

Higher Education Bursary: A guide to providing evidence of household income/benefits

The evidence we need will vary depending on your household circumstances. **Please note that if you were under the age of 25 and still living at home before starting your course, this will be your parent(s) income.** This is due to how Student Finance England (or equivalent body) assess eligibility for maintenance loans.

If you are:	Please provide income/benefits evidence for:	Please note:
a) Living at home with parents/carers and were under the age of 25 on the first day of your course .	All parents/carers, including any stepparents and/or partners of mum/dad, that live in the same house as you.	If you are under 25 and have your own income (e.g. part-time job), but you are still living at home with parents/carers, we do not need to see your own income, just your parents/carers.
b) Living at home with parents/carers and were over the age of 25 on the first day of your course and not working or claiming benefits	All parents/carers, including any stepparents and/or partners of mum/dad, that live in the same house as you.	We will contact you via email if we require further evidence.
c) Living at home with parents/carers and were over the age of 25 on the first day of your course and working/claiming benefits in your own right.	Yourself.	If you are over 25 and have your own income, we do not need to see income evidence for parents/carers, even if you still live with them.

c) Under 25 on the first day of your course and now living either independently or with a partner	Yourself, and a partner if you live with one.	Please provide a copy of your tenancy agreement.
d) Over 25 on the first day of your course and living either independently or with a partner.	Yourself, and a partner if you live with one.	We will contact you via email if we require further evidence.

If your household income was assessed in this way but you are now living independently, we can take your income into account but will need **proof of your independence** in the form of a **tenancy agreement**.

We will need:

Eligibility criteria	Evidence Required
Claiming benefits only	<ul style="list-style-type: none"> • Benefits letter dated within the current tax year OR • Universal Credit statement ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to 'total payment for this month', including details of entitlements and deductions (if any).
Employed and not claiming benefits	<ul style="list-style-type: none"> • Monthly pay: most recent pay slip OR • Weekly pay: 4 x most recent pay slips
Employed and claiming benefits	<ul style="list-style-type: none"> • Benefits letter dated within the current tax year OR • Universal Credit statement ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to 'total payment for this month', including details of entitlements and deductions (if any) AND • Monthly pay: most recent pay slip OR

	<ul style="list-style-type: none"> Weekly pay: 4 x most recent pay slips
Self-employed and not claiming benefits	<ul style="list-style-type: none"> Most recent self-assessment tax return as submitted to HMRC. This needs to show your name and address.
Self-employed and claiming benefits	<ul style="list-style-type: none"> Benefits letter dated within the current tax year OR Universal Credit statement ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any) AND Most recent self-assessment tax return as submitted to HMRC. This needs to show your name and address.
Retired	<ul style="list-style-type: none"> Confirmation of State pension, P60 for any private pensions and confirmation of pension credit (if applicable).

Please email all evidence to funding@yorkcollege.ac.uk and include your full legal name and date of birth.

For your reference, an example of a Universal Credit statement can be found on page 4 of this guide.

Example - Universal Credit

If you receive Universal Credit, please provide a copy of your most recent statement. If this shows income from employment or self-employment, please provide a copy of the payslip(s) that relate to this pay period/your most recent self-assessment tax return.

GOV.UK

Universal Credit John Smith: [Sign out](#)

Payments

John Smith
123 Falkirk Street, Falkirk, FK1 1AB

Assessment period: 3 April to 2 May

Your payment this month is

£738

This will be paid by 8pm on 9 May 2019

What you're entitled to

Standard allowance You get a standard amount each month. You said you're single	£317.82
Housing You said that your rent is £422.09 per month	£363.00
Children You get support for 2 children	£508.75
Total entitlement before deductions	£1,189.57

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.	-£338.05
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 63 pence.

Advances We take money off your payment to repay your advances.	-£33.34
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For a list of advances, please refer to your [journal](#).

Debts and loan repayments Tax Credits recovery	-£79.46
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Call 0800 916 0647 to find out more about your debt and loan repayments.

Total deductions	-£450.85
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Your total payment for this month is £738.72

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](#)