

Dudley  
Sixth  
for A levels

# GUIDE TO BURSARY & HARDSHIP FUNDS 2025/26



[dudleycol.ac.uk](http://dudleycol.ac.uk)

**WE ARE DUDLEY**



# HOW DO I APPLY FOR STUDENT FINANCE?

Throughout this booklet it will show you multiple examples of required Household Income Evidence. Please be aware when starting your application, you will need this evidence ready to submit.



Please scan  
the QR below



# INCOME EVIDENCE

## PROVIDING EVIDENCE

During the application process you will be prompted to submit the necessary supporting evidence. To ensure efficient processing of your application, please ensure that all required evidence is uploaded with your application.

If you have issues with uploading your evidence, please contact the **studentfinanceteam@dudleycol.ac.uk**

**If you are in receipt of any of these benefits, you will need to provide evidence as listed below:**

- Universal Credit (UC) – Your latest 3 statements - Please note if 'Take Home Pay' is stated on your UC, please provide for each person listed, 3 most recent months or 5 most recent weeks of payslips
- Carers Allowance (CA) - Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Tax Credit – Award Letter for the current period
- Income Support – Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Income related Employment and Support Allowance (ESA) – Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Income Based Job Seekers Allowance (JSA) – Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Pension Credit Guarantee or State Pension Letter – Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Support under part VI of the Immigration & Asylum Act 1999 – A copy of both sides of your Application Registration Card (ARC card) and ASPEN Card including 2 recent receipts from different dates

# INCOME EVIDENCE

If you are working and not receiving any of the benefits stated, you will need to provide one of the following forms of evidence of income:

- Employment 3 latest monthly payslips / 5 weekly payslips
- Self-Employment – Tax Return for the current year

**Depending on your circumstances, we may also accept some other forms of evidence such as:**

- **16-18 – In care/Care Leaver** – Written confirmation of your current or previous, “looked after statement” issued by your Local Authority
- **16-18 – In receipt of Income Support or Universal Credit because they are financially supporting themselves and/or a dependant** – Income Support letter or Universal Credit Statement for the last 3 months if you are financially supporting yourself and/or a dependant
- **16-18 Students in receipt of Disability Living Allowance (DLA) as well as Employment and Support Allowance or Universal Credit in their own right** – DLA letter and UC/ESA Letter

## BENEFIT EVIDENCE

The address on the evidence must match your home address. We have provided examples of various benefits so you can see what we need to assess your application. Providing the correct evidence will ensure that there are no delays with your application.



# TYPES OF INCOME EVIDENCE

## **Paid employment – no benefits**

- 16/18 Bursary Fund Household income below £42,000
- 19+ Discretionary Hardship fund household income below £40,000

## **Universal Credit/ plus employment if applicable**

- 16/18 Bursary Fund Household income below £42,000
- 19+ Discretionary Hardship fund household income below £40,000

## **Legacy Benefits**

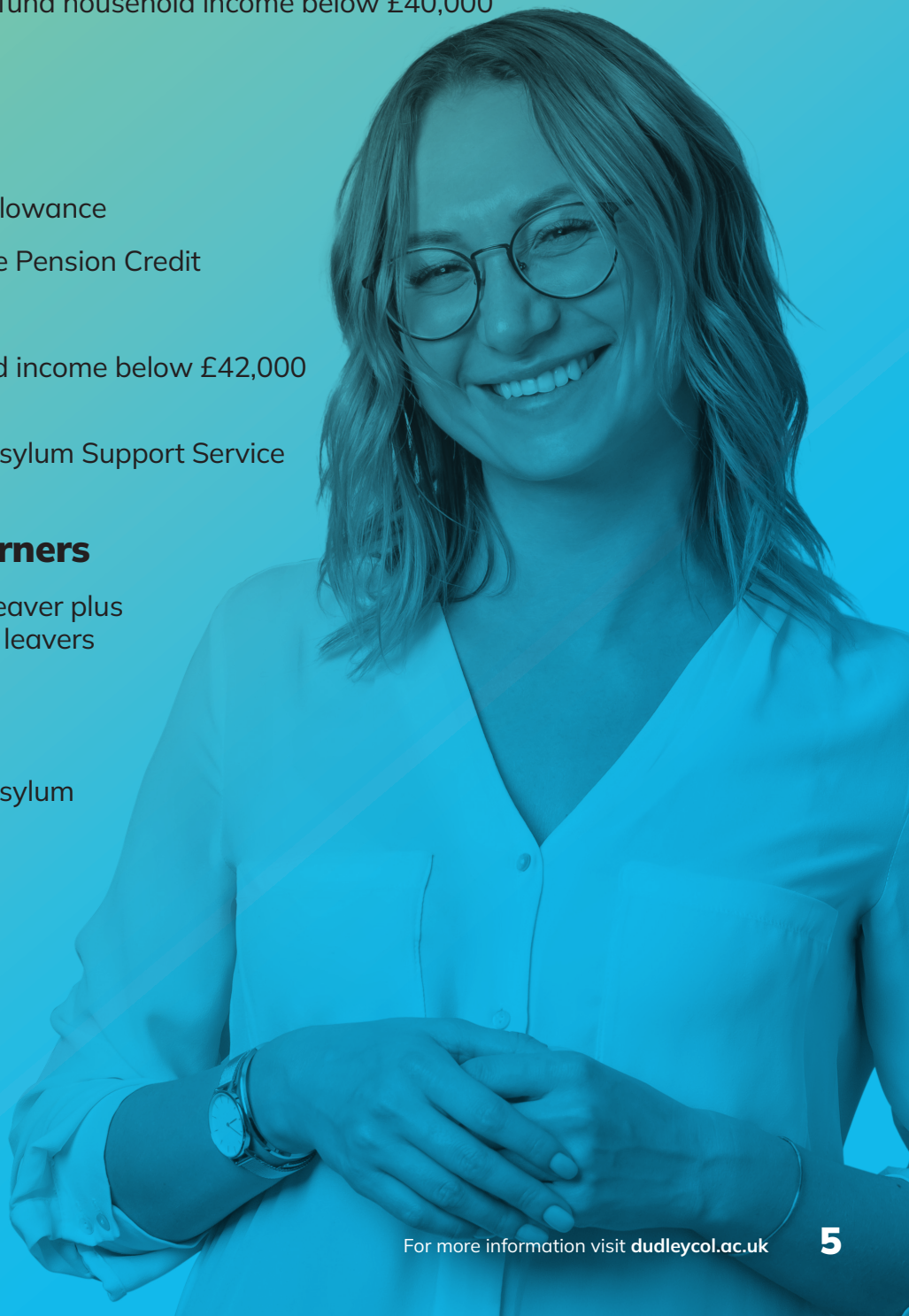
- Job Seekers Allowance
- Employment and Support Allowance
- Guaranteed Element of State Pension Credit
- Income Support
- Tax Credits with a household income below £42,000 or £40,000
- Support from the National Asylum Support Service

