Household Income Evidence Guide 2026-27

At a glance

What this guide is for	Main rule	Why this matters
Show's 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

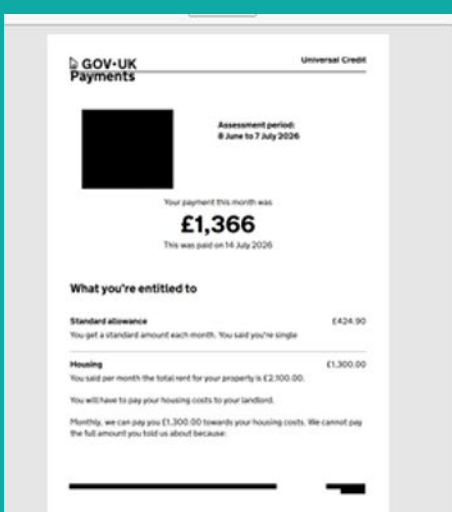
1. Choose support	**2. Gather evidence**	**3. Check evidence details**	**4. Upload evidence**	**5. Assessment**
Travel, meals, course costs, childcare or another bursary type.	Collect income evidence for all required adults.	Make sure names, addresses and dates are clear.	Send complete documents through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

Universal Credit statement PDF; Please provide the full statement as one PDF for 3 months. Areas that will be assessed will be; payment amount, take-home pay, rent paid to landlord, disabled child element and childcare element. All pages of the statement are required so these can be viewed.


GOV.UK Payments

Universal Credit

[redacted]

Assessment period: 8 June to 7 July 2026

Your payment this month was

£1,366

This was paid on 14 July 2026

What you're entitled to

Standard allowance — £424.90

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

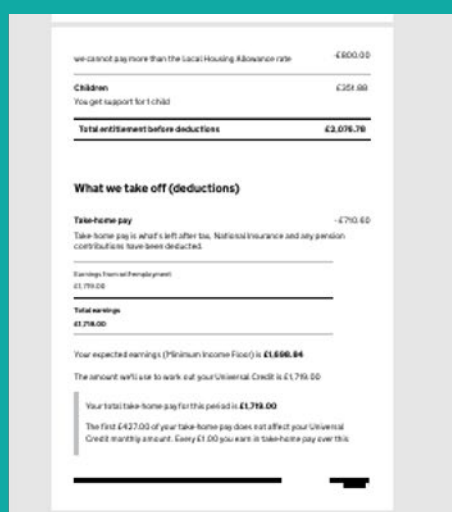
Housing — £1,300.00

You said per month the total rent for your property is £2,100.00.

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

Monthly, we can pay you £1,300.00 towards your housing costs. We cannot pay the full amount you told us about because:

[redacted]


we cannot pay more than the Local Housing Allowance rate — -£800.00

Children — £351.88

You get support for 1 child

Total entitlement before deductions — £2,076.78

What we take off (deductions)

Take-home pay — -£710.60

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

Earnings from self employment

£1,719.00

Total earnings

£1,719.00

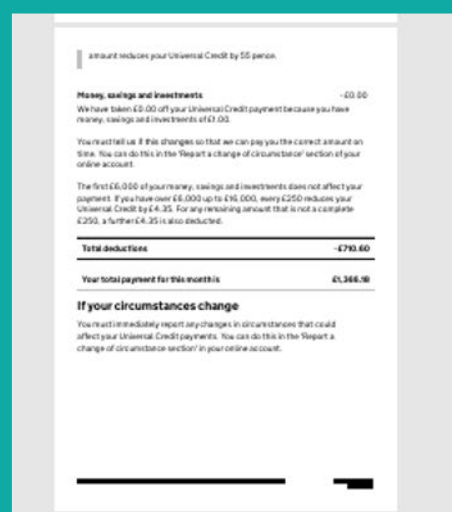
Your expected earnings (Minimum Income Floor) is £1,698.84

The amount we'll use to work out your Universal Credit is £1,719.00

Your total take-home pay for this period is £1,719.00

The first £437.00 of your take-home pay does not affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this

[redacted]


amount reduces your Universal Credit by 55 pence.

