



Bursary Evidence Guide

This guide is a visual aid to help you provide the correct evidence for your bursary application





Before submitting...

Have you provided all pages of your document(s)?

Does your address on all documents match the address provided on your bursary application?





Universal Credit (3 Months)

Payments - Universal Credit

GOV.UK Universal Credit Nasir saherzoi : Sign out

Important

Read about [extra government payments to help with the cost of living](#).

Payments

Assessment period: [redacted]
[Need help understanding your assessment period?](#)

Your payment this month is

£1,180

This will be paid by 8pm on 29 June [redacted]

The government is making extra payments to help households with the cost of living. Those on Universal Credit who are eligible should receive a payment of £326 by the end of July. If you had a nil award between 26 April 2022 and 25 May 2022, you may not be eligible.

Find out more: [Cost of Living Payment](#).

What you're entitled to

Standard allowance	£525.72
You get a standard amount each month. You said you're in a couple	
Housing	£1,293.98
Need help understanding your housing? You said per month the total rent for your property is £1,293.98.	

<https://www.universal-credit.service.gov.uk/statement/969a2633-4512-42eb-9680-4cc481d72a98> 1/3

Payments - Universal Credit

7/14/22, 10:18 AM

You will have to pay your housing costs to your landlord.

Children	£1,268.32
You get support for 5 of your 6 children	
Total entitlement before deductions	£3,088.02

What we take off (deductions)

Benefit cap	- £1,828.90
Need help understanding the benefit cap? We take money off your payment as there is a limit on the total amount of benefit you can get. This includes money from other benefits, like Child Benefit. Search for 'benefit cap' on the GOV.UK website to find out how it's calculated.	
Debts and loan repayments	- £78.86
Other DWP benefits recovery Read more information about Universal Credit payments, including who to contact on the GOV.UK website. Search for 'find out about money taken off your Universal Credit payments'.	
Total deductions	- £1,907.76
Your total payment for this month is	£1,180.26

If your circumstances change

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

Help and support

The '[Managing your claim guide](#)' gives more information about Universal Credit payments.

[If you think we've made a mistake or want to appeal](#)

<https://www.universal-credit.service.gov.uk/statement/969a2633-4512-42eb-9680-4cc481d72a98> 2/3

We require all pages of your 3 most recent full Universal Credit statements

They must include calculations of deductions

You will need to print the details from your online UC account or provide screenshots



Tax Credit

HM Revenue & Customs

Helpline 0345 300 3900
Textphone 0345 300 3909
For our opening hours go to www.gov.uk/contact-hmrc
TCO Liverpool 3
Tax Credit Office
HM Revenue and Customs
BX9 1ER
Issue Date 03 July 2019

Tax credits award for 06/04/2019 to 05/04/2020

MRS [REDACTED] National Insurance number [REDACTED]

Summary

Tax credit for the period - see Part 2

Working Tax Credit	£3974.78
Child Tax Credit	£7233.34

Amounts still to be paid to you for the period shown above - see Part 3

Working Tax Credit to MRS [REDACTED]	£2979.71
Child Tax Credit to MRS [REDACTED]	£5007.60

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/hmrc/your-charter

Why we are writing to you

Thank you for the information you gave us about your tax credits claim.

This award notice gives details of your tax credits award for the period 06/04/2019 to 05/04/2020.

What to do now

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete.

It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

TC602(A) 1/2020 Page 1 of 6

We require all 6 pages of your most recent Tax Credit Award Notice

The notice will detail the household's earned income



Income support

jobcentreplus
Website: www.jobcentreplus.gov.uk

If you get in touch with us, tell us this reference number [redacted]

Our address [redacted]

Our phone number [redacted]

If you have a textphone [redacted]

Date 17 April 2020

Dear [redacted]

About your Income Support

I am writing to tell you that your recent change in circumstances does not affect the amount of Income Support we pay you, however there may be future changes in your entitlement.

This may be because of future changes you have told us about, the uprating of benefit or changes in deductions from your benefit.

This means you will continue to get [redacted] a week.

The way this has been worked out is shown on the page called **How your Income Support was worked out**.

From 11 April 2020, your Income Support will change to [redacted] a week. This is because there has been a change to your Income Support rates.

How to get your money

We will pay your Income Support into the account that you have told us you wish to use. The money will be in the account requested every fortnight by the day Income Support is due.

If you want a further explanation of this decision, please see the final page of this letter. It explains what to do if you disagree with this decision.

What you should do if your circumstances change

If your circumstances change, it may affect the amount of benefit you get. You must tell us about any changes in your circumstances.

Yours sincerely

Must be dated within the past 3 months

Please make sure you provide all pages



Employment and Support Allowance

jobcentreplus
Website: www.jobcentreplus.gov.uk

Your reference is [redacted]
Please tell us this number
if you get in touch with us.

ESA Birkenhead
Post Handling Site B
Wolverhampton
WV99 2GF

Phone 0345 608545
TEXTPHONE for the deaf/hard of
hearing ONLY 0845 608551

THE CLAIM FOR EMPLOYMENT AND SUPPORT ALLOWANCE

You have Power of Attorney or are acting for [redacted] and this means you are responsible for dealing with their Employment and Support Allowance. The information in this letter is about them.

