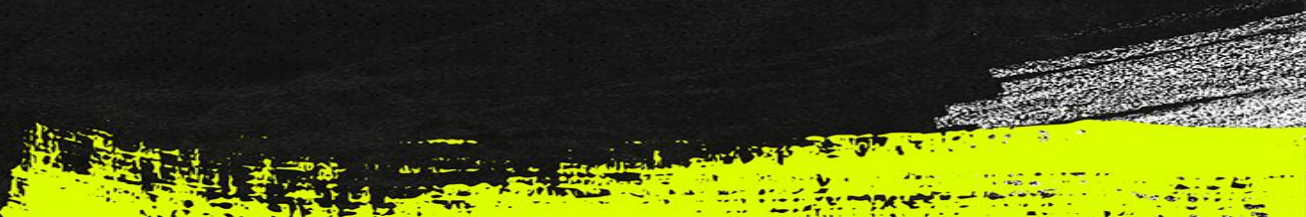



# BURSARY EVIDENCE GUIDE 2023/24

The information in this guide is a visual aid only, to help you provide the correct evidence for your Bursary Application.





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EXAMPLE  
DOCUMENT

## INCOME SUPPORT

### Income Support Award letter

This is usually 1-2 pages long. Please make sure all pages of the letter are uploaded to your application. It is also important that the letter is dated since **April 2023**.

Jobcentreplus  
Website: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

If you get in touch with us, tell us this reference number [redacted]  
Our address [redacted]  
Our phone number [redacted]  
If you have a textphone [redacted]  
Date 17 April 2020

Dear [redacted]

**About your Income Support**

I am writing to tell you that your recent change in circumstances does not affect the amount of Income Support we pay you, however there may be future changes in your entitlement. This may be because of future changes you have told us about, the uprating of benefit or changes in deductions from your benefit.

This means you will continue to get [redacted] a week.

The way this has been worked out is shown on the page called **How your Income Support was worked out**.

From 11 April 2020, your Income Support will change to [redacted] a week. This is because there has been a change to your Income Support rates.

**How to get your money**

We will pay your Income Support into the account that you have told us you wish to use. The money will be in the account requested every fortnight by the day Income Support is due.

If you want a further explanation of this decision, please see the final page of this letter. It explains what to do if you disagree with this decision.

**What you should do if your circumstances change**

If your circumstances change, it may affect the amount of benefit you get. You must tell us about any changes in your circumstances.

Yours sincerely



## JOB SEEKERS ALLOWANCE

### Job Seekers Award Letter

This is usually 1-2 pages long. Please make sure all pages of the letter are uploaded to your application. It is also important that the letter is dated since **April 2023**.

EXAMPLE  
DOCUMENT

**jobcentreplus**

Department for  
Work and Pensions

Watford Centre Benefit Post  
Handling Site B  
Wolverhampton WV99 1RH

[www.gov.uk](http://www.gov.uk)

Telephone: 0345/0845 608  
6545  
Text phone: 0845 608 8551  
Date: 10/03/2019

If you get in touch with us, tell  
us this reference number

Dear Mr. Smith,

Thank you for your request for information.

The details are as follows: -

You were awarded Jobseekers Award Income Based

Claim start date: 02/11/2018

Claim termination date: N/A – Ongoing claim  
At weekly rate of £73.10

Second claim start date –  
Second claim termination date –  
At a weekly rate of –

Paid up to 05/03/2019 – Ongoing

Any other information: None

For any further enquiries please contact us on the above number.

*Ann*



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EXAMPLE  
DOCUMENT

## UNIVERSAL CREDIT

Last 3 months statements.  
You must upload x3 months worth of statements (e.g June/July & August 2023)  
Please ensure that name and address are visible on all statements and that the full statement showing entitlement and deductions are included.

Universal Credit: Anne Appicante : Sign out

### Payments

Anne Appicante  
28 Cowell Street, LLANELLI, SA15 1AP

Assessment period: 14 July to 13 August 2021  
[Need help understanding your assessment period?](#)

Your payment this month is  
**£869**  
This will be paid by 8pm on 20 August 2021

#### What you're entitled to

<b>Standard allowance</b> You get a standard amount each month. You said you're single	£411.51
You have been getting an extra £86.67 each month since 20 December 2020. This is a temporary increase because of the coronavirus (COVID-19) pandemic.	
<b>Children</b> You get support for 2 children	£519.58
<b>Total entitlement before deductions</b>	<b>£931.09</b>

#### What we take off (deductions)

<b>Debts and loan repayments</b>	
Tax Credits recovery	- £61.73
Read more information about Universal Credit payments, including who to contact on the GOV.UK website. Search for 'find out about money taken off your Universal Credit payments'.	
<b>Total deductions</b>	<b>- £61.73</b>
<b>Your total payment for this month is</b>	<b>£869.36</b>

#### If your circumstances change

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

#### Help and support

The [Managing your claim guide](#) gives more information about Universal Credit payments.