Money, savings and investments — -£0.00

We have taken £0.00 off your Universal Credit payment because you have money, savings and investments of £1.00.

You must tell us if this changes so that we can pay you the correct amount on time. You can do this in the 'Report a change of circumstance' section of your online account.

The first £6,000 of your money, savings and investments does not affect your payment. If you have over £6,000 up to £16,000, every £250 reduces your Universal Credit by £4.35. For any remaining amount that is not a complete £250, a further £4.35 is also deducted.

Total deductions — -£710.60

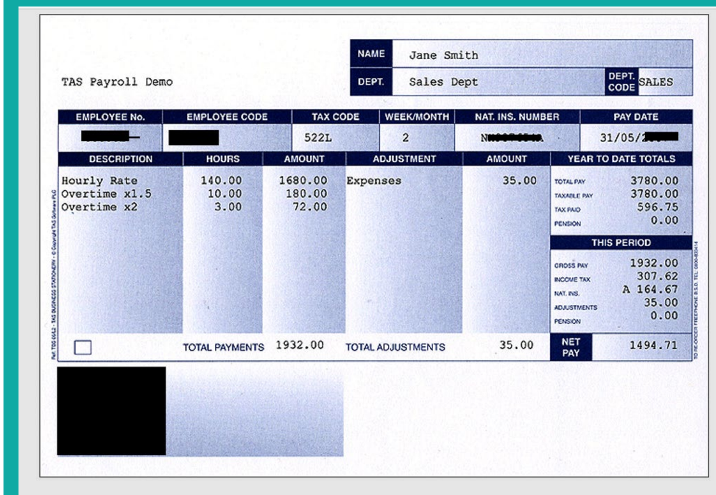
Your total payment for this month is — £1,366.18

If your circumstances change

You must immediately report any changes in circumstances that could affect your Universal Credit payments. You can do this in the 'Report a change of circumstance' section in your online account.

[redacted]

Payslip example: Please provide 3 months of your recent payslips.


TAS Payroll Demo

NAME: Jane Smith
DEPT.: Sales Dept
DEPT. CODE: SALES

EMPLOYEE No.	EMPLOYEE CODE	TAX CODE	WEEK/MONTH	NAT. INS. NUMBER	PAY DATE
[redacted]	[redacted]	522L	2	[redacted]	31/05/[redacted]

DESCRIPTION	HOURS	AMOUNT	ADJUSTMENT	AMOUNT
Hourly Rate	140.00	1680.00	Expenses	35.00
Overtime x1.5	10.00	180.00		
Overtime x2	3.00	72.00		

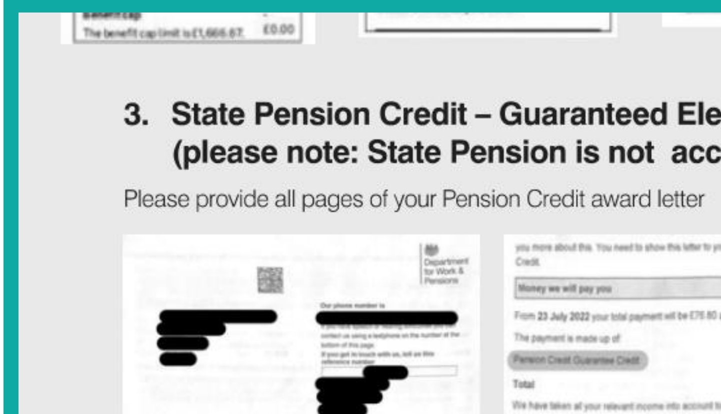
YEAR TO DATE TOTALS
TOTAL PAY 3780.00
TAXABLE PAY 3780.00
TAX PAID 596.75
PENSION 0.00

