

Household Income Evidence Guide 2025-26

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



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

Please provide all pages of your Pension Credit award letter

			for Work & Pensions
a service and the service		Our phone number is	and the second second
=		a you have speech or hearing contact us using a testphone bottom of this page. If you get in touch with us, reference number	on the number at the
Pension Credit		Date	
About your application		the Colorado and Colorado	
Dea Thank you for contacting The Pi	ension Service and	making an application for Pens	on Credit
We are pleased to tell you that y	ou are entitled to	Pension Credit of £76.80 a wee	k from 23 July 2022.
Pension Credit is always paid in	arrears.		
Your first payment for the total si dates included.	um of £3,764.10 is 1	for the period from 23 July 2022	to 23 June 2023, both
The payment is due on 30 June	2023 and may inclu	ide any arrears that we owe you	
Your second payment is for the	total sum of £338.2	8. This will be due on 21 July 20	23.
The amounts stated above are b	ased on the inform	ation we currently hold. These r	nay be affected by
changes in your circumstances.			and and
changes in your circumstances. Pension Credit Guarantee Credit	t tops up weekly inc	ome to a guaranteed minimum	1.0

Money we will pay you		
From 23 July 2022 your total payment will b	e £76.80 a week (your Pension Credit amount is £76.80	
The payment is made up of		
Pension Credit Guarantee Credit	676.80	
Total	876.80	
We have taken all your relevant income into	account to work out your entitlement to Pension Credit.	
Changes to the amount we will pay you		
From 15 April 2023 your total payment will o	change to £84.57 a week (your Pension Credit amount in nt of State Pension you receive.	
From 15 April 2023 your total payment will (E84.57). • There has been a change in the amount	change to £84.57 a week (your Pension Credit amount is nt of State Pension you receive.	

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	What we take off (deductions)	Children	£621.25
Payments		You get support for 2 children	
Assessment period: 29 May to 28 June 2024	Take-home pay -£338.39		
L Need help understanding your assessment period?	Take-home pay is what's left after tax. National Insurance and any pension contributions have been deducted.	Disabled children	£156.11
Your payment this month was		You said that you have 1 disabled child	
This was paid on 5 July 2024	Earnings reported by your employer E1.019.26		
	The annual will use to used a strength for which the 24 is 10 MM DC		
What you're entitled to	The amount we'll use to work out your Universal Credit is £1,019.26	Children	£621.25
Standard allowance £393.45 You get a standard amount each month. You said you're single	Your total take-home pay for this period is £1,019.26	You get support for 2 of your 3 children	
Housing £651.56 Need help understanding your housing?	The first £404.00 of your take-home pay does not affect your Universal Credit	Children in childcare	£518.76
You said per month the total rent for your property is £705.86.	monthly amount. Every £1.00 you earn in take-home pay over this amount	Need help understanding your childcare costs?	
You have 4 rent free weeks a year. This means per month we will adjust your rent to £651.56.	reduces your Universal Credit by 55 pence.	You had 1 child in childcare this month	
We can pay your landlord £651.56 towards your housing.	1	The new Company of Street Constraints and	
		We pay 85% of your costs each month, up to £1,014.63 for 1	child