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

[Other support you may be able to get](#)

GOV.UK

Universal Credit: Anne Appicante : Sign out

Home To-do list Journal

### Payments

[Print this statement](#)

Anne Appicante  
28 Cowell Street, LLANELLI, SA15 1AP

Your payment this month is  
**£1,529**  
This will be paid by 8pm on  
23 August 2019

#### How we calculate your payment

Your payment is based on what you've told us and covers the period between **4 July** and **3 August**.

**It is important to tell Universal Credit immediately about any changes in your circumstances that could affect your Universal Credit payments.**

[Report a change in my circumstances](#)





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EXAMPLE  
DOCUMENT

## EMPLOYMENT & SUPPORT ALLOWANCE (ESA)

### ESA Award Letter

This is usually 1-2 pages long. Please make sure all pages of the letter are uploaded to your application. It is also important that the letter is dated since **April 2023**.

**Jobcentreplus**  
Website: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

Please tell us this number if you get in touch with us

ESA Oldham  
Post Handling Site B  
Wolverhampton  
WV99 2FU

Phone 0800 1690310  
TEXTPHONE for the deaf/hard of hearing ONLY 0800 1690314

Date 6 February 2021

**YOUR CLAIM FOR EMPLOYMENT AND SUPPORT ALLOWANCE**  
**CHANGES IN THE EMPLOYMENT AND SUPPORT ALLOWANCE RATES PAYABLE**

We have looked at your claim again following a recent change.

From 6 February 2021 your Employment and Support Allowance will be £103.90 a week.

This is because of:

a decision on your capability for work. You have moved from the Support Group to the Work Related Activity Group

From 17 April 2021 your Employment and Support Allowance will be £104.40 a week.

This is because of:

a change in the rates of Social Security benefits.

**Please tell us about any changes**

It's important that you tell us straightaway about any changes that could change the amount of ESA you get. For example, you need to tell us if you have a new condition, or your existing condition gets worse. You must also tell us if your condition gets better, or there is a change to your, or your partner's, income or savings. Find out more at [www.gov.uk/employment-support-allowance](http://www.gov.uk/employment-support-allowance)

If you don't tell us about your changes straightaway you could be paid more money than you should be paid. Your case could be considered for a prosecution decision or you might have to pay a financial penalty on top of your overpayment amount.

6 February 2021

**How Employment and Support Allowance has been worked out**  
**The Employment and Support Allowance Award**

The payment of Employment and Support Allowance is based on your National Insurance Contribution records and any additional amount the law says you need to live on.

Your living expenses	£74.35
<b>Limited capability for work addition</b>	
Extra Money because you are in the Work Related Activity Group	£29.55
Which gives a total income-related amount	£103.90
<b>Income and Benefits</b>	
No income will be taken off your Employment and Support Allowance	
Your income-related amount is £103.90 less total income of £0.00	£103.90
So your income-related entitlement is	£103.90
The amounts on this page apply from 6 February 2021 to 16 April 2021.	
Yours sincerely	
Lynn Glendenning	
Manager	



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EXAMPLE  
DOCUMENT

## TAX CREDITS

### Tax Credit Award Letter

This is usually 6-8 pages long. Please make sure all pages of the letter are uploaded to your application. It is also important that the letter is dated since **April 2023** and shows name and current address.

HM Revenue & Customs

Helpline 0345 300 390  
Textphone 0345 300 390  
For our opening hours go to  
[www.gov.uk/contact-hmrc](http://www.gov.uk/contact-hmrc)  
TOD PRESTON 6  
Tax Credit Office  
HM Revenue and Customs  
BX9 1ER  
Issue Date 16 July 2019

Tax credits award for 06/04/2019 to 05/04/2020

National insurance number [REDACTED]  
National insurance number [REDACTED]

**Summary**

Tax credit for the period - see Part 2

Working Tax Credit	£190.46
Child Tax Credit	£11671.74

Amounts still to be paid to you for the period shown above - see Part 3

Working Tax Credit to [REDACTED]	£112.85
Child Tax Credit to [REDACTED]	£8303.54

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

**Your rights and obligations**

Your Charter explains what you can expect from us and what we expect from you. For more information go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter)

**Why we are writing to you**

Thank you for the information you gave us about your tax credits claim.  
This award notice gives details of your tax credits award for the period 06/04/2019 to 05/04/2020.