I am pleased to tell you we can pay Employment and Support Allowance from 31 December 2016.

You will get £125.05 a week.

We have used the tax years ending 5 April 2007 and 5 April 2008 to assess your claim.

From 10 April 2017 the rates of some Social Security benefits may change.

From 15 April 2017 your Employment and Support Allowance will be £125.55 a week.

We will credit you with National Insurance contributions while claiming Employment and Support Allowance.

To continue to receive Employment and Support Allowance you may need to attend a Work Focus Interview with a Personal Advisor. You will be notified of this separately if you are required to attend.

It has been confirmed you have limited capability for work. The extra money you will get is shown on the Employment and Support Allowance Award page.

You are required to immediately report any change in your circumstances to us, or the circumstances of your partner if you have one.

The attached sheet shows how we worked out your money. If you want more information please get in touch with us. Our phone number and address are at the top of this letter.

This assessment is based on how much the law says you need to live on. You have not paid, or been credited with, enough National Insurance Contributions for them to be used in this assessment.

5387/0392 064930039200400417 Page 01 of 04

Must be dated within the past 3 months

Please make sure you provide all pages



Jobseekers Allowance





Department for
Work and Pensions

Watford Centre Benefit Post
Handling Site B
Wolverhampton WV99 1RH

www.gov.uk

Telephone: 0345/0845 608
6545
Text phone: 0845 608 8551
Date: 10/03/2019

If you get in touch with us, tell
us this reference number
JK 54 46 63 D



Thank you for your request for information.

The details are as follows: -

You were awarded Jobseekers Award Income Based

Claim start date: 02/11/2018

Claim termination date: N/A – Ongoing claim
At weekly rate of £73.10

Second claim start date –
Second claim termination date –
At a weekly rate of –

Paid up to 05/03/2019 – Ongoing

Any other information: None

For any further enquiries please contact us on the above number.

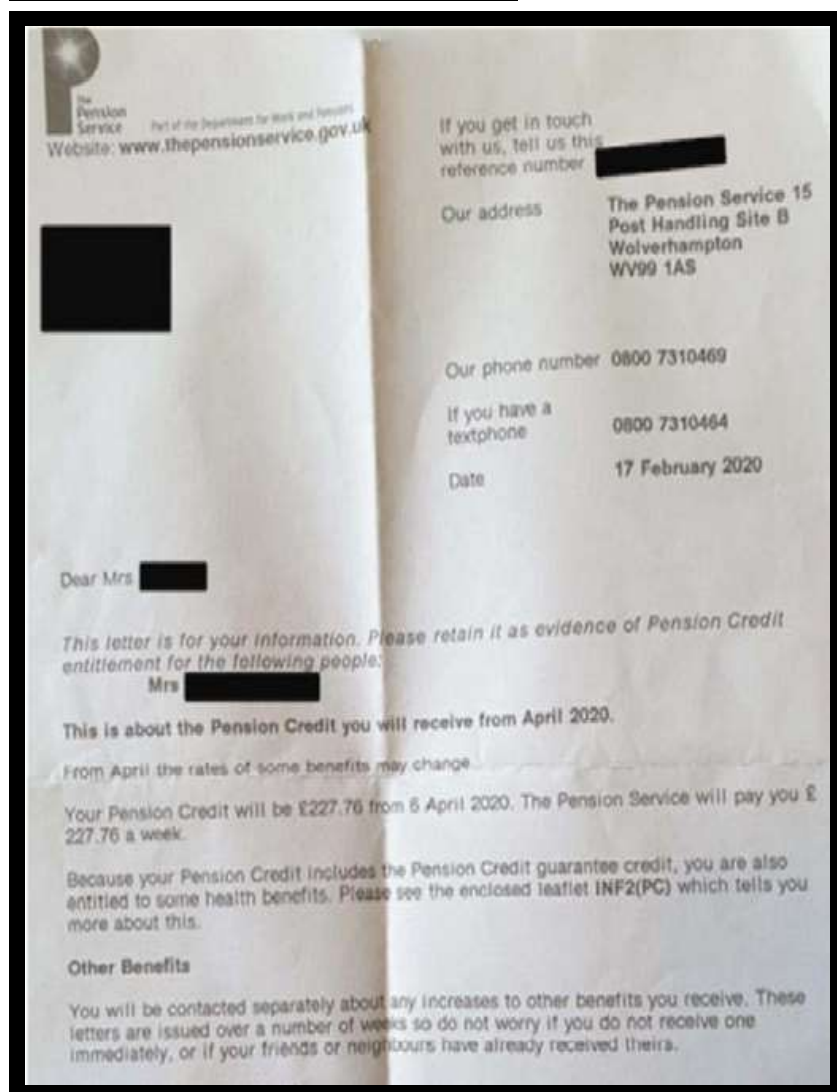

Jane Jones.