THIS PERIOD
GROSS PAY 1932.00
INCOME TAX 307.62
NAT. INS. A 164.67
ADJUSTMENTS 35.00
PENSION 0.00

TOTAL PAYMENTS 1932.00
TOTAL ADJUSTMENTS 35.00
NET PAY 1494.71

[redacted]

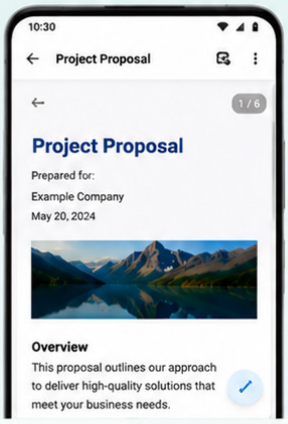
Pension Credit award letter; All pages of the award letter required.



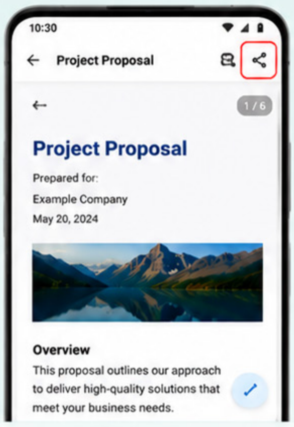
Save a multi-page document as 1 PDF on Android

Combine multiple pages into a single PDF file.

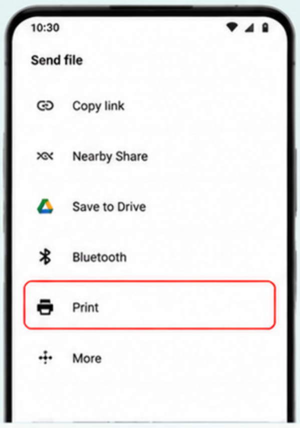
1. Open the document in Files, Drive, or another app that shows your multi-page document.



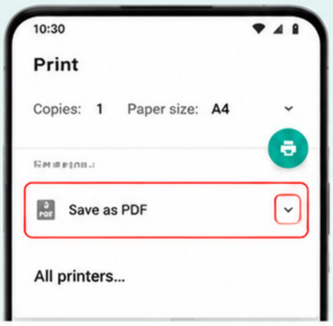
2. Tap the Share icon (connected dots).



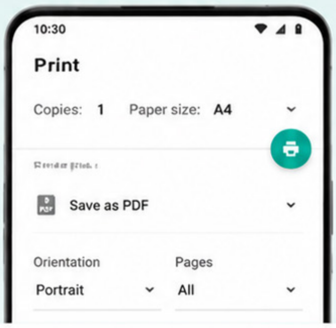
3. From the menu, choose “Print”.



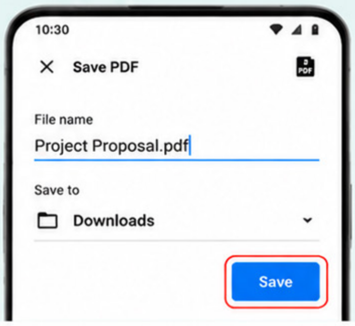
4. In the Print screen, tap the down arrow next to “Save as PDF”.



5. Make sure “Save as PDF” is selected. Adjust settings if needed (paper size, orientation, etc.).



6. Tap the PDF icon, choose a location, give the file a name, then tap “Save”. Your PDF is ready!

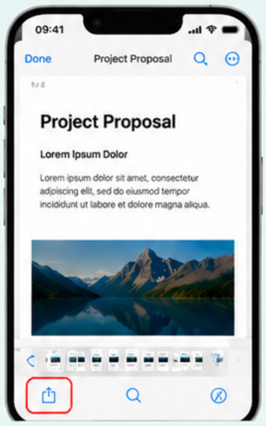


Result: All pages are saved together as one PDF file.

