



# 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.

On-campus first line advice and assistance can be given by the Student Advisory Teams situated near the reception area of our campuses.

If you require more in-depth advice on your specific circumstances, please contact us on 01475 553150. We can offer a face-to-face call through facetime/teams call or where required can look to schedule an appointment to speak in person to one of our team.

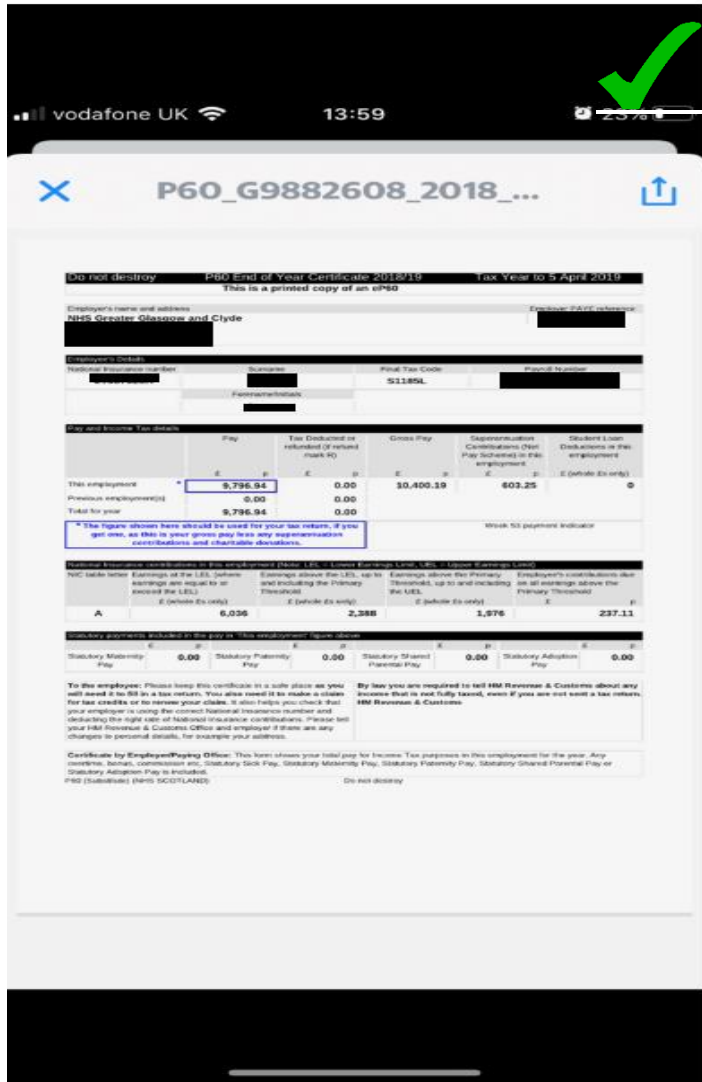
You may find the Student Information Scotland (SIS) site useful for further information on your personal circumstances and more in-depth information on current benefit situations. Please visit <https://www.studentinformation.gov.scot/>

*Please note: Example scenarios and guidelines are correct at time of publishing. These may change when SFC policies for 2023-24 are published. They relate to students applying for funding for a full-time FE (NC, NPA, NQ, Access, Int 1, Int 2, SVQ) level course and will differ if you are studying part-time or a HE (HNC/HND/DEGREE) level course. These guidelines are subject to meeting residency criteria and have not exceeded the maximum number of years funding allowed. Funding is NOT guaranteed until an application and all supporting documents have been fully assessed by the Student Funding Team and you have been sent a funding award.*

## 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](http://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
<a href="#">25 June 2019</a>	19/05/2019 - 18/06/2019	£399.48
<a href="#">25 May 2019</a>	19/04/2019 - 18/05/2019	£330.18
<a href="#">25 April 2019</a>	19/03/2019 - 18/04/2019	£377.00
<a href="#">25 March 2019</a>	19/02/2019 - 18/03/2019	£0.00
<a href="#">25 February 2019</a>	19/01/2019 - 18/02/2019	£451.81
<a href="#">25 January 2019</a>	19/12/2018 - 18/01/2019	£904.79

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**OGL**

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



## 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 2023 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](mailto:studentfunding@wcs.ac.uk) and we will do our best to help.