

Bursary Evidence Guide 2026-27

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

UNIVERSAL CREDIT

Last 3 months statements in FULL.

You must upload ALL pages of your

3 most recent Statements

(e.g. June/July & August 2026)

Please ensure that name and

addresses are visible on all

statements and that the full

statement showing entitlement

and total deductions are included.

We cannot accept an overview of

all monthly payments

You can download the full Statement by clicking 'Print this statement' Shown highlighted in orange on the right.

Example Document

GOV.UK
Universal Credit Anne Applicante: [Sign out](#)

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

Payments [Print this statement](#)

Anne Applicante
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](#)

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 2026.

Example Document

The image shows a document from Jobcentreplus. At the top left, it says 'Jobcentreplus' and 'Website: www.jobcentreplus.gov.uk'. On the right, there are several fields: 'If you get in touch with us, tell us this reference number' followed by a redacted box, 'Our address' followed by a redacted box, 'Our phone number' followed by a redacted box, 'If you have a textphone' followed by a redacted box, and 'Date' followed by '17 April 2020'. On the left side, there is a vertical barcode. Below the header, it says 'Dear' followed by a redacted name. The main body of the letter is titled 'About your Income Support' and contains the following text: '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 2026.

Example Document

Smith

SAMPLE

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.

Shirley

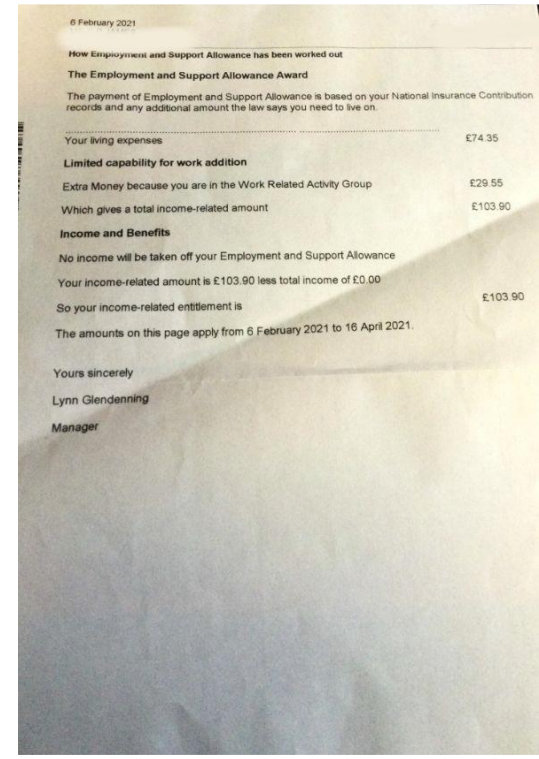
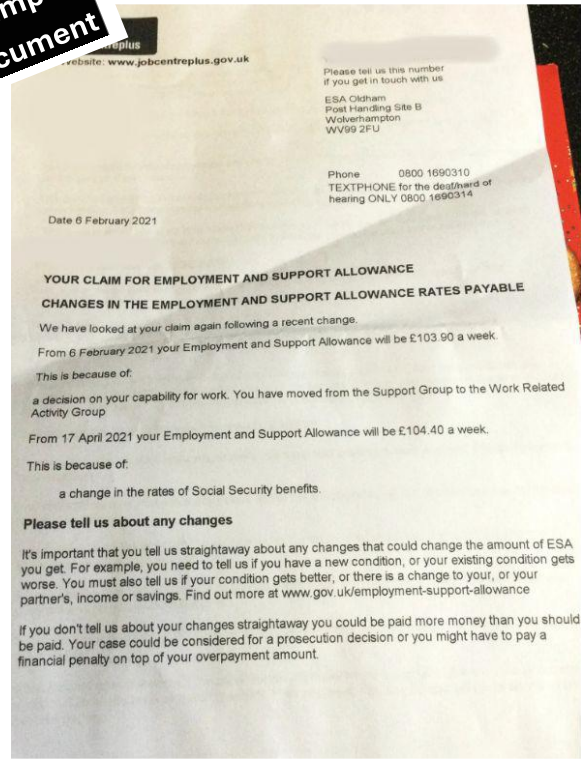
EMPLOYMENT AND SUPPORT ALLOWANCE

(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 2026.

Example Document



TAX CREDITS

Tax Credits Award Letter

This is usually 6-8 pages long. Please make sure all pages of the letter is uploaded to your application. It is also important that the letter is dated since April 2026 and shows the name and Current Address.

Example Document

HM Revenue & Customs

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

TCC PRESTON 8
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.

INCOME FROM PENSION

Pension Credits Award Letter

Please upload all pages of your Pension Credits Award letter. This must be dated from April 2026 and show name and address.

