



Oldham College

WHERE LEARNING WORKS & SKILLS PAY

Bursary Evidence Guide 2025/26

Guide to help you understand
household income evidence


Ofsted
Good
Provider

Learners who apply for financial support (Bursary) also need to let us see evidence of their total household income.

Household income is the combined overall income of the house the learner lives in.

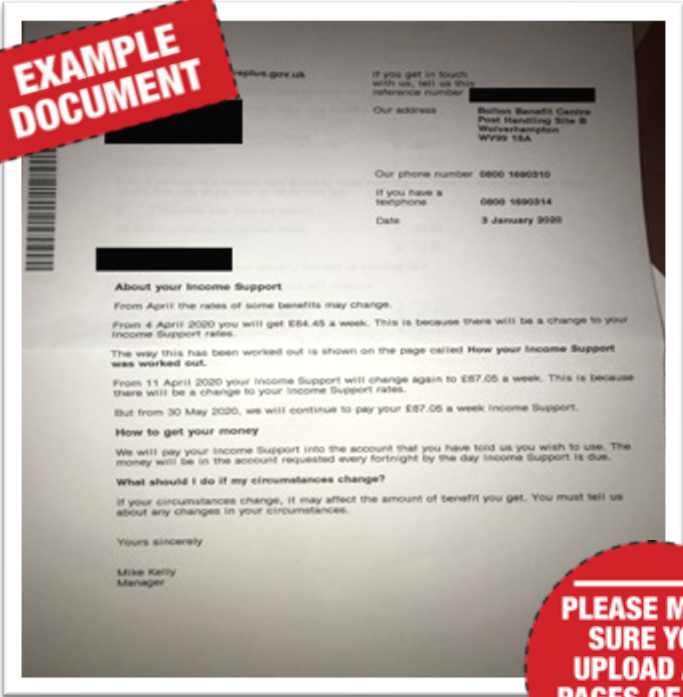
We need this to show how we are fairly distributing the funding and that we are doing this in line with the Government funding guidelines, and income is one of the key measures we use.

We store household information safely so please do not worry about sharing this with the College.

Examples below are all the different types of evidence, and their description, that we can use to accurately assess your application.

- Income Support letter
- Job Seekers Allowance
- Pension Credit Letter
- P60 or Wage Slips
- Tax Credits
- Local Authority Letter (In Care / Care Leaver)
- Asylum Seeker status letter
- Universal Credit statement

EXAMPLE DOCUMENT



PLEASE MAKE SURE YOU UPLOAD ALL PAGES OF THIS DOCUMENT

Income Support

A letter to show your household is receiving benefits due to low income.

Letter is usually 1 - 2 pages long, please make sure you provide all pages.

Letter needs to be dated with the last 6 months and has the current address on.

EXAMPLE DOCUMENT



PLEASE MAKE SURE YOU UPLOAD ALL PAGES OF THIS DOCUMENT

Job Seekers Allowance

Letter from the job centre indicates that a person is looking for employment or is working less than 16 hours per week.

It can also show whether a person is are receiving additional benefits.

This letter is usually 1 - 2 pages long, please make sure you provide all pages.

Letter needs to be dated with the last 6 months and has the current address on.

EXAMPLE DOCUMENT

Department for Work and Pensions
pensionservice.gov.uk

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

Our address: The Pension Service 15 Post Handling Site B Wolverhampton WV99 1AS

Our phone number: 0800 7310469

If you have a textphone: 0800 7310464

Date: 17 February 2020

Dear Mrs [REDACTED]

This letter is for your information. Please retain it as evidence of Pension Credit entitlement for the following people:
Mrs [REDACTED]

This is about the Pension Credit you will receive from April 2020.
From April the rates of some benefits may change.

Your Pension Credit will be £227.76 from 6 April 2020. The Pension Service will pay you £227.76 a week.

Because your Pension Credit includes the Pension Credit guarantee credit, you are also entitled to some health benefits. Please see the enclosed leaflet INF2(PC) which tells you more about this.

