

# FE FINANCIAL SUPPORT & BURSARIES 2024/25

## HOUSEHOLD INCOME EVIDENCE GUIDE



# PROVIDING EVIDENCE

After completing the eligibility questions for your application, you will be prompted to submit the necessary supporting documents. To ensure efficient processing of your application, please ensure that all required evidence is uploaded promptly. If you have issues with uploading your evidence please contact the Bursaries and Student Transport Team.

**Evidence of eligibility**  
If you have access to a scanner or a smart phone or other digital camera, you can take copies of the required documents.

Below is the list of evidence required based on your criteria selections and other information provided. Any document with a green tick indicates that you have provided the document. Documents without a green tick are required for your application but you have not provided them.

Once you have uploaded evidence, the documents can be removed from the list as well providing your application is complete.

**Question:** We need to know where the money in your household comes from.

**Your answer:** Employment

## Benefit evidence

Below are examples of evidence you will need to upload when you apply for financial support. The address on the evidence must match your home address. We have provided examples of various benefits so you can see what we need to assess your application. Providing the correct evidence will ensure that there are no delays with your application.

## 1 Universal Credit

### Universal Credit

We require 3 Universal Credit Statements for the most recent 3 months. We need to see the full Universal Credit breakdown for each month, which is normally 4-6 screenshots. Make sure it includes household name, address, payment date, any income from employment and the Universal Credit amount received. Universal Credit can be uploaded to the financial support application as a PDF (example 1) or from a mobile phone (example 2).

Example 1 - PDF

GOV.UK Universal Credit www.gov.uk/universalcredit

**Payments**

Assessment period: 2 April to 2 May

Your payment this month is  
**£738**  
This will be paid by Bp on 2 May 2019

**What you're entitled to**

Standard allowance You get a standard amount each month. You said you're single	£237.85
Housing You said that your rent is £422.00 per month	£380.00
Children You get support for 2 children	£108.75
<b>Total entitlement before deductions</b>	<b>£1,026.60</b>

**What we take off (deductions)**

Take-home pay Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted	£338.00
Earnings received by your partner	£754.20
<b>The amount we'll use to work out your Universal Credit is £1,092.80</b>	

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

The first £100.00 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 50 pence.

**Advances**

We take money off your payment to repay your advances	£33.34
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For a list of advances, please refer to your [journal](#).

**Debts and loan repayments**

Tax Credits recovery	£70.46
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Call 0800 016 2647 to find out more about your debt and loan repayments

<b>Total deductions</b>	<b>(410.80)</b>
<b>Your total payment for this month is</b>	<b>£730.72</b>

**If your circumstances change**

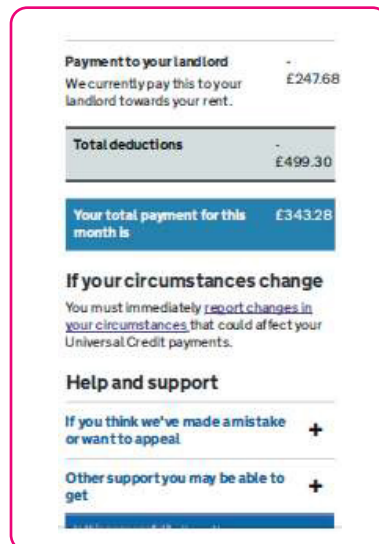
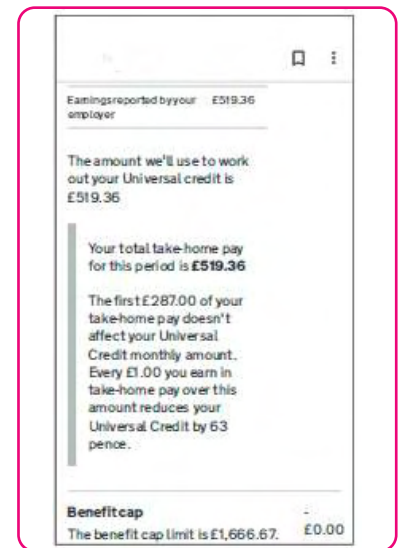
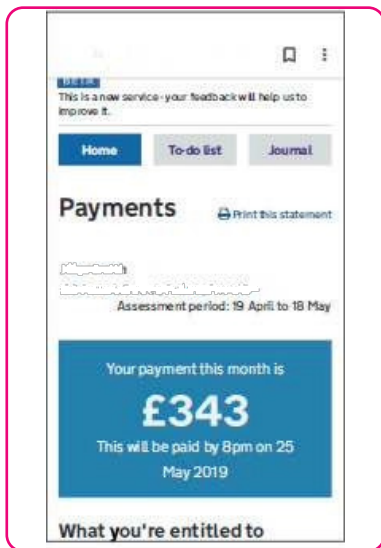
You must immediately [report changes to your circumstances](#) that could affect your Universal Credit payments.

**Help and support**

If you think we've made a mistake or want to appeal

Other support you may be able to get

*Example 2 - Mobile Phone:* Please ensure you provide all pages of the Universal Credit statement for 3 consecutive months. We do not need to see screenshots of the to do list or journal.