Example Document

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: 068/W105

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	[REDACTED]	Gross Pension Other Payments	[REDACTED]
Tax Paid To Date	0.00	Total	[REDACTED]
P45 Gross Pay	0.00	Income Tax	0.00
P45 Tax	0.00	Total Deductions	0.00
		Net Pension	[REDACTED]

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

West Midlands Pension Fund

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

PERSONAL INDEPENDANT PAYMENT (PIP)

and / or

DISABILITY LIVING ALLOWANCE (DLA)

PIP / DLA Award Letter

Please upload all pages of each of the PIP and/or DLA award letters.

This must be dated since April 2026.

If you are in receipt of other benefits alongside of PIP/DLA, please also upload evidence of these.

Example Document

The image shows three overlapping example award letters from the Department for Work and Pensions (DWP). The top letter is for Disability Living Allowance (DLA), the middle for Personal Independence Payment (PIP), and the bottom for a mobility-related assessment. Each letter is marked with a circled number (1, 2, and 3 respectively) in the top right corner.

Letter 1: Disability Living Allowance
Department for Work and Pensions
Disability and Carers Service
Disability Living Allowance
Your full name
Address and Post code
Dated within last 12 months
Please read all of the information carefully and keep this letter safe as it is proof of your entitlement to benefit.
You are entitled to:
higher rate mobility

Letter 2: Personal Independence Payment
Department for Work and Pensions
Personal Independence Payment
Your full name
Address and Post code
Date letter was sent
Dear xxxxxxxx

Letter 3: Mobility Assessment
Department for Work and Pensions
Mobility - for the 2 mobility activities you scored:
Planning and following a journey (scored out of 12): 4
Moving around (scored out of 10): 10
Your total score for the mobility part of PIP is 14 points.
You've been awarded the enhanced rate from 1 January 2018 to 1 January 2021.

EMPLOYMENT

Payslips (last 3 months)

Please upload your last 3 months' payslips which show name and current address. If you receive weekly payslips we will need to see your last 12 pay slips

Example Document

Limited, Unit 12, The Industrial Estate, Nice Town, Gorgeous County, PE76 9HU							
EMPLOYEE ID	EMPLOYEE NAME	DATE	N.I. NUMBER				
12345	Sally James	31/03/2021	NH00000F				
PAYMENTS	UNITS	RATE	AMOUNT	THIS PERIOD		YEAR TO DATE	
Salary	1.00	2000.00	2000.00	Period Pay	2000.00	YTD Pay	24000.00
				PAYE Tax	176.72	PAYE Tax	2120.64
				Nat Insurance	145.00	Nat Insurance	1740.00
				Pension EE	74.40	Pension EE	892.80
				Pension ER	44.64	Pension ER	535.68
Sally James Flat 5, The Big House Long Street Nice Town Gorgeous County PE77 1PQ				Employers NI	166.75	Employers NI	2001.00
PAY METHOD	PERIOD NUMBER	PAY PERIOD	TAX CODE	NET PAY 1603.88			
Bank	12	Month	1250L				

Document Style: XM Orange (revision 2.3)

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 2026.

P60 End of Year Certificate
 Tax year to 5 April **2024**

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 and Customs about any income that is not fully taxed, even if you are not sent a tax return.
 HM Revenue and Customs

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

Employee's details

Surname:
 Forenames or initials:
 National Insurance number: Works/payroll number:

Pay and Income Tax details

	Pay		Tax deducted	
	£	p	£	p
In previous employments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In this employment *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total for year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Final tax code:

National Insurance contributions in this employment

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (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 PT
	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/> p <input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Statutory payments included in the pay 'in this employment' figure above

	£	p		£	p		£	p
Statutory Maternity Pay	<input type="text"/>	<input type="text"/>	Statutory Paternity Pay	<input type="text"/>	<input type="text"/>	Statutory Shared Parental Pay	<input type="text"/>	<input type="text"/>
Statutory Adoption Pay	<input type="text"/>	<input type="text"/>	Statutory Parental Bereavement Pay	<input type="text"/>	<input type="text"/>			

Other details

Student Loan deductions in this employment (whole £s only):

Postgraduate Loan deductions in this employment (whole £s only):

To employee:

Your employer's full name and address (including postcode):

Employer PAYE reference:

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 Bereavement Pay or Statutory Adoption Pay is included.

P60(Single sheet)(2023 to 2024) **Do not destroy** HMRC 12/22

SELF EMPLOYED

Letter from Accountant

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



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

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

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.

HM Revenue & Customs
Tax Return 2018-19
Tax year 6 April 2018 to 5 April 2019
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
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

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 on letter-headed paper and dated since June 2026.

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 [redacted] is a Looked After Young Person by [redacted] Social Care, I am allocated Social Worker

Yours sincerely

Looked After Children's Social Worker

Tel No



ADVANCED LEARNER LOAN

Approved Advanced Learner Loan Letter

If you are 19+ and are 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

SAMPLE

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@accesstomusic.ac.uk and we will be more than happy to help