



Providing evidence

For the 2021/22 academic year, bursary applications will be made as part of the online enrolment process. Evidence of gross household income must either be uploaded during the online process or sent at a later date to bursary_team@bca.ac.uk. The deadline for providing evidence is Friday 22 October 2021.

Evidence can be uploaded as PDF documents or screen shots. For example, if the accompanying evidence is Universal Credit journals, you must log into your account and download the three most recent statements and save them as PDFs or screenshot all pages.

Evidence which cannot be downloaded as a PDF will need to have all pages clearly scanned or screen shot and then emailed to bursary_team@bca.ac.uk.

PDFs/screen shots must be saved with the student number and attached to one email. The email subject should include the student name and number. Alternatively, photocopies of the document can be handed to the Bursary Team on enrolment day.

If you do not have access to a printer or copier please try the options below:

IPHONE

1. Open Notes app
2. Create new note
3. Click on camera and select Scan Documents
4. Crop image so that all of the document is clear and visible
5. Save
6. Add further documents by repeating steps 3-5
7. Export PDFs via email

ANDROID

1. Open Google Drive
2. Create New
3. Scan Document
4. Click OK
5. Save Document
6. Export PDFs via email