Household Income Evidence Guide
2026-27

At a glance

What this guide is for	Main rule	Why this matters
Shows examples of income evidence needed for the Financial Support application.	Your application is only complete once all required evidence has been received. Applications missing evidence will be placed on hold and cannot be assessed until all documents are provided.	Bursary funds are not backdated, so delays will mean you need to cover costs until your bursary claim is confirmed.

1. What evidence can I use?

You need to provide income evidence for all adults in the household. The address on your evidence must match the address used on your application or enrolment.

Evidence type	What to provide	What it must include	How to upload
Universal Credit	3 Universal Credit statements from the past 3 months.	Name and address; payment date; take-home pay; Universal Credit amount received; all statement details.	Log in to your UC account, go to Payments, select each statement from the last three months, and save it as a PDF. Upload all three PDF statements.
Payslips / earned income	3 months of recent payslips.	Take-home pay and any deductions shown clearly.	Upload clear copies of each payslip.
Pension Credit - Guaranteed Element	All pages of the Pension Credit award letter.	Award details and pages showing the guaranteed element. State Pension is not accepted.	Upload all pages, not just the first page.

2. Evidence we do not accept on its own

Not accepted as household income evidence	These documents may still help explain your circumstances
• Bank statements • Child Benefit • PIP • DLA • Carers Allowance	If you do not meet the bursary eligibility criteria, some of these documents may be used alongside Universal Credit as proof of extenuating circumstances. You can also include any other information you feel is relevant to help assess your bursary application.

3. How household income is assessed

Household income includes the income of all adults aged over 18 living in the household.

Wage slips	Universal Credit
• The take-home pay figure is used. • Any deductions that are not statutory are calculated as income. • For all 3 months, the figure is multiplied by 4 to estimate yearly income.	• The average take-home pay and average Universal Credit amount are added together after all deductions. • If rent is paid to your landlord by the benefits office, the rent awarded is added to household income. • Disabled child element and children in childcare element are deducted, if applicable. • For all 3 months, the figure is multiplied by 4 to estimate yearly income.

4. What to check before you upload

Check this	Why it matters	Action
3 months included	Missing months can delay assessment.	Upload the full 3 months requested.
All pages/details included	Cut-off screenshots or missing pages may not be accepted.	Upload the full page or full statement.
Name and address visible	Evidence should match the application or enrolment address.	Check the address before uploading.
All household adults covered	Evidence is needed for all adults in the household unless an exemption applies.	Check who lives in the household before submitting.
Files are clear	Blurred or incomplete documents may need to be resubmitted.	Use clear PDFs or screenshots.

5. Application evidence flow

1. Choose support	2. Gather evidence	3. Check evidence details	4. Upload evidence	5. Assessment
Travel, meals, course costs, childcare or another bursary type.	Collect income evidence for all required adults.	Make sure names, addresses and dates are clear.	Send complete documents through the application process.	Your application is checked once evidence is complete.

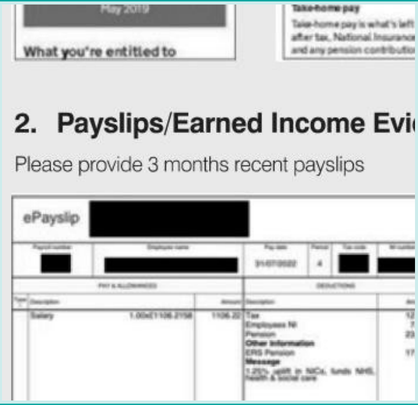
Final reminder

Bursary support is assessed individually and is not guaranteed. Funding is limited and may change during the year. To avoid delays, apply early and upload all required evidence first time - applications cannot be assessed until complete, are processed in date order, and funding is not backdated.

Evidence examples from the original guide

Universal Credit statement screens

Payslip example



Pension Credit award letter

Universal Credit assessment examples

The original guide shows examples of UC areas that may be checked, including payment amount, take-home pay, rent paid to landlord, disabled child element and childcare element. **All pages of the statement are required.**