

FE FINANCIAL SUPPORT & BURSARIES 2025/26

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 not marked with a green tick is required.

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

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

Your answer: Employment

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

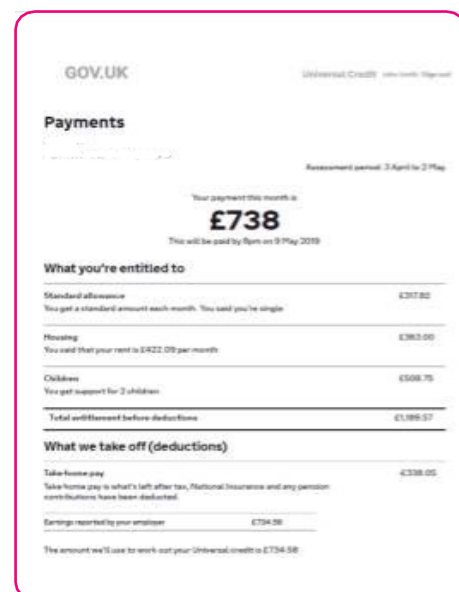
We require 3 Universal Credit Statements for the most recent 3 months. We need to see the full Universal Credit breakdown for each month. Make sure it includes household name, address, payment date, any income from employment and the Universal Credit amount received. Universal Credit can be uploaded 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 1 - PDF



GOV.UK		Universal Credit
Payments		Reassessment period: 3 April to 2 May
Your payment this month is		£738
This will be paid by 9pm on 9 May 2019		
What you're entitled to		
Standard allowance	You get a standard amount each month. You said you're single	£317.80
Housing	You said that your rent is £421.00 per month	£363.00
Children	You get support for 2 children	£108.75
Total entitlement before deductions		£789.55
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	£138.05
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 60 pence.		
Advances	We take money off your payment to repay your advances	£33.34
For a list of advances, please refer to your Universal Credit statement		
Debts and loan repayments	Tax Credits recovery	£70.44
Call 0800 900 9047 to find out more about your debt and loan repayments		
Total deductions		£103.78
Your total payment for this month is		£738.72
If your circumstances change		
You must immediately report any 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:

This is a new service - your feedback will help us to improve it.

[Home](#) [To-do list](#) [Journal](#)

Payments [Print this statement](#)

Assessment period: 19 April to 18 May

Your payment this month is
£343
This will be paid by 8pm on 25 May 2019

What you're entitled to

What you're entitled to

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

Housing £247.68
You said that your rent is £268.32 per month

Children £277.08
You get support for 1 child

Total entitlement before deductions £842.58

What we take off (deductions)

Take-home pay £146.39
Take-home pay is what's left after tax, National Insurance and any pension contributions

Earnings reported by your employer £519.36

The amount we'll use to work out your Universal credit is £519.36

Your total take-home pay for this period is **£519.36**

The first £287.00 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.

Benefit cap
The benefit cap limit is £1,666.67. £0.00

Benefit cap £0.00
The benefit cap limit is £1,666.67. This won't apply to you until 18 January 2020. After this date your payments might be reduced.

Advances £41.67
We take money off your payment to repay your advances.
For a list of advances, please refer to your [journal](#).

Other money you owe £63.56
Rent arrears (including service charges)
[Check your journal](#) for information about these deductions.

Payment to your landlord £247.68
We currently pay this to your landlord towards your rent.

Payment to your landlord £247.68
We currently pay this to your landlord towards your rent.

Total deductions £499.30

Your total payment for this month is £343.28

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 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.

P60 End of Year Certificate

Tax year to 5 April **2023**

To the employee:
Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim.
It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.
By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a tax return.
HM Revenue & Customs

Employee's details

Surname
Forenames or initials
National Insurance number Workplace pension number

Pay and Income Tax details

	Pay	Tax deducted
	£	£
In previous employment(s)	0.00	0.00
In this employment	34800.00	4444.80
Total for year	34800.00	4444.80
Final tax code	1257L	

The figures marked * should be used for your tax return if you get one

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.

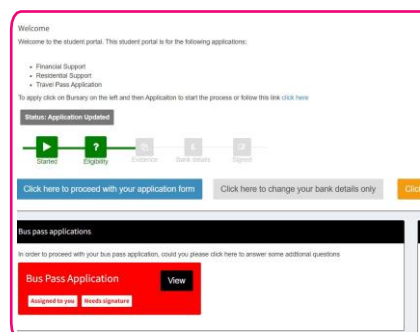
Financial Support Application - please complete the relevant application(s)

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.

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