Other Benefits

You will be contacted separately about any increases to other benefits you receive. These letters are issued over a number of weeks so do not worry if you do not receive one immediately, or if your friends or neighbours have already received theirs.

Do you need to contact us?

This letter is for your information. You only need to contact us if any circumstances have changed.

The easiest way to tell us about something that has changed is to phone us on the number shown at the top of this letter. If you do not want to use the telephone you can write to us the address on the top of this letter.

Yours sincerely
Jane Brine
Manager

Pension Credit Letter

A letter issued by the government stating the amount of pension a person will receive upon retirement..

This letter is usually 1 - 2 pages long, please make sure you provide all pages.

Letter needs to be dated with the last 6 months and has the current address on.

PLEASE MAKE SURE YOU UPLOAD ALL PAGES OF THIS DOCUMENT

EXAMPLE DOCUMENT

P60 End of Year Certificate
Tax year to 5 April: 2021

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

HM Revenue & Customs

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

Employee's details

Surname: [REDACTED]
Forenames or initials: [REDACTED]
National Insurance number: [REDACTED] Notice period number: 12345

Pay and Income Tax details

	Pay	Tax deducted
	£	£
In previous employment(s)	0.00	0.00
In this employment	37400.00	4890.68
Total for year	37400.00	4890.68

Final tax code: 1250L

National Insurance contributions in this employment

NIC letter	Earnings at the Lower Earnings Limit (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)	Employer's contributions due on all earnings above the PT
	£	£	£	£
A	6240	3280	27900	3348.00

Statutory payments included in the pay in the employment figure above

	£	£	£
Statutory Maternity Pay	0.00	0.00	0.00
Statutory Paternity Pay	0.00	0.00	0.00
Statutory Shared Parental Pay	0.00	0.00	0.00
Statutory Adoption Pay	0.00	0.00	0.00

Other details

Student Loan deductions in this employment (before Co-ops): 972

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

To employees: **Please make sure your address is shown!**

Employer PAYE reference: 120 / X28594

Certificate by Employer/Paying Agent
This form shows your total pay for income tax in this employment for the year.
Any overtime, bonus, commission etc., Statutory Maternity Pay, Statutory Paternity Pay or Statutory Shared Parental Pay or Statutory Adoption Pay

P60 2024

P60 – statement issued by a persons employer once a year, shows full year salary and how much tax has been paid in the previous tax year (2024/25).

Please upload this document, making sure that the address is visible.

This document will need to confirm your pay received in the full tax year of April 2025.

PLEASE MAKE SURE YOU UPLOAD ALL PAGES OF THIS DOCUMENT

EXAMPLE DOCUMENT

Employee No 12345		Employee Name [REDACTED]		Process Date 31/03/2021		Insurance Number [REDACTED]	
Payments		Line Units	Line Rate	Amount	Deductions		
Salary			2916.67	2916.67	PAYE Tax 390.89		
Bonus			200.00	200.00	Nat Insurance 279.00		
					Student Loan 81.00		
					Pension EE 130.24		
					Pension ER 78.15		

					Employers NI 320.85		
<div style="background-color: red; color: white; padding: 5px; text-align: center;"> PLEASE MAKE SURE YOUR ADDRESS IS SHOWN </div>				This Period		Year To Date	
				Pay	3116.67	Pay	37400.00
				PAYE Tax	390.89	PAYE Tax	4690.68
				Nat Insurance	279.00	Nat Insurance	3348.00
				Pension EE	130.24	Pension EE	1562.88
				Pension ER	78.15	Pension ER	937.80
Pay Method	Period No	Dept	Tax Code	Pay Period	Net Pay 2235.54		
Bank	12	S	1250L	Month			

Payslip (Last 3 Months)

A statement issued by the persons employer showing weekly or monthly salary, tax and pension contribution.

