

University of Lincoln Financial Assistance (ULFAF) & Other Funds - Providing Bank Statements.

When applying to the University of Lincoln Financial Assistance Funds (ULFAF), we may ask you to supply bank statements to assess your financial situation. Uploading the correct bank statements, in the correct format and file type will help us to process your application in a timely manner and avoid unnecessary delays.

We have produced this guide to help you supply the statements we require.

When supplying bank statements, please ensure:

- They cover all transactions over the period we have asked for – this is normally the last 3 months – check the guidance document and the information on the application form, this will tell you how many days we would like you to cover.
- They are up to date – the statement(s) period must end, or the last transaction must have been made, within **one week** of submitting your application.
- You supply statements from **all** your bank/building society/online accounts including any joint accounts, current accounts, student accounts, savings accounts, ISAs, e-bank accounts e.g. Monzo and Revolut (including all “Pots” and “Vaults”), PayPal accounts, currency accounts, crypto, bitcoin accounts and similar. Please note that if we see that money is being transferred between different accounts in your name, we will ask you to supply statements from these accounts if you have not done so already, and this is likely to cause a delay in your application being assessed.
- The statements clearly show your name, sort code, account number and all transactions and balances.

Please do not supply screenshots from your phone, these often do not show the information we need, and only show a small number of transactions at a time, meaning you will have to upload lots of separate documents. It is far easier to access your online banking via a laptop/computer and download the statements for the time periods involved.

When downloading banks statements, please save them as a PDF, this will normally be the default option. PDFs are the ideal file type for supplying your statements and are easy to upload to your application. You may be given the option to save your statements as a spreadsheet (as an Excel or CSV file) – whilst they are easy to save and upload, we are unable to accept spreadsheets as these can easily be changed after they have been downloaded and do not show all of the information we require.

When saving your bank statement files, please name each file clearly before uploading it to your application. The file name should include the name of your bank and the dates that statement covers. For example: '**NatWest 01.12.22 - 31.12.22.PDF**'

Guidance on how to access, view and download your statements can be found by clicking on the name of your bank below:

Bank of Scotland	Halifax	Nationwide	RBS
Barclays	HSBC	Nat West	Santander
Clydesdale Bank	Lloyds	PayPal	Starling Bank
Coop	Metro Bank	Plum	TSB
First Direct	Monzo	Revolut	Yorkshire Bank

If your bank is not listed here, go to your bank's website and search for 'statements' - this will normally bring up an article on how to access and download them.

Please remember, we do need statements for **every account** you hold, even if there has been little or no activity, or if the account has recently closed and we will not be able to progress your application without this information. If you anticipate or experience any delays, or have any questions please email the Student Funding Team at studentrevenue@lincoln.ac.uk and we will try to help.