**What to do now**

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete.  
It's important you tell us about changes to your circumstances when they happen otherwise you could be over and may have to pay money back. See the enclosed notes for more information.





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EXAMPLE  
DOCUMENT

## INCOME FROM PENSION

### Pension Credits Award Letter

Please upload all pages of your Pension Credits Award letter. This must be dated from **April 2023** and show name and address.

**PENSION ADVICE**

Please don't forget to notify us of any change to your address or banking details - see overleaf

Your Pension Reference Number: [REDACTED]

For tax queries:  
Tel: 0300 200 3300  
HM Revenue and Customs are open  
8am-8pm Mon-Fri, 8am-4pm Saturday  
Please quote tax PAYE reference: 068W105  
Your written tax queries should be directed to:  
**PAYE & Self-Assessment**  
HM Revenue & Customs  
BX9 1AS

**Messages:**  
[REDACTED] reverse\*\* Pension Increase is 3.1% for 2022 see [www.wmpfonline.com/increase](http://www.wmpfonline.com/increase) for details

Pension Date	Tax Period	Tax Code/Basis	National Insurance Number	Method of Payment
25/04/2022	01	[REDACTED]	[REDACTED]	BANK CREDIT

Gross Pension To Date	Tax Paid To Date	P45 Gross Pay	P45 Tax
[REDACTED]	0.00	0.00	0.00

**Postal Address:**  
West Midlands Pension Fund  
PO Box 3948  
Wolverhampton WV1 1XP  
Telephone: 0300 111 1665  
Website: [www.wmpfonline.com](http://www.wmpfonline.com)  
Email: [www.wmpfonline.com/emails](mailto:www.wmpfonline.com/emails)

Gross Pension Other Payments	Total	Income Tax	Total Deductions	Net Pension
[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]

The West Midlands Pension Fund is administered by City of Wolverhampton Council



Please upload all pages of each the PIP and/or DLA award letter. This must be dated since **April 2023**. If you are in receipt of other benefits alongside of PIP/DLA, please also upload evidence of these.

[illegible]



**EXAMPLE DOCUMENT**

**P60**  
Please upload this document as an alternative to Pay Slips. Make sure we can see all details on this document and this will need to confirm your pay received in the full tax year of **April 2023**.

Document Style: XM Orange ( revision 2.3 )P60(Single sheet)(2023 to 2024)

Do not destroy

HMRC 12/2

# SELF EMPLOYED

## EXAMPLE DOCUMENT'S

Letter from Accountant  
Please upload a letter from your accountant confirming income for the most current year.

(Specimen) Self-Employment Verification Letter from  
© lettersformats.com/2022/11/self-employment-verification-letter-from-cp

To Whom It May Concern:

I am writing this letter on behalf of my client, Mr./Ms. (Name of the Person), son/daughter of (Name). I have been Mr./Ms. (Name of the Person)'s certified public accountant for the past \_\_\_\_ years. This letter intends to provide information on his/her self-employment status and income details.

Mr./Ms. (Name of the Person) has been self employed for \_\_\_\_ years as a (Type of Work/Profession). His/Her income has been steady for \_\_\_\_ years.

In (Year1), Mr./Ms. (Name of the Person) made a gross income of (Amount in figures) (Amount in words). In (Year2), the gross income from (Date) to (Date) is (Amount in figures) as verified by his/her financial statements. Total income for (Year2) is expected to be (Amount in figures) (Amount in words).

A credit decision, or any other determination for which the abovementioned information might be used by you, is solely a matter of your own judgement and responsibility. This letter neither intends to establish any obligation on my part to take any future accountability, nor guarantees any creditworthiness of my client.

