

Evidence Requirements

Universal Credit

If you are providing evidence of Universal Credit then we require the full statements for your 3 most recent monthly payments. Without this, we will be unable to assess your bursary and calculate if your 16-18 child (if applicable), is entitled to free college meal payments.

To download the full statements, you will need to:

- Log in to your Universal Credit statement as normal
- Go to the payments page, where you will see a list of all the payments you have received.
- Click onto your most recent payment, which will download the full statement.
- Download and print the full statements - this will include any payments you are entitled to as well as the deductions that are taken.
- Repeat for the next 2 months payments.

It is essential that the whole statement is provided in order for us to use it as evidence. Remember we need 3 full statements to assess for bursary.

If you have not been receiving Universal Credit for 3 months, please provide us with statements for 1 or 2 months, as applicable, as well as the list of payments received to date (this is the list on your payments page).

Child and Working Tax Credit

We require the full Tax Credit Award Notice for 25/26, or your new award notice for 2026/27. We can accept the renewal notice in certain cases, if it includes your payments for 2026/27. If your tax credit award notice includes your income (employed or self-employed) this is the only evidence of your employment we require.

If it does not include your employment, or you are receiving benefits such as Job Seekers or Employment Support Allowance etc you will need to provide further evidence.

Evidence of Employment/Self Employment

This can be submitted in the form of 3 months of payslips or a P60 if you are employed. If you are self-employed we need to see your tax return for April 2026. If you receive tax credits or Universal Credit and your employment is shown on this document, there is no need to provide further evidence.

Please note that you may be asked for further evidence of household income, in the form of 3 months bank statements if you only produce payslips/P60 or a tax return in order to verify that there is no other income.

Income from benefits

Job Seekers Allowance/Employment Support Allowance/Income Support/Carers Allowance/Housing Benefit/Pension Credit/State Pension etc.

We require letters dated within 6 months, of the date you submit your bursary form, that show you are in receipt of the benefit and how much you are receiving per week/fortnight/month. If you do not have recent letters then you can provide 3 recent months of bank statements, which show these payments (please see section on bank statements).

Bank Statements

These must cover 3 full consecutive months and be dated within 6 months of the date you submit the form. The statements must include the name and address of the account holder. If you are a/ the parent(s) or legal guardian(s) of a 16-18 student (or 19-year-old student on year 2 of a L3 study programme) then the bank statements must show total household income.

This may mean providing statements for more than one bank account i.e. yours and your partners income. If you are aged 19+ living with parents, or on your own, then you must provide your statements. If you are aged 19+ and living with a partner, then you must provide evidence of total household income i.e. yours and your partners income.

NASS

If you are in receipt of NASS we will need to see your ARC card or evidence of this support. If you have applied for a bank account please provide 3 months of bank statements. If you have already enrolled you will not need to produce this evidence, as it will have already been seen during your enrolment.

Guaranteed Bursary (16-18 student only)

If you are aged 16-18 and live independently or with anyone other than parents/guardians you may be entitled to the guaranteed bursary. You would need to fall into one of the following categories:

- You, the student, are in care or a care leaver
- You, the student, receive Income Support or Universal Credit and live independently i.e. pay your own rent and bills
- You, the student, receive Disability Living Allowance (DLA)/ Personal Independence Payment (PIP) **AND** Employment Support Allowance (ESA)/Universal Credit (UC)

If you are unsure if you qualify, then please speak to a member of the Student and College services team who are based in Reception.

Evidence:

If you are in care or a care leaver, please let us know and a member of the Safeguarding or Pastoral Support Teams will obtain the evidence from your social worker or legal guardian. You will also need to provide household income evidence.

If you live independently and receive Income Support/Universal Credit, you will need to provide evidence of your benefit.

We will also require evidence of your rent and bill payments to determine that you are living independently.

If you receive DLA/PIP AND ESA/UC then you will need to provide evidence of these.

Learners (19-25) with an EHCP

If you are aged 19-25 and have an Education and Health Care Plan (EHCP) in place, you are able to apply for bursary funds via the 16-18 Bursary Fund. As such, evidence of parental income is required in order to process your application.

In addition to assessing your application to award financial support payments, your application will also be assessed to determine your eligibility for free school meals.

Travel

If you are 16-17 on 31st August 2026 you must apply for an Our pass which we will refund after a receipt has been provided.

You must live further than 1.5miles away from your campus of study to qualify for a system one bus pass or support with travel costs.

If you lose your bus pass and request a replacement, monies will be deducted from the remainder of your bursary allocation. If you are found to have allowed your bus pass to have been photocopied, the college reserve the right to cancel all future passes.

All losses must be reported immediately to a member of Student & College Services team

Kit and Travel Refunds

Upon production of a receipt the £10 cost of the Our Pass will be refunded. Kit purchased via the College prior to acceptance of your Financial Support Application can be refunded, upon production of a receipt.

Refunds will only be made to those students that are eligible and accepted for the bursary.