



BURSARY EVIDENCE GUIDE

2025/26

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 2025**.

Jobcentreplus
Website: 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



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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 2025**.

EXAMPLE
DOCUMENT

jobcentreplus

Department for
Work and Pensions

Watford Centre Benefit Post
Handling Site B
Wolverhampton WV99 1RH

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.

John



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EXAMPLE
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UNIVERSAL CREDIT

Last 3 months statements.

You must upload x3 most recent months worth of full statements (e.g June/July & August 2025) Please ensure that name and address are visible on all statements and that the full statement showing entitlement and total deductions are also included. We cannot accept an overview of all monthly payments.

GOV.UK 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

Standard allowance 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.	
Children You get support for 2 children	£519.58
Total entitlement before deductions	£931.09

What we take off (deductions)

Debts and loan repayments	
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'.	
Total deductions	- £61.73
Your total payment for this month is	£869.36

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

You can download the full statement by clicking 'Print this statement' shown in orange on the right. Alternatively you can upload multiple screenshots

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 2025**.

Jobcentreplus
Website: 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

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
Limited capability for work addition	
Extra Money because you are in the Work Related Activity Group	£29.55
Which gives a total income-related amount	£103.90
Income and Benefits	
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
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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 2025** and shows name and current address.

HM Revenue & Customs

Helpline 0345 300 390
Textphone 0345 300 380
For our opening hours go to www.gov.uk/contact-hmrc
TCO 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

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
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INCOME FROM PENSION

Pension Credits Award Letter

Please upload all pages of your Pension Credits Award letter. This must be dated from **April 2025** 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 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
Email: 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 the City of Wolverhampton Council



EXAMPLE DOCUMENT

Please upload all pages of each the PIP and/or DLA award letter. This must be dated since **April 2025**. If you are in receipt of other benefits alongside of PIP/DLA, please also upload evidence of these.

[illegible][illegible]



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EXAMPLE DOCUMENT

P60 End of Year Certificate		Employee's details									
Tax year to 5 April 2024		Surname <input style="width: 150px;" type="text"/>									
		Forenames or initials <input style="width: 150px;" type="text"/>									
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. You are allowed to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not on a tax return. HM Revenue and Customs		National Insurance number <input style="width: 150px;" type="text"/>	Works/partyal number <input style="width: 150px;" type="text"/>								
		Pay and Income Tax details									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Pay</th> <th style="width: 70%;">Tax deducted</th> </tr> </thead> <tbody> <tr> <td>In previous employments <input style="width: 150px;" type="text"/></td> <td><input style="width: 150px;" type="text"/> £ <input style="width: 150px;" type="text"/> p If refund mark 'R' <input style="width: 150px;" type="text"/></td> </tr> <tr> <td>In this employment <input checked="" style="width: 20px;" type="checkbox"/> In this employment</td> <td><input style="width: 150px;" type="text"/></td> </tr> <tr> <td>Total for year <input style="width: 150px;" type="text"/></td> <td><input style="width: 150px;" type="text"/></td> </tr> </tbody> </table>	Pay	Tax deducted	In previous employments <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/> £ <input style="width: 150px;" type="text"/> p If refund mark 'R' <input style="width: 150px;" type="text"/>	In this employment <input checked="" style="width: 20px;" type="checkbox"/> In this employment	<input style="width: 150px;" type="text"/>	Total for year <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	
Pay	Tax deducted										
In previous employments <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/> £ <input style="width: 150px;" type="text"/> p If refund mark 'R' <input style="width: 150px;" type="text"/>										
In this employment <input checked="" style="width: 20px;" type="checkbox"/> In this employment	<input style="width: 150px;" type="text"/>										
Total for year <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>										
		Final tax code <input style="width: 150px;" type="text"/>									
The figures marked * should be used for your tax return, if you get one											
National Insurance contributions in this employment											
NIC Earnings above the Lower Earnings Limit (£L) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the UEL								
<input style="width: 150px;" type="text"/> £	<input style="width: 150px;" type="text"/> £	<input style="width: 150px;" type="text"/> £	<input style="width: 150px;" type="text"/> £ <input style="width: 150px;" type="text"/> p								
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<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>								
Statutory payments included in the pay 'In this employment' figure above											
Statutory Sickness Pay <input style="width: 150px;" type="text"/> Statutory Adoption Pay <input style="width: 150px;" type="text"/>	Statutory Paternity Pay <input style="width: 150px;" type="text"/> Statutory Shared Parental Benefit Pay <input style="width: 150px;" type="text"/>	Statutory Shared Parental Pay <input style="width: 150px;" type="text"/>									
Other details											
Student Loan deductions in this employment (whole £ only) <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/> £	Your employer's full name and address (including postcode) <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/>									
Postgraduate Loan deductions in this employment (whole £ only) <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/> £										
To employee		Employer PAYE reference <input style="width: 150px;" type="text"/>									
Certificate by Employer/Paying Office This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc., Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay, Statutory Parental Benefit Pay or Statutory Adoption Pay is included.											

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 2025**.



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SELF EMPLOYED

EXAMPLE DOCUMENT'S

Letter from Accountant

Please upload a letter from your accountant confirming income for the most current year. You must ensure you include a cover letter also.

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

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

Tax Return 2019-19

Tax year 6 April 2019 to 5 April 2019

Self Assessment - Tax Calculation (SA302)

Mrs ANNE APPLICANTE

Date: 30/01/2020

Unique Tax Reference(UTR): 1234567890

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
Total income received	97,807.00

minus Personal allowance 11,850.00

Total income on which tax is due 85,957.00

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	18,000.00	@ 32.5% = 5,850.00
Total income on which tax has been charged		85,957.00	

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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EXAMPLE
DOCUMENT

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 2025. Please ensure this is on letter headed paper.

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



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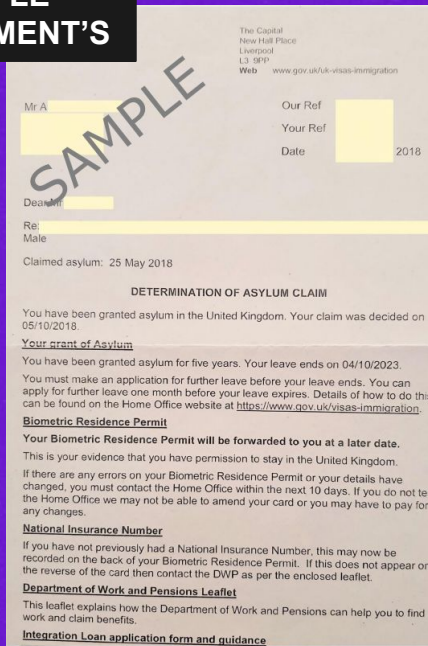
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SUPPORT UNDER PART VI OF THE IMMIGRATION & ASYLUM ACT 1999

Residence Card or Permit

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

EXAMPLE DOCUMENT'S



Letter from Home Office.

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

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
0300 100 0619

15 November 2018

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



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