Sincerely,

(Signature)  
(Name of the CPA)  
Certified Public Accountant

Signed and Stamped by Notary:

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

HM Revenue & Customs  
Tax Return 2019-19  
Tax year 6 April 2019 to 5 April 2020  
Self Assessment - Tax Calculation (SA302)

Mrs ANNE APPLICANTE  
Unique Tax Reference(UTR): 1234567890  
Date: 30/01/2020

Income received (before tax taken off)

Pay from all employments	10,800.00
Profit from UK land and property	67,007.00
Dividends from UK companies	20,000.00
<b>Total income received</b>	<b>97,807.00</b>
minus Personal allowance	11,850.00
<b>Total income on which tax is due</b>	<b>85,957.00</b>

How I have worked out your Income Tax

Pay, pensions, profit etc. (UK rate for England, Wales and Northern Ireland)

Starter rate	0.00	@ 19% =	0.00
Basic rate	34,500.00	@ 20% =	6,900.00
Higher rate	31,457.00	@ 40% =	12,582.80

Dividends from companies etc.

Basic rate	0.00	@ 7.5% =	0.00
Higher rate band at nil rate	2,000.00	@ 0% =	0.00
Higher rate	16,000.00	@ 32.5% =	5,850.00
<b>Total income on which tax has been charged</b>	<b>85,957.00</b>		

**Income Tax due** 25,332.80

Your first payment on account for 2019-20 2,000.00

**Your total payment due by 31 January 2020 27,332.80**

Payments on account for 2019-20 - Due by 31 July 2020 2,000.00

Self Assessment Form (SA302)  
Please upload this document as an alternative to a letter from your Accountant. Make sure we can see all details on this document and include all pages of the form.





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## IN CARE OR CARE LEAVER

### Letter from Social Worker or Local Authority.

Please upload a letter from your Social Worker or Local Authority confirming your care status. Please make sure this is dated since June 2023.

EXAMPLE  
DOCUMENT

County Council

Head of Service  
Children's Services Department

PRIVATE & CONFIDENTIAL

Bursary Team :  
Buxton/Leek College

Telephone:  
Fax:  
Email:  
Our ref:  
Your ref:  
Date:


Dear Bursary Team

I am writing to you to confirm that  
After Young Person by Social Care, I am is a Looked  
Worker allocated Social

Yours sincerely

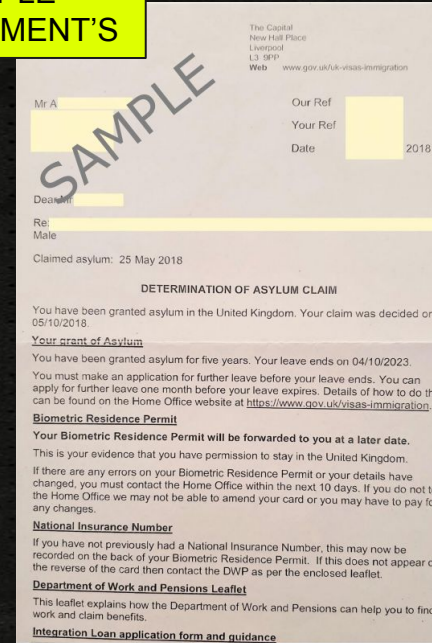
Looked After Children's Social Worker

Tel No

  
Stronger Families Safer Children

## EXAMPLE DOCUMENT'S

Please upload a photo of your residence card or permit ensuring that a back and front have the card have been uploaded.



Please upload a copy of your Letter from Home Office showing your Immigration Status.





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## ADVANCED LEARNER LOAN

### Approved Advanced Learner Loan Letter

If you are 19+ and have an Advanced Learner, please upload your letter received from the SLC confirming the Approval of your Loan. Please note this is not the LFI letter received from your centre.

EXAMPLE  
DOCUMENT

Advanced Learner Loan

LIVERPOOL

15 November 2018

You need to write your Customer Reference Number on every document you send us.

Advanced Learner Loans  
PO Box 302  
Darlington  
DL1 9NQ  
[www.gov.uk/advancedlearnerloan](http://www.gov.uk/advancedlearnerloan)  
0300 100 0619

Customer Reference Number: [REDACTED]  
Please quote this number when contacting us.

Dear [REDACTED]

We've reassessed your loan

Course name: Diploma in Therapeutic Counselling (QCF)

You or your college or training organisation told us about a change, so we've reassessed your application. The enclosed Loan Summary replaces any we've sent you previously.

The total amount we'll pay your college or training organisation is £2882.00

We enclose

- Your Loan Summary, which shows your loan entitlement and sets out when payments will be made to your college or training organisation.
- Frequently Asked Questions to help answer any questions you might have.