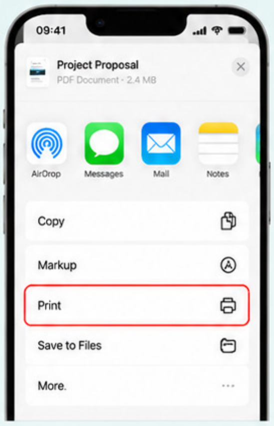
Save a multi-page document as 1 PDF on iPhone

Combine multiple pages into a single PDF file.

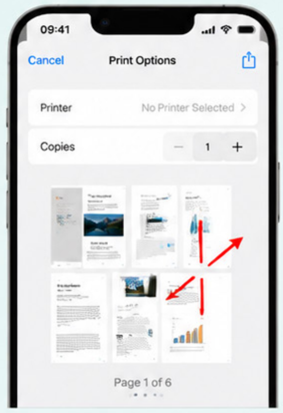
1 Open the document in Files, Notes, Mail or another app.



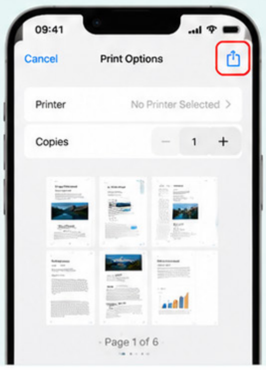
2 Tap the Share icon (the square with an up arrow).



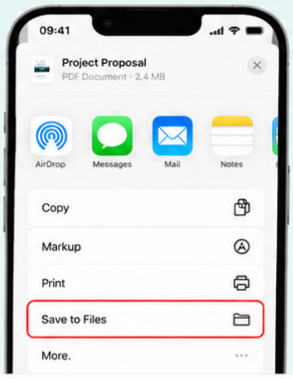
3 In the Print Options screen, pinch the page preview to see all pages.



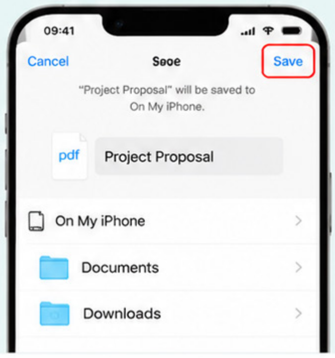
4 Tap the Share icon at the top right.



5 Choose "Save to Files".



6 Choose a location, give the file a name, then tap "Save". Your PDF is ready!

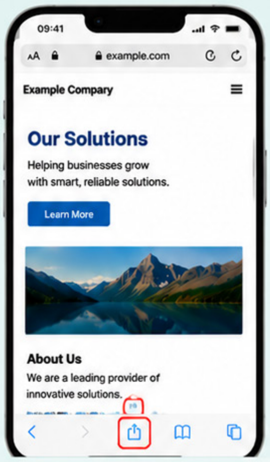


Result: All pages are saved together as one PDF file.

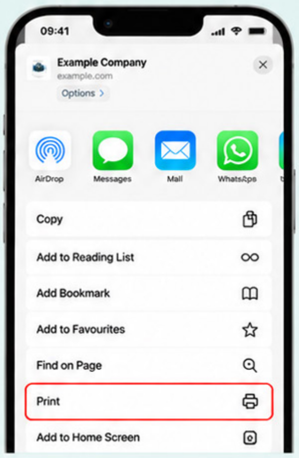
Save a multi-page document as 1 PDF on iPhone

Combine multiple pages into a single PDF file.

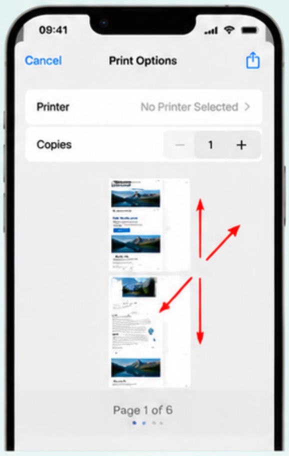
1. Open the webpage in Safari that you want to save as a PDF.