## **Care Experienced Learners**

- Letter confirming care/care leaver plus evidence of benefits for care leavers

## **NASS**

- Support from the National Asylum Support Service



# EXAMPLES OF EVIDENCE

## CARE EXPERIENCED LEARNERS ENHANCED BURSARY

**For 16-19 Vulnerable Bursary** - Students must be aged 16-18 on 31st August 2025 (students who turn 19 during their studies will remain eligible until the end of that academic year). We need a letter from the Local Authority (e.g. a Social Worker) confirming that you are currently under the care of the Local Authority or a 'Looked After Child', dated within three months of your application.

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 \_\_\_\_\_ is a Looked After Young Person by Social Care, I am allocated Social Worker

Yours sincerely

Looked After Children's Social Worker

Tel No



## PAID EMPLOYMENT – NO BENEFITS

If you are not in receipt of a benefit, please provide payslips. We will need to see the most recent payslips for anyone working in your household. For financial support we look at the Gross (before Tax) income. If they are paid monthly; you will need to upload 3 of their most recent payslips. If they are paid weekly you will need to upload 5 most recent payslips. The names and address must be on the payslips.

COMPANY NAME: Employer Name									
Department				Payment Method BACS		Payment Period Monthly			
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT		
Salary	1.00	1666.6667	1666.67	PAYE Tax	123.60	Total Gross Pay TD	6666.68		
				National Insurance	111.79	Gross for Tax TD	6666.68		
						Tax paid TD	494.60		
						Earnings For NI TD	6666.68		
						National Insurance TD	447.16		
						=====			
						Earnings for NI	1666.67		
						Gross for Tax	1666.67		
						Total Gross Pay	1666.67		
						Nat. Insurance No	AA123456A		
DATE	DEPT.	PAY POINT	TAX CODE	EMPLOYEE No	EMPLOYEE NAME	NET PAY			
4 31/07/2022			1257L	1776	Mr. AN Example	1431.28			

# SELF EMPLOYED

Households not in receipt of benefits, provide evidence of their latest online tax return provided by HMRC or a statement of accounts provided by an accountant including the name and address of the company. We need to have evidence showing NET income for the year.

## SA302s (Tax Calculations)

Log into the HMRC online account  
(go to <https://www.gov.uk/sa302-tax-calculation>)

Scroll down and Log In

Select 'Self Assessment' (if you are only registered for Self Assessment then you will automatically be directed to this screen)

Follow the link 'Get SA302 Tax Calculation for tax year 20xx to 20xx'

Follow the link 'Continue to your SA302'

Click the 'view your Calculation' link

Scroll to the bottom of the page

Click on 'View and print your calculation'

Select 'Save as PDF'

Save to a folder.