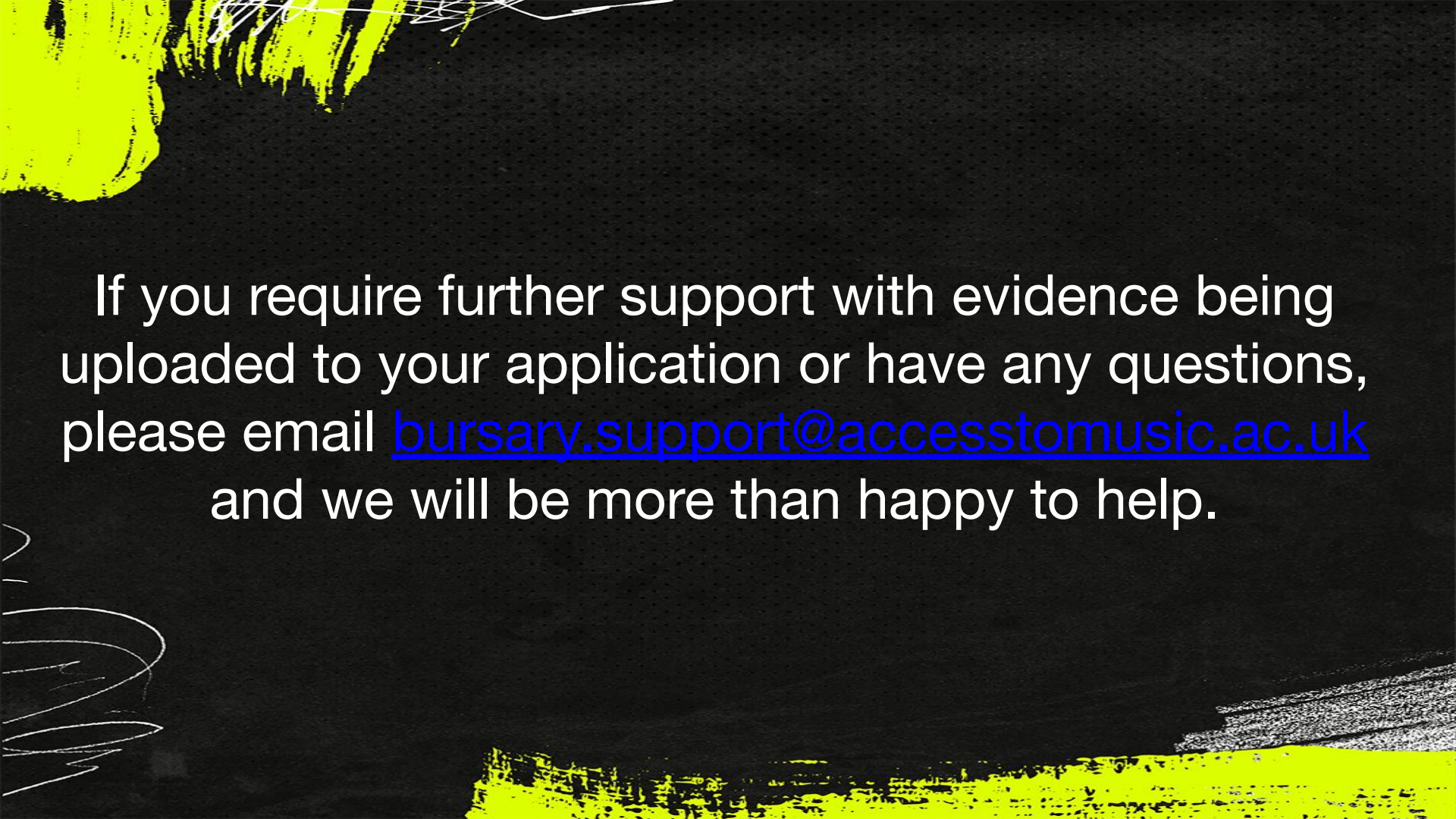
What you need to do next

If any of the details in your Loan Summary are incorrect, please let us know.

We'll pay your college or training organisation once they've confirmed your attendance on the course.

Yours sincerely

Student Finance England

The background is a solid black field. In the top-left corner, there is a large, irregular, bright yellow shape with a rough, textured edge, resembling a piece of torn paper or a paint splatter. In the bottom-left corner, there are several thin, white, curved lines that look like chalk or pencil scribbles. In the bottom-right corner, there is a horizontal band of bright yellow with a dark, textured pattern, also appearing to be a paint splatter or torn paper edge.

If you require further support with evidence being uploaded to your application or have any questions, please email [bursary.support@accessmusic.ac.uk](mailto:bursary.support@accessmusic.ac.uk) and we will be more than happy to help.