Please upload the last 3 months' worth of payslips which show current address.

If you receive weekly payslips we will need to see the last 12 payslips.

EXAMPLE DOCUMENT

HM Revenue & Customs

Helpline 0345 300 3900
Textphone 0345 300 3909
For our opening hours go to www.gov.uk/contact-hmrc

TCO PRESTON 5
Tax Credit Office
HM Revenue and Customs
BOX 1ER
Issue Date 06 September 2020

Amended tax credits award for 06/04/2021 to 05/04/2022

[REDACTED]

Summary

Tax credit for the period - see Part 2

Working Tax Credit [REDACTED]
Child Tax Credit [REDACTED]

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

[REDACTED]

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

Your income or benefits have changed.

Tax Credits (25/26)

There are two tax credits – child tax credit and working tax credit.

It is a benefit that government pay to parents, people on low income and also people with disabilities.

Document can be 4, 6 or 8 pages long and is important that have all pages to determine what the household income is.

Letter needs to be dated with the last 6 months and has the current address on.

PLEASE MAKE SURE YOU UPLOAD ALL PAGES OF THIS DOCUMENT

PLEASE MAKE SURE YOU UPLOAD ALL PAGES OF THIS DOCUMENT

EXAMPLE DOCUMENT

EXAMPLE DOCUMENT

Health and Wellbeing
After Care Team
Metropolitan House
Holborn Street, Oldham OL1 1TT
Tel: 0161 770 3405
Fax: 0161 770 6681

58.720

To whom it may concern

Re: [REDACTED]

I am writing to confirm that Umar is a Careleaver and aged 18 years of age.

Umar is now claiming Universal credit however as a Vulnerable learner needs to be provided with a bursary to help him continue with his studies and maintain his place in education.

If you require further information please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Social Worker [REDACTED]
Direct line: 0161 [REDACTED]

Children's Social Care
Metropolitan House
Holborn Street, OL1 1TT
Tel: 0161 770 6030
Fax: 0161 770 6602

Dear Sir / Madam,

Re: [REDACTED] D.O.B: [REDACTED]

The above-named young person is Looked After by Oldham Council [REDACTED] is subject to a Care Order, Section 31 of the Children's Act 1989.

Oldham Council has placed Keenan with [REDACTED] Foster Care of [REDACTED]

Yours sincerely

[REDACTED]

Social Worker
Permanence Team
Metropolitan House
Holborn Street
Oldham, OL1 1TT

Telephone: 0161 [REDACTED]
Email: [REDACTED]

In Care/ Care Leaver

A letter from a Social Worker or Personal Advisor to provide to confirm your Care Status. Please email this to us at: bursaryteam@oldham.ac.uk or bring it to the college Main Reception and ask for the Bursary Team.

Home Office

Per ID: [REDACTED]
Port Re: [REDACTED]
HO Ref: [REDACTED]

BAIL 201

NOTIFICATION OF GRANT/VARIATION OF IMMIGRATION BAIL¹ TO A PERSON DETAINED² OR LIABLE TO BE DETAINED³

To: [REDACTED] Date of Birth: [REDACTED]
Nationality: [REDACTED]

This notice is given to you because you are being granted immigration bail

The Secretary of State may grant immigration bail to a person who is detained, or who is liable to be detained, for the reasons listed below. The following reason applies to you:

Mark one box	
A	<input checked="" type="checkbox"/> You are liable to be detained pending examination because you are a person required to submit to examination / pending a decision to give, refuse, or cancel leave to enter.
	<input checked="" type="checkbox"/> You have made a claim for asylum:
A	<input checked="" type="checkbox"/> I hereby grant you immigration bail subject to the following conditions or
B	<input type="checkbox"/> I hereby vary your conditions of immigration bail as follows

CONDITIONS

You will be subject to at least one bail condition. A marked box indicates the bail condition(s) applicable to you.

