

Higher Education Bursary applications: A guide to providing income evidence

Please read through this document carefully to ensure you provide the financial evidence required to assess your application. **All students are required to provide confirmation of their maintenance loan from Student Finance. This must show your name.**

If you are:	Please provide income/benefits evidence for:	Please note:
a) Living at home with parents/carers and were under the age of 25 on the first day of your course	All parents/carers, including any step-parents and/or partners of mum/dad, that live in the same house as you	If you are <u>under</u> 25 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.
b) Living at home with parents/carers and were over the age of 25 on the first day of your course and not working or claiming benefits	All parents/carers, including any step-parents and/or partners of mum/dad, that live in the same house as you	We will contact you via email if we require further evidence.
c) Living at home with parents/carers and were over the age of 25 on the first day of your course and working/claiming benefits in your own right	Yourself	If you are <u>over</u> 25 and have your own income, we do not need to see income evidence for parents/carers, even if you still live with them.
c) Under 25 on the first day of your course and now living either independently or with a partner	Yourself, and a partner if you live with one	Please provide a copy of your tenancy agreement
d) Over 25 on the first day of your course and living either independently or with a partner	Yourself, and a partner if you live with one	We will contact you via email if we require further evidence.

Please go to the next page to see what types of evidence to submit.

As you go through this document, please make a note of what type(s) of evidence you will need to submit to support your application. All evidence must be as recent as possible, and in most cases must be dated within the last 3 months (with some exceptions for evidence that is only provided once a year, such as P60s).

1. Universal Credit

If you receive Universal Credit, please provide your most recent monthly statement. This can be found in your online Universal Credit account, under "Payments". Your statement should look like the example shown below. Please take screenshots of the most recent monthly statement, ensuring we can see your 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 deductions, if any. This may take several screenshots.

Please go to *Section 2 – Tax credits*, on the next page.

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
You get a standard amount each month. You said you're single	
Housing	£363.00
You said that your rent is £422.09 per month	
Children	£508.75
You get support for 2 children	
Total entitlement before deductions	£1,189.57

What we take off (deductions)

Take-home pay	-£338.05
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

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](#)


2. 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.

Please go to *Section 3 - Other evidence*, on the next page.

	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	ISSUING OFF LINE 1 ISSUING 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: • 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: • The final amount of your tax credits award for the period 06/04/2017 to 05/04/2018 is £9999999.99. 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.	
TC603R	Page 1 of 4

3. Other evidence

If you are unable to provide a tax credits letter or Universal Credit statement, please provide any of the following:

- P60s
- P45 (if employment has just ended)
- Payslips
- Income Support letter
- Housing Benefit letter (showing income if possible)
- Letter of any other benefits

If you cannot provide any of the evidence listed above, please email us at funding@yorkcollege.ac.uk or come and see us in person. The Funding Team is based in the Your Experience Hub, behind the Welcome Desk in the main reception.

****Please note the Funding Team work remotely during college holidays however appointments are available on request****