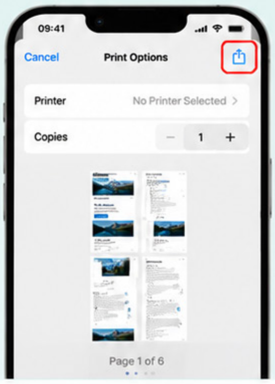
2. Tap the Share icon (the square with an up arrow).



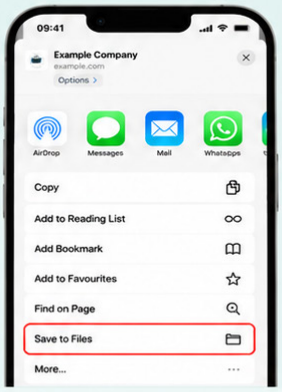
3. In the Print Options screen, pinch the page preview to see all pages.



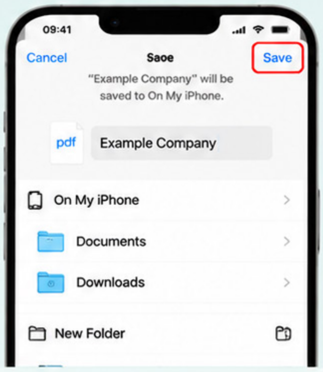
4. Tap the Share icon at the top right.



5. Choose "Save to Files".



6. Choose a location, give the file a name, then tap "Save". Your PDF is ready!

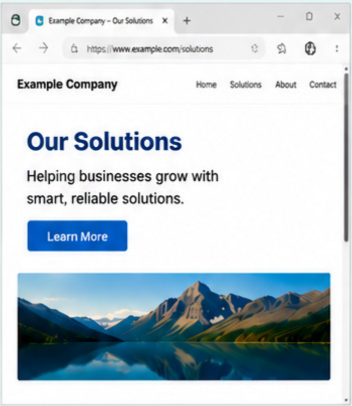


Result: The entire webpage (multiple screens) is saved as one PDF file in your chosen location.

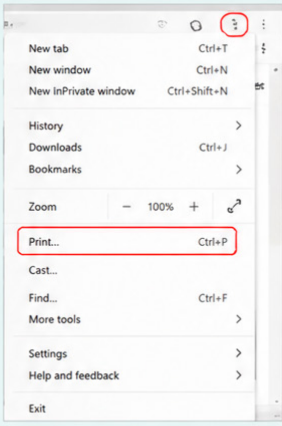
Save a multi-page document as 1 PDF in Windows

Combine multiple pages into a single PDF file.

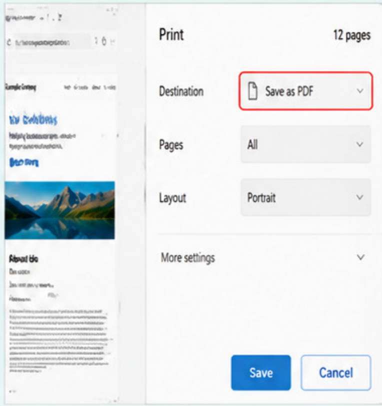
1 Open the webpage in your browser (Chrome, Edge, etc.) that you want to save as a PDF.



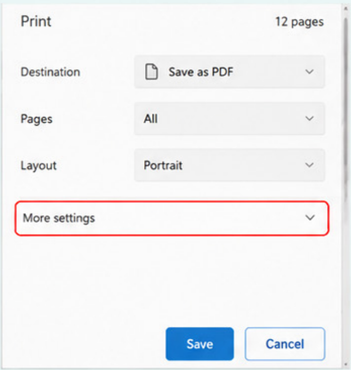
2 Click the browser menu (three dots) in the top-right corner and select "Print".



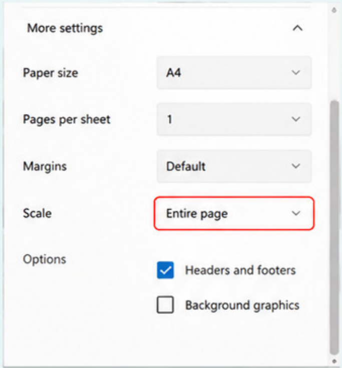
3 In the Print window, under "Destination", choose "Save as PDF".