Mark at least

Home Office Letter

Please provide all pages of this document along with your current address

EXAMPLE DOCUMENT

¹ Schedule 10 to the Immigration Act 2016
² Paragraph 1 of Schedule 10 to the Immigration Act 2016
³ Paragraph 2 of Schedule 10 to the Immigration Act 2016
BAIL 201

Asylum Seeker

When a government recognises that your home country cannot or will not provide for your protection, it grants you asylum and lets you stay there to ensure your safety.

If you are an Asylum Seeker, you will need to provide any of these 4 pieces of evidence when you apply for the

HOME OFFICE LETTER

PLEASE PROVIDE ALL PAGES OF THIS DOCUMENT, SHOWING YOUR CURRENT ADDRESS

Application Residency Card (ARC)



Recent receipt (showing the last 4 digits of the Aspen Card)



ASPEN Card (This may be Green or Orange)



EXAMPLE DOCUMENT

GOV.UK Universal Credit Sign out

Payments

Assessment period: 8 July to 7 August 2020

Your payment this month is
£1,394
This will be paid by Bpm on 14 August 2020

What you're entitled to

Standard allowance You get a standard amount each month. You said you're single	£409.89
Housing You said your rent is £549.00 per month. You will have to pay your housing to your landlord.	£549.00
Children You get support for 4 children	£988.74
Total entitlement before deductions	£1,947.63

EXAMPLE DOCUMENT

Take-home pay

Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Earnings reported by your employer	£246.30
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The amount we'll use to work out your Universal Credit is £246.30

Your total take-home pay for this period is **£246.30**

The first £292.00 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.

Benefit cap

We take money off your payment as your total amount of benefit can't be more than £1,666.67. This is known as the benefit cap limit.

Total deductions	- £553.53
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Your total payment for this month is £1,394.10

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](#)

**PLEASE MAKE SURE YOU
UPLOAD ALL PAGES OF THE LAST
THREE MONTH STATEMENTS**

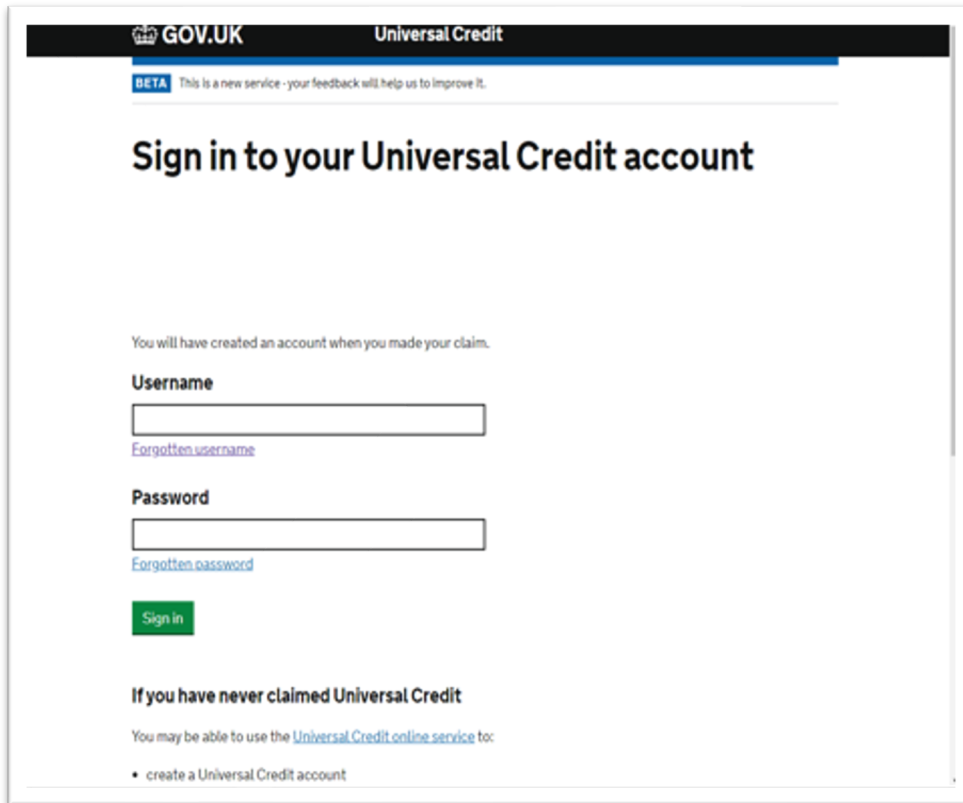
[Universal Credit \(3 Month statement\)](#)

