

The purpose of this guide is to show examples of evidence as detailed in Section 2 of the Financial Support application form.

When applying for financial support, you'll need to provide income evidence for all adults in the household. Please ensure that the address on your evidence is the same as the home address you used to apply or enrol to your course. Until you have provided all the required evidence, your application is not complete and cannot be assessed. Students will be responsible for covering their own costs to attend college until they have submitted a fully complete bursary application and received confirmation it has been successful, as bursary funds are not backdated.

Below are some examples to help you understand what is required.

## 1. Universal Credit

Please provide 3 Universal Credit Statements for the past 3 months. Each statement must include:

- Name and address
- Payment date
- Take-home pay
- the Universal Credit amount received
- All details on your Universal Credit statement

You will need to either print the details from your online UC account, Save as PDF or provide screenshots as per below.



## 2. Payslips/Earned Income Evidence

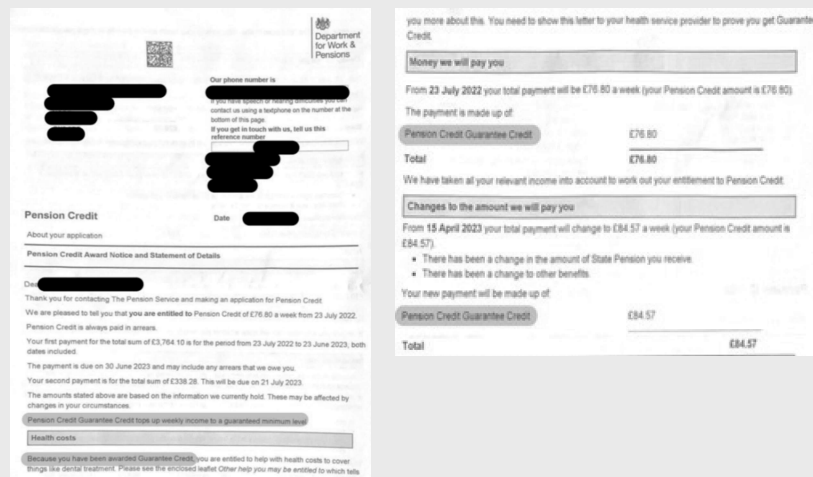
Please provide 3 months recent payslips



PAY & ALLOWANCES		DEDUCTIONS		TOTAL PERIOD
Type	Description	Amount	Description	Amount
Salary	1,000 x £1,106.2158	1,106.22	Tax	52.00
			Employers NI	7.71
			Pension	23.49
			Other Information	17.58
			ERPS Pension	
			Message	
			1.25% uplift in NICs, funds NHS, health & social care	
			<b>Total pay</b>	<b>1,106.22</b>
			<b>Total deductions</b>	<b>43.78</b>
			<b>Net pay</b>	<b>1,062.44</b>
			<b>Total</b>	<b>0.00</b>
10 date	4,424.88	4,424.88	48.20	1,106.22
10 date	4,424.88	4,424.88	48.20	1,106.22
10 date	4,424.88	4,424.88	48.20	1,106.22

## 3. State Pension Credit – Guaranteed Element (please note: State Pension is not accepted)

Please provide all pages of your Pension Credit award letter



## Evidence we do not accept:

- Bank Statements
- Child Benefit
- PIP
- DLA
- Carers Allowance

If you do not meet the eligibility criteria for the bursary, these documents can be used alongside Universal Credit as proof of extenuating circumstances. Please also include any information you feel would be relevant to enable us to assess your bursary.

## How we assess household income

When assessing household income, we will include the income of all adults aged over 18 living in the household. If the household receives:

### Wage Slips

- we use the take-home pay figure (any deductions that are not statutory will be calculated as income)
- For all 3 months, then multiply by 4 to get the yearly income

## Universal Credit

- We add together the average take-home pay and average amount of Universal Credit (after all deductions)
- If the Benefit office pays your rent to the landlord, we add the rent awarded to you to the household income.
- We deduct any Disabled child element and Children in childcare element, if applicable
- For all 3 months, then multiply by 4 to get the yearly income

GOV.UK

Universal Credit

Payments

Assessment period: 29 May to 28 June 2024

Need help understanding your assessment period?

Your payment this month was

£619

This was paid on 9 July 2024

What you're entitled to

Standard allowance

You get a standard amount each month. You said you're single

£393.45

Housing

Need help understanding your housing?

You said per month the total rent for your property is £705.86.

You have 4 rent free weeks a year. This means per month we will adjust your rent to £651.56.

We can pay your landlord £651.56 towards your housing.

What we take off (deductions)

Take-home pay

- £338.39

Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Earnings reported by your employer

£1,019.26

The amount we'll use to work out your Universal Credit is £1,019.26

Your total take-home pay for this period is £1,019.26

The first £404.00 of your take-home pay does not affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 55 pence.

Children

£621.25

You get support for 2 children

Disabled children

£156.11

You said that you have 1 disabled child

Children

£621.25

You get support for 2 of your 3 children

Children in childcare

£518.76

Need help understanding your childcare costs?

You had 1 child in childcare this month

We pay 85% of your costs each month, up to £1,014.63 for 1 child