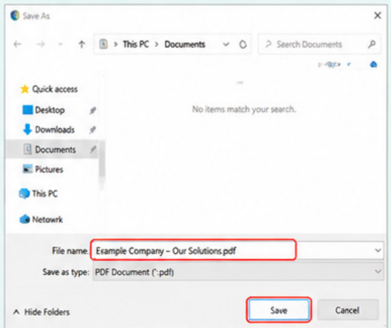
4 Click "More settings" to expand the options.



5 Under "More settings", choose "Entire page" in the "Scale" drop-down.



6 Click "Save", choose a location, give the file a name, then click "Save". The entire webpage will be saved as one PDF file.

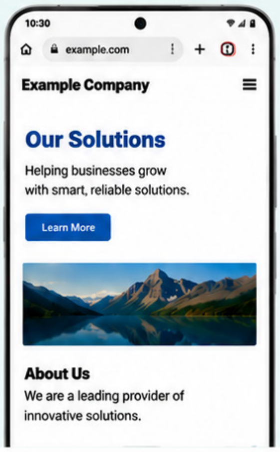


Result: The entire webpage (multiple screens) is saved as one PDF file in your chosen location.

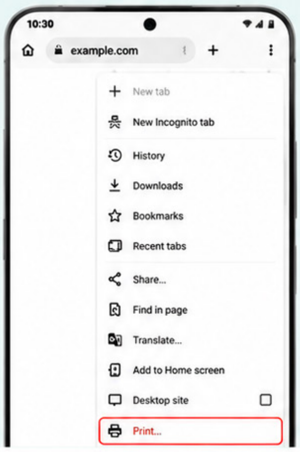
Save a multi-page document as 1 PDF on Android

Combine multiple pages into a single PDF file.

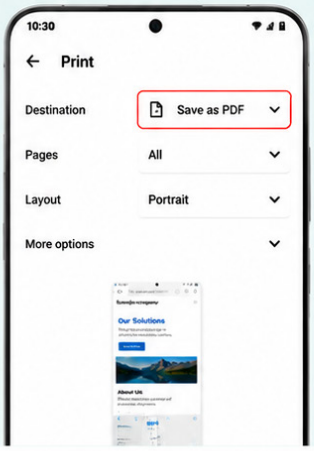
1. Open the webpage in Chrome that you want to save as a PDF.



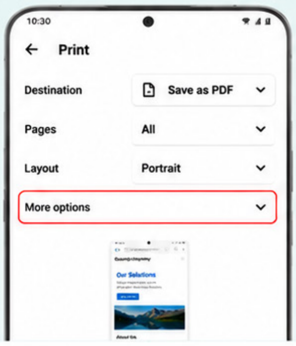
2. Tap the three dots (more options) in the top-right corner and select “Print”.



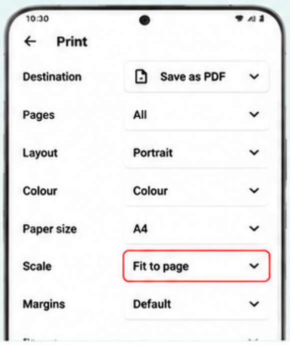
3. In the Print screen, under “Destination”, choose “Save as PDF”.



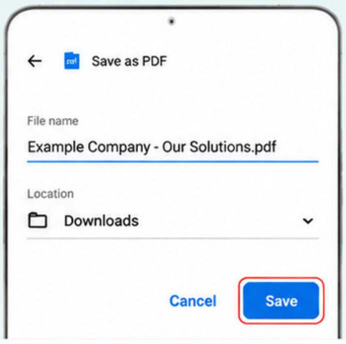
4. Tap “More options” to expand the settings.



5. Under “Scale”, choose “Fit to page” so the entire webpage is captured.



6. Tap the PDF icon, give the file a name, then tap “Save”. Your PDF is ready!



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