## 2 Tax Credit Award Notice

If you receive Tax Credits we will need to see evidence. We will need to see all pages of the latest Tax Credit Award Notice for 2024/25. This is called a **TC603R Tax Credits Review** as this will show your income for 2023/24 or which benefits you are in receipt of. This is usually dated after 1st April 2024 and is 4-6 pages long. Alternatively we will need a **Final Tax Credit Award dated 2024/25**, this is usually issued in July. We do not accept a provisional Tax Credit award.

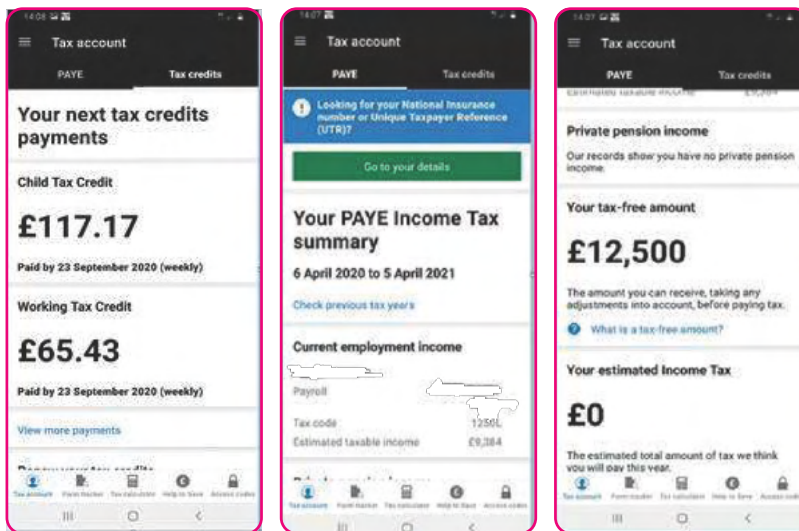
Example of a Final Tax Credit Award Notice opposite - please note we will need all 6 pages. If the final page is blank, this still needs to be included.



If you have not received a tax credit letter, we will accept online evidence (example opposite). This is available online, log into your online portal.

You will need to provide:

- Name and address of account holder.
- The year (period) the award covers.
- The type of tax credit (i.e. working or child).
- Income (Estimated taxable income).



### 3 Earned Income Evidence

If you are not in receipt of a benefit, please provide payslips or a P60 as evidence of income.

If you are 16 to 18 we will need to see the most recent payslips for anyone working in your household. We will need a copy of their P60 issued in April 2024. For financial support we look at the Gross (before Tax) income. Alternatively, if they are paid monthly, you will need to upload 3 of their payslips from February, March and April. If they are paid weekly you will need to upload 12 recent payslips. The names and address must be on the payslips.

If you are 19+ we will only need to see your earned income unless otherwise requested. Alternatively, if you are paid monthly, you will need to upload 3 of your payslips from February, March and April. If you are paid weekly you will need to upload 12 recent payslips. Your name and address must be on the payslip.



### 4 Self-Employment

If you are not in receipt of benefits, we will need your most recent evidence of your online tax return provided by HMRC or a statement of accounts provided by an accountant including the name and address of the company. We will need your **NET** income for the year.

### 5 Asylum Seeker

If you are an Asylum Seeker or waiting for a decision, you will need to upload:

- ARC (Application Registration Card)
- Bail 201 letter



## 6 Bursary PLUS

If you are a Child looked after by the local authority including Care Leavers, or you are living independently. Please select the relevant option and upload an evidence letter from your Social Worker or your universal credit statements.

Do any of the following categories apply to you? **Required**

Learner Only

- I am currently in Care
- I am a Care leaver
- I am an Asylum seeker
- I the student receive Universal Credit in my name
- None of the above

## 7 APPLICATION COMPLETE!

Your application is now complete! Please take note of the advised processing times. Your application may take up to 21 days to process during busy times of year.

We will update you by email or you can look on your Pay My Student account for any updates.

Financial Support Application - please complete the relevant application(s)

Submitting your application

Please wait whilst we submit your application. This can take up to 1 minute. The loading image may freeze during this process. When submission is complete you will be transferred to a page thanking you for your application.

## 8 Additional Questionnaires

After submitting your initial application you may be required to complete some additional questions to support your application. These will be for Childcare support, College Transport or Help towards Equipment and Resources. They can be found on your main dashboard.

Welcome to the student portal. This student portal is for the following applications:

- Financial Support
- Residential Support
- Travel Pass Application

To apply click on Bursary on the left and then Application to start the process or follow this link [here](#)

Within Application Updates

Click here to proceed with your application form. Click here to change your bank details only.

Bus Pass Application

In order to proceed with your bus pass application, could you please click here to answer some additional questions

View

## 9 WHAT HAPPENS NEXT?

Your completed application will be assessed for eligibility and you will be informed of the support that you are entitled to by email.

You are able to check the progress of your application by logging onto your PayMyStudent account.

**We are here to help!**

Contact the Bursaries and Student Transport Team:  
bursaries@cornwall.ac.uk  
cornwall.ac.uk/financial-support