

Further Education Bursary: A guide to providing evidence of household income/benefits and further education free meals.

Please read through this document carefully to ensure you provide the financial evidence required, enabling us to set up your bursary without further delay.

a) Personal circumstances

If you are:	Please provide income/benefits evidence for:	Please note:
a) Living at home with parents/carers and not working or receiving benefits, regardless of age.	All parents/carers, including any stepparents and/or partners of mum/dad, that live in the same house as you.	<p>If you split your time between different households (e.g. mum and dad live separately), please provide evidence for the household you spend the most time at.</p> <p>If you are <u>under</u> 19 and have your own income (e.g. part-time job), but you are still living at home with parents/carers, we do not need to see your own income, just your parents/carers'.</p>
b) Living at home with parents/carers and working, but you are under 19.		<p>If you are <u>over</u> 19 and have your own income, we do not need to see income evidence for parents/carers, even if you still live with them.</p> <p>We do not need to see financial evidence for any housemates/flatmates (unless they are also your partner).</p>
c) Over 19 and working or receiving benefits in your own right.	Yourself, and your partner (if you live with one).	

b) Income/benefits evidence

Eligibility Criteria	Evidence Required
Income Support	Most recent benefits letter
Employment & Support Allowance	Most recent benefits letter
Universal Credit	<p>Full, most recent Universal Credit statement ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any). See section e) for an example of a Universal Credit statement.</p> <p>and</p> <p>If your statement shows earned income of any kind, we will also require wage slips or the most recent self-assessment tax return</p>
Other income-based benefits	Tax Credit Award Notice covering the current financial year or recent benefit letter. See section e) for an example of a Tax Credit Award notice.
Household income	Tax Credit Award Notice covering the current financial year, P60 covering the previous financial year, most recent wage slip or self-assessment tax return
Savings limit	Bank statements may be required to show that savings are below £16,000

c) Enhanced Bursary

Eligibility Criteria	Evidence Required
In care or care leaver	Letter from the Local Authority or Social Worker
Universal Credit (financially independent)	<p>Full, most recent Universal Credit statement ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any). See section e) for an example of a Universal Credit statement.</p> <p>and</p> <p>We also require additional evidence to confirm the student’s independent status, for example – a tenancy agreement in the student’s name, proof of housing benefit or in some circumstances a letter from a Support Worker or Social Worker can be accepted.</p>
Universal Credit (Disability Benefits)	<p>Full, most recent Universal Credit statement ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any). See section e) for an example of a Universal Credit statement.</p> <p>and</p> <p>Evidence of Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in the student’s name.</p>

d) Further Education Free Meals

Eligibility Criteria	Evidence Required
Universal Credit	<p>Full, most recent Universal Credit statement ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any). This must show earnings not exceeding £7,400 annually.</p> <p>A further two statements can be requested if another calculation may show that the student would be eligible. See section e) for an example of a Universal Credit statement.</p> <p>If the claimant(s) are self-employed, we will also require a copy of the most recent self-assessment tax return.</p>
Tax Credits	Tax Credit Award Notice covering the current financial year. See section e) for an example of a Tax Credit Award notice.
Income Support	Most recent benefits letter
Income-related Employment & Support Allowance	Most recent benefits letter
Pension Credit Guarantee Credit	Most recent benefits letter
Income-based Job Seekers Allowance	Most recent benefits letter
Support under part VI of the Immigration and Asylum Act 1999	Immigration documentation
Receiving free school meals on or after 1 st April 2018	Evidence from Local Authority responsible for education in the student’s area or previous education provider

City of York Council - education@york.gov.uk or 01904 551554

North Yorkshire Council – 0300 131 2131.

East Riding of Yorkshire Council - (01482) 393939

Leeds City Council - 0113 222 4444

When you have obtained proof of eligibility from either your Local Authority or previous education provider, please send this to us by email to funding@yorkcollege.ac.uk.

e) Examples of types of evidence

Universal Credit

GOV.UK

Universal Credit John Smith: [Sign out](#)

Payments

John Smith

123 Falkirk Street, Falkirk, FK1 1AB

Assessment period: 3 April to 2 May

Your payment this month is

£738

This will be paid by 8pm on 9 May 2019

What you're entitled to

Standard allowance	£317.82
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You get a standard amount each month. You said you're single

Housing	£363.00
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You said that your rent is £422.09 per month

Children	£508.75
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You get support for 2 children

Total entitlement before deductions	£1,189.57
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What we take off (deductions)

Take-home pay	-£338.05
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Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Earnings reported by your employer	£734.58
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The amount we'll use to work out your Universal credit is £734.58

Your total take-home pay for this period is **£734.58**

The first £198.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 63 pence.

Advances	-£33.34
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We take money off your payment to repay your advances.

For a list of advances, please refer to your [journal](#).

Debts and loan repayments

Tax Credits recovery	-£79.46
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Call 0800 916 0647 to find out more about your debt and loan repayments.

Total deductions	-£450.85
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Your total payment for this month is	£738.72
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If your circumstances change

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

Help and support

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


[Other support you may be able to get](#)

Tax Credits

If you receive tax credits, please provide scans or photos of ALL pages of your most recent tax credits award letter or tax credits annual review. Please provide the most recent letter.

The first page of your tax credits letter should look like the example below, but please provide all pages.

Please do not send a council tax bill as we cannot use this to assess household income.

 HM Revenue & Customs	Online www.gov.uk/managedtaxcredits Helpline 0345 300 3900 Textphone 0345 300 3909 For our opening hours go to www.gov.uk/contact-hmrc
MR AND MRS A N OTHER ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3 ADDRESS LINE 4 ADDRESS LINE 5 POSTCODE	ISSUNG OFF LINE 1 ISSUNG OFF LINE 2 ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3 ADDRESS LINE 4 POSTCODE
As Appointee for the claimants named below	Date Date of issue
Renew online today at www.gov.uk/managedtaxcredits once logged in you can access a range of services in your Personal Tax Account.	Check now, no later than 31/03/2019
If you can't renew online, phone us quoting this renewal reference number 999 999 999 999 999	Please keep this for your records This is a copy
Tax credits – Annual Review for year ended 05/04/2018 Your tax credits award for 06/04/2017 to 05/04/2018	
MR A N OTHER MRS A N OTHER	National Insurance number QQ 12 34 56 A National Insurance number QQ 12 34 56 A
We told you that we would be contacting you to review your tax credits award. We want to: <ul style="list-style-type: none">• make sure we paid you the correct amount for the award period shown above, and• ask you to make a tax credits claim for 2018–2019.	
We need you to review your personal circumstances during the whole award period shown above and check your income.	
If you need to tell us about anything once you have completed your Annual Review, please contact us . If you do not have anything to tell us you need do nothing more and you will not receive another notice from us for this year. This TC603R Tax Credits Annual Review is also your Award Notice and the amount of your award is shown below.	
We will decide on 31/07/2018 that: <ul style="list-style-type: none">• The final amount of your tax credits award for the period 06/04/2017 to 05/04/2018 is £999999.99.• The level of your income meant that your award was reduced to nothing.• Your tax credits award for 2017–2018 will be as shown in the Payments section. If later, you think those decisions are wrong, you will have 30 days from 31/07/2018 to ask us to look at the decision again. We call this mandatory reconsideration. If you do think something is wrong, you do not have to wait until then to contact us.	
Tax credits will gradually be replaced by Universal Credit. You cannot receive tax credits and Universal Credit at the same time. For more information, go to www.gov.uk/universalcredit .	
You have an overpayment of tax credits. Please see the Overpayment section.	
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