The Universal Credit letter confirms a person is eligible for financial support based on income. It helps with living expenses such as housing and food. It is paid on a monthly basis.

Upload all pages of this document, making sure that the address is visible.

Upload the last 3 months statements making sure that all entitlements and deductions are shown. (To help with this, we have created a step-by-step guide below)

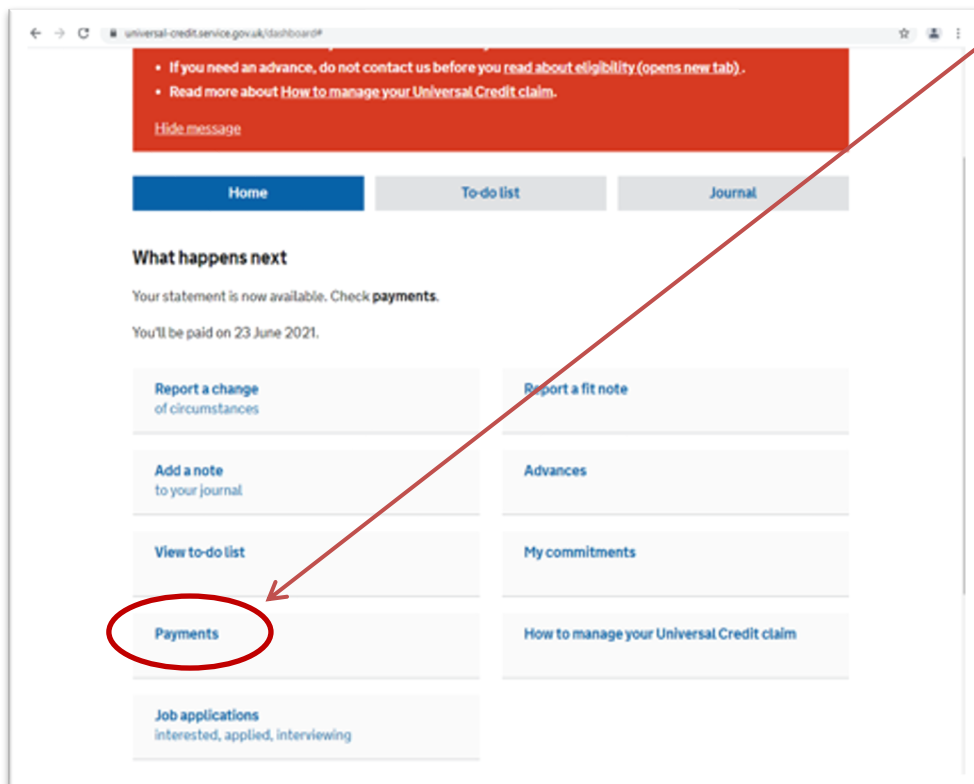
Universal Credit Evidence Guide



The screenshot shows the 'Sign in to your Universal Credit account' page. At the top, there is a 'GOV.UK' logo and 'Universal Credit' text. Below that, a 'BETA' banner states 'This is a new service - your feedback will help us to improve it.' The main heading is 'Sign in to your Universal Credit account'. A message says 'You will have created an account when you made your claim.' There are two input fields: 'Username' and 'Password', each with a 'Forgotten' link below it. A green 'Sign in' button is positioned below the password field. At the bottom, there is a section for 'If you have never claimed Universal Credit' with a link to 'create a Universal Credit account'.

