

DOCUMENT CHECKLIST 2021 / 22

QUALIFICATION COURSES

For qualification courses, you can apply for your interview online. After your successful interview to make sure the course is right for you, you can enrol in person at the college. To enrol on a qualification course, you will need to bring:

- Certificates to show any qualifications you have
- Proof of identification

If you are a British Citizen:

- Passport
- Driving licence (if born in the UK)
- Birth certificate with an official photo ID such as Oyster Card or Freedom Pass

If you are not a British Citizen:

- Passport
- National ID Card
- UK Travel Document
- UK Immigration Status Document (Visa, Residence Permit, Entry Clearance)
- EU Settlement Status Shared Code (if applicable)
- Letter from UKBA/Home Office, Asylum Support service with a photo ID
- Any other photographic proof of your residency status

National Insurance number (if applying for concession)

Benefit awarding letter (if applying for concession)

CONCESSIONS

Are you unemployed or employed but earning less than £345 a month and receiving state benefits?

Show us your Universal Credit account entitlement on your smartphone or bring one of the below benefit awarding letters dated within the last three months.

Concessions are applicable on proof of 3 year residency in the EEA/UK.

- Job Seeker's Allowance
- Council Tax Reduction (excluding 25% single occupancy)
- Employment Support Allowance
- Universal Credits (including Working Tax Credits, Housing Benefit, Income Support)

(Out of date benefit awarding letter may be accepted in conjunction with a current bank statement which shows continuing receipt of awarded benefit.)

Are you earning less than £21,157 per year (if living in Great London area) or £17,374.50 per year (if living outside Great London area)

Bring one of the below documents:

We may ask for further supporting evidence or bank statements to establish gross annual income

- Payslips for the last three consecutive months
- Contract of employment, including evidence of gross annual income
- If self-employed - you will be advised of what evidence is required

Household Income below £30,000 per year (gross)?

Bring any of the above listed benefits, or the following documentation:

- Current Council Tax Bill or Tenancy Agreement
- Bank statements for the past three consecutive months for each adult
- Payslips for the past three consecutive months for each adult

EMPLOYER SPONSORED ENROLMENT

Your sponsor should submit a headed letter or completed Sponsor Form (to enrol@rhacc.ac.uk or you may bring it to the college), confirming they are paying your tuition fee and include the following details:

- Names of the employees
- Title and code of course
- Cost of course/amount they pay
- Company details: address, phone and email
- Role and title of person within the company who is writing the letter/email and authorising payment

RHACC

**Richmond and Hillcroft
Adult Community College**