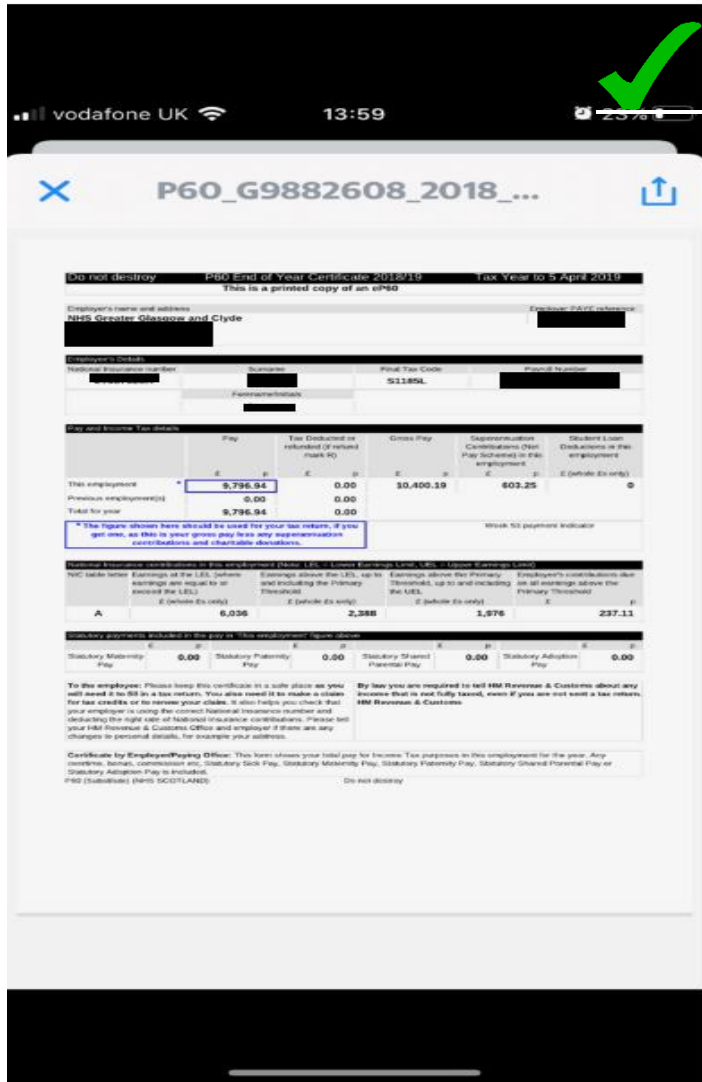
You do not need to scan documents to upload them, we accept photos of your documents or screenshots from official websites if they can be clearly read, show the full page of documents or show the browser bar and names if it's screenshots from a website.

Below we will show a few examples of documents that we can accept and documents we would have to reject.

ACCEPTED IMAGES

We would accept the following 4 images (without your personal details blanked out and for the correct financial year). They are clear, bright images which can be clearly read. The images show the FULL document, not small parts, and we can read all the relevant information including names.





Student Awards Agency Scotland
Saughton House,
Broomhouse Drive,
Edinburgh, EH11 3UT

t / 0300 555 0505
w / www.saas.gov.uk

30 May 2019

Award Notice 2019 – 2020

SAAS reference number: [REDACTED] (you will need this number to contact us)

College or University: WEST COLLEGE SCOTLAND
Course: HNC BUSINESS (GREENOCK)
Year of course: 1

SAAS payments

We will pay the following amount of tuition fees directly to your college or university £1,285.00

You are entitled to the following bursary/grants:

Independent Student Bursary £1,000.00

We will pay the total amount of bursary/grants as follows:

Date	Amount	Sort code	Account	Status
26/08/2019	£168.00	874351	Acc	****
09/09/2019	£84.00	874351	Acc	****
07/10/2019	£84.00	874351	Acc	****
07/11/2019	£83.00	874351	Acc	****
06/12/2019	£83.00	874351	Acc	****
07/01/2020	£83.00	874351	Acc	****
07/02/2020	£83.00	874351	Acc	****
06/03/2020	£83.00	874351	Acc	****
07/04/2020	£83.00	874351	Acc	****
07/05/2020	£83.00	874351	Acc	****
05/06/2020	£83.00	874351	Acc	****

If you change your bank details please tell us immediately through your online account. You must tell us at least 3 weeks before your next payment is due to ensure it is paid into the correct account.

Loan payments

[Barcode] SLC reference number: [REDACTED]

The Student Loans Company (SLC) will pay your loan of £6,750.00. You have claimed the maximum available. They will send you more information about your loan payments separately. You should also contact the SLC immediately if your bank details change.

UNACCEPTABLE IMAGES

22:24

Statements

Your statement explains your payment and how we worked it out.

View statement by pay date	Assessment period	Amount
25 June 2019	19/05/2019 - 18/06/2019	£399.48
25 May 2019	19/04/2019 - 18/05/2019	£330.18
25 April 2019	19/03/2019 - 18/04/2019	£377.00
25 March 2019	19/02/2019 - 18/03/2019	£0.00
25 February 2019	19/01/2019 - 18/02/2019	£451.81
25 January 2019	19/12/2018 - 18/01/2019	£904.79

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This has no name or explanation of what the statement is for.



The image is too dark, and the light reflection obstructs some of the information

The image doesn't show the full page, name of whose document it is or the relevant period/date.

Summary	
Tax credit for the period - see Part 2	
Working Tax Credit (other than childcare)	£508.30
Childcare element of Working Tax Credit	£2073.31
Child Tax Credit	£8891.40
Amounts still to be paid to you for the period shown above - see Part 3	

Quick Hints & Tips for uploading your own documents

- Carefully read the checklist item on your application upload page, this will clearly detail the document we are looking for
- Ensure the image you are uploading is clear and bright, and you can clearly read it
- Try and take the image in good light but try and avoid light reflection
- Ensure the full page is in the image and you haven't cut out any information
- If you get an error message saying the image is too large, try taking it with a lighter background
- Ensure the image you are uploading is in an acceptable format; JPEG, Word, PDF. Smart phone/tablet images are normally acceptable
- Ensure the document you are uploading is for the correct period i.e 2021 P60 or your most recent benefit statement. The required period will be stated on the checklist.
- If you are having trouble getting the photo correct, you can try downloading a scanner app

If you need any advice or guidance on uploading your documents, then please email us at studentfunding@wcs.ac.uk and we will do our best to help.