Must be dated within the past 3 months

Please make sure you provide all pages



State Pension Credit



Must be dated within the past 3 months

Please make sure you provide all pages

Only the guaranteed element needs submitting



Wage slips

ePayslip		[REDACTED]		[REDACTED]			
Payroll number	Employee name	Pay date	Period	Tax code	NI number	NI code	Payment by
[REDACTED]	[REDACTED]	31/07/2022	4	[REDACTED]	[REDACTED]		BACS
PAY & ALLOWANCES				DEDUCTIONS		THIS PERIOD	
Type	Description	Amount	Description	Amount			
	Salary	1.00xE1106.2158	1106.22	Tax	12.00	Gross pay for tax	
				Employees NI	7.71	1,106.22	
				Pension	23.45		
				Other Information			
				ERS Pension	17.59	Total pay	
				Message		1,106.22	
				1.25% uplift in NICs, funds NHS, health & social care		Total deductions	
						43.16	
						Net pay	
						1,063.06	
						Total NI	
						0.00	
TO DATE TOTALS		Total pay ttd	Gross pay ttd	Tax paid ttd	Employee's NI ttd	Total NI ttd	SSP ttd
		4,424.88	4,424.88	48.20	120.30	0.00	93.80
Other details							

*Type BLANK=Normal E=Expense T=Taxable only N=NI only www.dataplanpayroll.co.uk

For households with one adult

- We require 3 months of the most recent wage slips

For households with 2+ adults

- We require 3 months of the most recent wage slips for each adult in the household
- We require evidence of income for each adult aged 18 or over


If a member of the household is self-employed

- We require an HMRC tax bill (next page)
- We require 3 months of the most recent wage slips for all other adults in the households



HMRC Tax Bill - For Self-Employed Adults

130108:00005243:001_001

 **Self Assessment Statement**

Statement Number Sheet 1 of 2
Tax Reference
Statement Date
Issued by:
HM Revenue & Customs
SELF ASSESSMENT
PO BOX 4000
CARDIFF
CF14 8HR

Telephone 0845 900 0444 for general enquiries.
Telephone 0845 3667816 for all payment queries.

Date	Description	Tax Due	Credits	Balance
2 Jul 12	Brought forward from previous statement			0.00
31 Jan 13	Balancing payment due for year 11/12	13333.00		
31 Jan 13	1st payment on account due for year 12/13	6666.50		19999.50
	Amount to pay			19999.50

Amount due by 31 Jan 13 19999.50

Please make sure that your payment reaches us by the date it becomes due. You will be charged interest if you pay late.

SA300 ▼ Please detach payslip here when making payment direct to the Accounts Office or by Girobank ▼ HMRC 10/11

We require all pages of the HMRC tax bill for the previous year

We require the tax bill, NOT the tax return



Evidence of Asylum

ARC Card



Home Office Letter

Post Ref: K111/7273120
H.O. Ref: [redacted]
UK Visas and Immigration, Freight Services Building
Dover Eastern Docks
Dover
Kent
CT16 1JA
Tel: 01304 668110 Fax: 01304 668129
Please refer to www.gov.uk/contact-ukvi-inside-outside-uk

ILL EN 101

NOTIFICATION OF LIABILITY TO DETENTION²⁹

To: [redacted] Date of Birth: [redacted]
Nationality: IRN [redacted]

This notice is given to you because there is reasonable suspicion that you may be liable to removal or deportation from the United Kingdom.

Statement of Specific Reasons

You are specifically considered as an illegal entrant to the UK. You entered the United Kingdom in a private vessel (namely a RHIB) which had recently arrived in the UK from France on the 23 Sep-21. You could not produce any travel document or provide evidence of lawful basis to be in the UK. You therefore had entered in breach of s.3(1)(a) of the IA 1971.

What happens next?

A ☒ You are to be detained; see separate notice of reasons for detention or
B ☐ You are to be granted immigration bail; see separate notice granting immigration bail

Date 23 Sep-21 *[Signature]* On behalf of the Secretary of State

²⁹ Paragraph 16 of Schedule 2 or paragraph 2 of Schedule 3 to the Immigration Act 1971

NO INCOME EVIDENCE IS REQUIRED

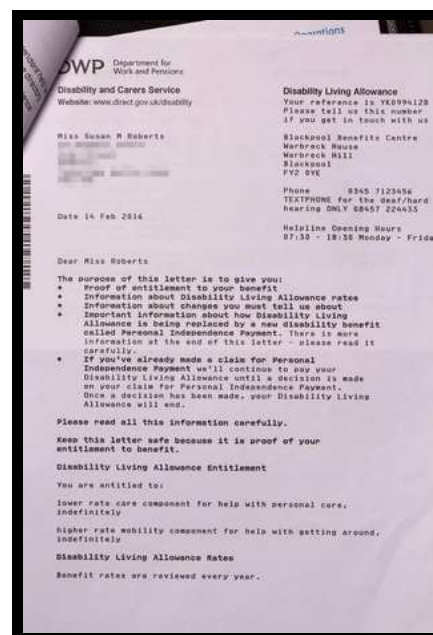


Additional Evidence

PIP



DLA



In Care/Care Leaver



These are NOT sufficient evidence on their own. They can be used along with UC, Tax Credits etc. as proof of extenuating circumstances