ASKHAM BRYAN COLLEGE

Further Education Financial Support 2026-27

A guide to providing evidence of household income and benefits

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To process a bursary application, we require applicants to provide evidence of their household income/ benefits. The evidence will vary depending upon different household circumstances, this table will identify what you will need to provide.

Eligibility Criteria	Evidence Required
Household is **claiming benefits only**	• A benefit letter dated within the current tax year **or** • A copy of three recent Universal Credit statements. It needs to be a copy of the full statements showing clearly the name, address and dates at the top of the statement and including all the different elements which make up the monthly payments (entitlements and deductions).
Employed and **not** claiming benefits	• A copy of your p60 for April 2026 **or** • A copy of three-monthly wages slips (the wage slips must include the name and address of the person they belong to) **or** • If you are self employed a copy of your most recent self-assessment / tax return (April 2026)
Employed **and claiming benefits**	• A copy of a benefits letter dated within the current tax year **or** • A copy of three recent Universal Credit statements. It needs to be a copy of the full statements showing clearly the name, address and dates at the top of the statement and including all the different elements which make up the monthly payments, take home pay (entitlements and deductions) **AND** • A copy of your p60 for April 2026 **or** • A copy of three-monthly wages slips (the wage slips must include the name and address of the person they belong to) **or** • If you are self-employed a copy of your most recent self-assessment / tax return (April 2026) as submitted to HMRC.
Self-employed and **not** claiming benefits	• If you are self-employed a copy of your most recent self-assessment / tax return (April 2026) as submitted to HMRC.
Self-employed **and claiming benefits**	• A benefit letter dated within the current tax year **or** • A copy of three recent Universal Credit statements. It needs to be a copy of the full statements showing clearly the name, address and dates at the top of the statement and including all the different elements which make up the monthly payments (entitlements and deductions) **and** • A copy of your most recent self-assessment / tax return (April 2026) as submitted to HMRC.
Retired	• Confirmation of state pension, P60 for any private pensions and confirmation of pension credit (if applicable)

Under 19 and In care, a Care Leaver, living independently and claiming Universal Credit or claiming Personal Independence Payments (PIP) **and** Universal Credit	• **In Care:** A letter from your Social Worker or the Local Authority confirming looked after status **and** proof of benefits. • **Care Leaver:** A letter from your Social Worker or the Local Authority confirming you are a care leaver **and** proof of benefits. • **Universal Credit:** A copy of three recent Universal Credit statements. It needs to be a copy of the full statements showing clearly the name, address and dates at the top of the statement and including all the different elements which make up the monthly payments (entitlements and deductions) • **PIP and Universal Credit:** Universal Credit statements ensure we can see the name and address and dates at the top of the statement and including all the different elements which make up the monthly payments (entitlements and deductions)

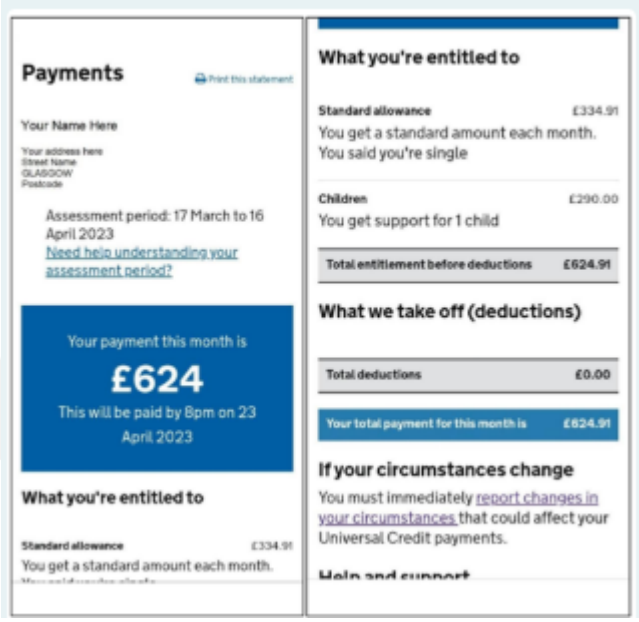
Providing Universal Credit Statements: -

If you are providing Universal Credit Statements, you **MUST** include **both** your **ENTITLEMENT AND YOUR DEDUCTIONS** for the **3 most recent months** before your application. Please download statements rather than taking screenshots to ensure information is not missed.

Checklist:

✓ Download statements to ensure you include Entitlements AND Deductions

✓ 3 separate recent statements are needed



Step-by-step guide to downloading Universal Credit Statements:

1. **Sign in**: Go to the Gov.uk website and sign in to your Universal Credit account.
2. **Navigate to Payments**: From the home screen, select the 'Payments' tab or section.
3. **Select Statement**: Click on the specific monthly statement you want to download from the list.
4. **Open Print Dialogue**:
    - Look for a 'Print this statement' link or press Ctrl + P (Windows) or Cmd + P (Mac).
    - Some guides suggest clicking the menu button (three dots/lines) in your browser's top-right corner and selecting 'Print'.
5. **Save as PDF**: In the print dialogue box that appears, change the destination printer to 'Save as PDF', 'Print to PDF', or 'Microsoft Print to PDF'.
6. **Save File**: Click 'Save' or 'Print' and choose where to save the PDF file on your computer or phone
7. **Attach to a blank email and send to**: bursaries@askham-bryan.ac.uk

All evidence must be emailed to **Bursaries@askham-bryan.ac.uk** please ensure when emailing evidence you include the student ID number and name so we know whose application it relates to.