Step 1.

Sign into the Universal Credit Account.



The screenshot shows the Universal Credit dashboard. At the top, there is a red notification banner with two bullet points: 'If you need an advance, do not contact us before you read about eligibility (opens new tab).' and 'Read more about How to manage your Universal Credit claim.' Below the banner are three navigation tabs: 'Home' (selected), 'To-do list', and 'Journal'. The main heading is 'What happens next' with a sub-heading 'Your statement is now available. Check payments.' and a date 'You'll be paid on 23 June 2021.' There is a grid of buttons for various actions: 'Report a change of circumstances', 'Report a fit note', 'Add a note to your journal', 'Advances', 'View to-do list', 'My commitments', 'Payments' (circled in red), and 'How to manage your Universal Credit claim'. At the bottom, there is a 'Job applications' section with the text 'Interested, applied, interviewing'.

Step 2.

Once logged in click the 'Payments' section.

Payments

On 23 June 2021 you will be paid any money you are entitled to.

The amount you get is based on your circumstances from 17 May to 16 June 2021.

If your payment falls on a bank holiday or weekend you'll usually get it earlier.

Statements

Your statement explains your payment and how we worked it out. Select a statement from the list to view.

Statement by pay date	Amount
23 June 2021	£745.06
23 May 2021	£745.02
23 April 2021	£744.10
23 March 2021	£744.10
23 February 2021	£744.10
23 January 2021	£744.10
23 December 2020	£744.10
23 November 2020	£744.10
23 October 2020	£708.45
23 September 2020	£708.45
23 August 2020	£710.26

Step 3.

In the Statements section click into each of the last 3 months statements and take screenshots (As shown below).


BETA This is a new service - your feedback will help us to improve it.

Home

To-do list

Journal

Payments

 [Print this statement](#)

Assessment period: 17 May to 16 June 2021
[Need help understanding your assessment period?](#)

Your payment this month is

£745

This will be paid by 8pm on 23 June 2021

What you're entitled to

Standard allowance

£411.51

Step 4.

When you open the first statement, click on '[Print this statement](#)'.

This will show all the pages within that statement which will make it easier to take screenshots. (As shown below).

Step 5.

When you click 'Print this statement' the screens (left) will appear or something similar and you need to make sure that all pages are shown (as above)

Once you have taken the screenshots please go back to the 'Payment' section and repeat steps 3, 4 & 5.

The screenshot shows a GOV.UK Payments statement. The main heading is 'Payments' with a large '£745' displayed. Below this, there is a table titled 'What you're entitled to' with the following items:

Item	Amount
Standard allowance	£491.50
Housing	£350.00
Care	£101.73
Total entitlement before deductions	£943.23

Below the table is a section 'What we take off (deductions)' with a page number '1/2'. To the right of the statement is a 'Print' dialog box with the following settings:

- Print: 1 sheet of paper
- Destination: Follow me on GOV.UK
- Pages: All
- Copies: 1
- Layout: Portrait
- Color: Black and white

The 'Print' button in the dialog is circled in red.

The screenshot shows a GOV.UK Payments statement. The main heading is 'Payments' with a large '£745.26' displayed. Below this, there is a table titled 'Other benefits' with the following items:

Item	Amount
Other benefits	£250.00
Advanced Payments	£295.26
Total deductions	£300.00

Below the table is a section 'If your circumstances change' and 'Help and support'. To the right of the statement is a 'Print' dialog box with the following settings:

- Print: 1 sheet of paper
- Destination: Follow me on GOV.UK
- Pages: All
- Copies: 1
- Layout: Portrait
- Color: Black and white

The 'Print' button in the dialog is circled in red.

**Need assistance with
uploading evidence?**

CONTACT US ON

0161 785 4147

bursaryteam@oldham.ac.uk

**OR ASK FOR THE
BURSARY TEAM AT
MAIN RECEPTION**