

Help With Costs Criteria / Evidence Required

Criteria	Evidence Required	Time Dated Evidence
Free school meals	Leicester City or Leicestershire County Council letter	Current academic year
Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).	Universal Credit statement	Dated within 3 months of remissions application
Income Support	Letter from Job Centre Plus confirming income support	Dated within 6 months of remissions application
Income based Job Seeker's Allowance	Letter from Job Centre Plus confirming Income based Job Seekers Allowance	Dated within 6 months of remissions application
Income related Employment and Support Allowance	Letter from Job Centre Plus confirming Income related Employment and Support Allowance	Dated within 6 months of remissions application
If you are supported under Part 6 of the Immigration and Asylum Act 1999.	HMRC documentation	Dated within previous 12 months
Guarantee element of State Pension Credit	Pension Credit Statement	Dated within previous 12 months
Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)	Working Tax Credit Statement	Dated within previous 12 months
Child Tax Credit but no element of Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190	Child Tax Credit Statement	Dated within previous 12 months
Children in Care (LAC)	Considered on an individual basis	N/A
All other discretionary remission requests	P60 Payslips School fee remission statement Child Tax Credit Statement Self-employed tax return Household bank statement	Most recent Within previous 3 months Last academic year Dated within previous 12 months Dated within previous 12 months Within previous 3 months