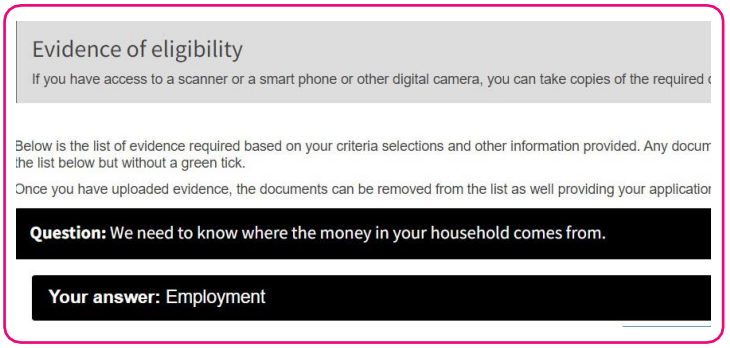
FE FINANCIAL SUPPORT & BURSARIES 2025/26

HOUSEHOLD INCOME EVIDENCE GUIDE

THE CORNWALL COLLEGE GROUP

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

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.

Example 1 - PDF

1 Universal Credit

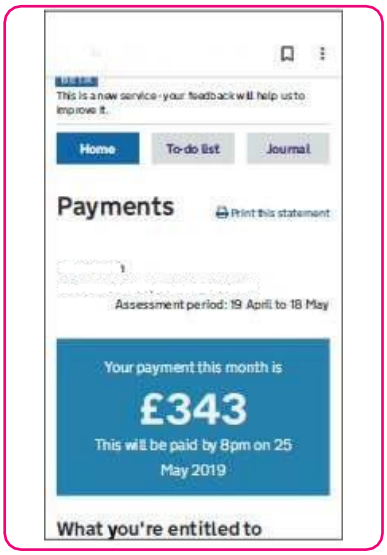
We require 3 Universal Credit Statements for the most recent 3 months. We need to see the full Universal Credit breakdown for each month. Make sure it includes household name, address, payment date, any income from employment and the Universal Credit amount received. Universal Credit can be uploaded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

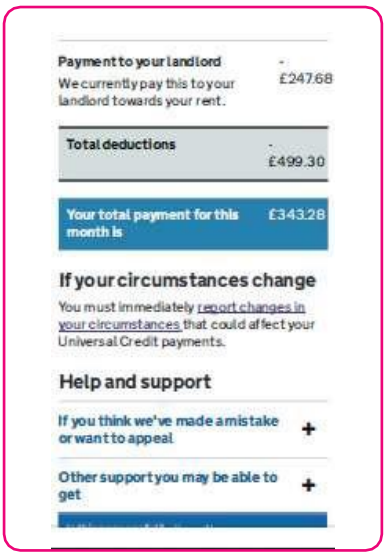
The easiest way to do this is to:

- Login to your UC account and navigate to the payments screen.
- Then select the month you wish to view.
- Click “Print this statement”
- Once you click “print this statement, a pop-up window will appear.

  Use the download button and select a location for the download to go. Usually you will have a download folder option to choose. This will save the statement as a PDF document that you will be able to upload to the bursary portal.

Example 2 - Mobile Phone:



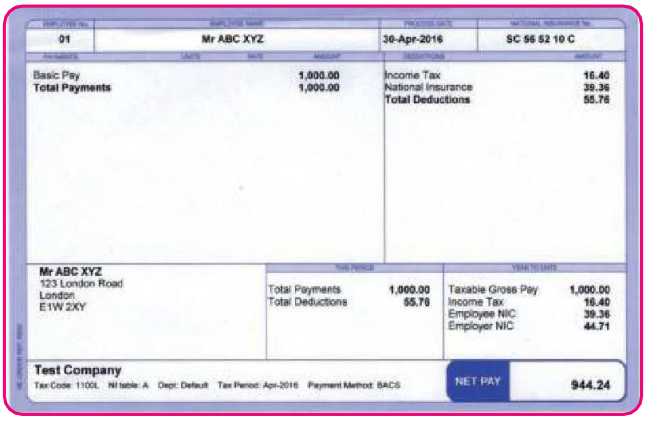


2 Earned Income Evidence

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

If you are 16 to 18 we will need to see the most recent pay slips for anyone working in your household. We will need a copy of their P60 issued in April 2025. 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 pay slips from February, March and April. If they are paid weekly you will need to upload 12 recent pay slips. The names and address must be on the pay slips.

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 pay slips from February, March and April. If you are paid weekly you will need to upload 12 recent pay slips. Your name and address must be on the pay slip.



3 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.

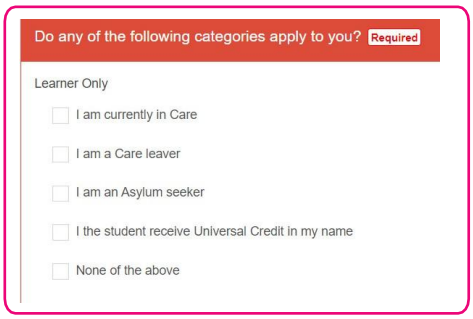
4 Asylum Seeker

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

- ARC (Application Registration Card)
- Bail 201 letter

5 Bursary PLUS

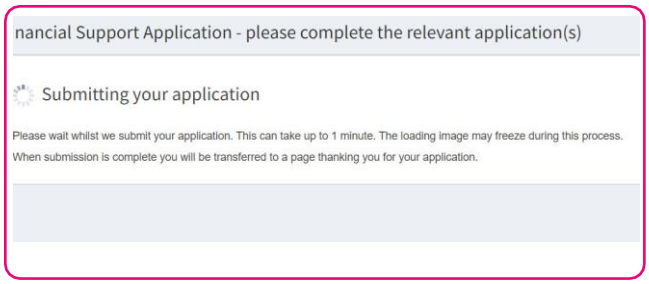
If you are a Child looked after by the local authority including Care Leavers, or you are living independently. Please select the relevant option and upload an evidence letter from your Social Worker or your Universal Credit statements.



6 APPLICATION COMPLETE!

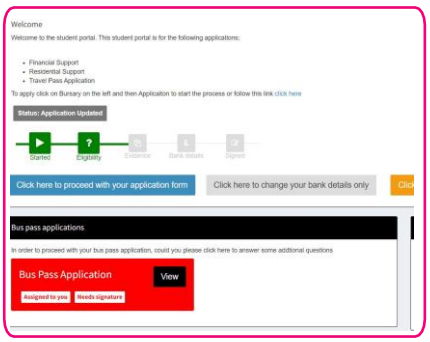
Your application is now complete! Please take note of the advised processing times. Your application may take up to 21 days to process during busy times of year.

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



7 Additional Questionnaires

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



8 WHAT HAPPENS NEXT?

Your completed application will be assessed for eligibility and you will be informed of the support that you are entitled to. We will send you a letter via email.

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

We are here to help!

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