SAAS Application workshops.   **PRE EVENT CHECKLIST**

1 Pupils should go to https://myportal.saas.gov.uk/saas/register?execution=e1s1 and create an online account in advance of workshop. They should keep a note of their login details and bring them along on the day.

2 Please read page 2 of the following document, http://www.saas.gov.uk/_forms/funding_guide.pdf this will let your pupils know if they need to bring household income amounts. (Amounts not required if household income over £34k)

3 Please ensure that all pupils have the following information with them on the day of the workshop;

Scottish domiciled students

- SAAS reference number (if you have applied before)

- The name of your college/university

- The full title of your course

- National insurance number

- Bank account number and sort code number for a valid UK bank account which is held in your own name, if you are applying for a bursary, loan or living costs grants

- Young students - Details of your parents'/step-parent's/parent's partner's income for year ending April 2015, if the total income is less than £34,000

- Independent students - Details of your spouse/partner's income for year ending April 2015, if the total income is less than £34,000

- District of birth

- Email address

- Students applying for a loan - Name, address and phone number for two people who do not live at the same address as each other to be provided as contacts for Student Loans Company

EU (non UK) nationals

- SAAS reference number (if you have applied before)

- The name of your college/university

- Email address