The screenshot shows the GOV.UK 'View your calculation' page for the 2018-19 tax year. It displays a breakdown of income and tax. Key figures include: Total income received of £13,905.00, minus a personal allowance of £11,850.00, resulting in a total income on which tax is due of £2,055.00. The tax calculation shows a basic rate of 20% on £2,055.00, resulting in a tax due of £411.00. The total income tax due is £411.00. The page also shows the estimated payment due by 31 January 2020, which is £564.40, including the 2018-19 balancing payment.

Amount	Percentage	Total
Profit from UK land and property		£13,905.00
<b>Total income received</b>		<b>£13,905.00</b>
minus Personal Allowance		£11,850.00
<b>Total income on which tax is due</b>		<b>£2,055.00</b>
<b>How we have worked out your income tax</b>		
<b>Pay, pensions, profit etc. (UK rate for England, Wales and Northern Ireland)</b>		
Basic rate	x 20%	£411.00
<b>Savings interest from banks or building societies, securities etc.</b>		
Starting rate	x 0%	£0.00
Basic rate band at nil rate	x 0%	£0.00
Basic rate	x 20%	£0.00
Higher rate band at nil rate	x 0%	£0.00
<b>Total income on which tax has been charged</b>		<b>£2,055.00</b>
<b>Income Tax due</b>		<b>£411.00</b>
plus Class 2 National Insurance contributions		£153.40
<b>Total Class 2 National Insurance contributions due</b>		<b>£153.40</b>
<b>Income Tax and Class 2 National Insurance contributions due</b>		<b>£564.40</b>
<b>Estimated payment due by 31 January 2020</b>		
You must pay the total of any tax and class 4 NIC due for 2018-19 plus first payment on account due for 2019-20 by 31 January 2020		
(Note: 2nd payment of £0.00 due 31 July 2020)		
This amount does not take into account any 2018-19 payments on account you may have already made		
2018-19 balancing payment		£564.40
<b>Total due by 31 January 2020</b>		<b>£564.40</b>

The screenshot shows the HMRC Tax Calculation Summary for 2020-21. It displays a breakdown of income and tax. Key figures include: Total income received of £24,500.00, minus a personal allowance of £12,500.00, resulting in a total income on which tax is due of £12,000.00. The tax calculation shows a basic rate of 20% on £12,000.00, resulting in a tax due of £2,400.00. The total income tax due is £2,400.00. The page also shows the estimated payment due by 31 January 2020, which is £2,400.00, including the 2018-19 balancing payment.

Amount	Percentage	Total
Profit from self-employment		£22,500.00
Interest from UK banks		£0.00
Dividends from UK companies		£2,000.00
UK pensions and state benefits		£0.00
<b>Total income received</b>		<b>£24,500.00</b>
<b>minus</b>		
Personal Allowance		£12,500.00
<b>Total</b>		<b>£12,000.00</b>
<b>Total income on which tax is due</b>		<b>£12,000.00</b>
<b>How I have worked out your Income Tax</b>		
<b>Pay, pensions, profit etc. (UK rate for England and Northern Ireland)</b>		
Basic rate	£10,000.00 x 20% =	£2,000.00
Dividends from companies etc.	£2,000.00 x 0% =	£0
Basic rate band at nil rate		£0
<b>Total income on which tax has been charged</b>		<b>£2,000.00</b>
<b>Income Tax charged after allowances and reliefs</b>		<b>£2,000.00</b>
<b>minus Tax deducted</b>		<b>£0.00</b>
From all employments, UK pensions and state benefits		£2,000.00
<b>Total tax deducted</b>		<b>£2,000.00</b>
<b>Total Income Tax due</b>		<b>£0.00</b>



# UNIVERSAL CREDIT

We require 3 Universal Credit Statements for the 3 most recent months. You should submit a full Universal Credit breakdown for each month. Please ensure each UC breakdown includes household name, address, payment date, any income from employment and the Universal Credit amount received. Please note if 'Take Home Pay' is stated on your UC, you must provide 3 most recent months or 5 most recent weeks of payslips for each person listed. Universal Credit can be uploaded to the financial support application as a PDF (example 1) or from a mobile phone (example 2).

## Example 1 - Universal Credit Evidence

If you receive Universal Credit (UC), you should submit a copy of your 3 most recent award statements. You can access these using an online service provided by the UK Government.

Login to the Universal Credit online service here:

<https://www.universalcredit.service.gov.uk/sign-in>

Under Payments, it shows a list of months and how much you have received. You need to click on the most recent 3 months and show us each of the award statements.

Click on Print This Statement at the top of the Award Statement – From here you should be able to save the file as a PDF.

- **Computer:** Change the printer to **"Save as PDF"**  
You can then save a copy of the document
- **iPhone:** On the print preview, swipe on the UC statement out like you are zooming into a picture. The share button should then appear in the top right corner, and you can save to files
- **Android:** On the print preview, select the three dots, select printer, and save as PDF. You can then save to files

If you can't download the PDF copies, you can also screenshot each page and send those to us.

The screenshot shows the 'Payments' section of the GOV.UK Universal Credit portal. It displays the assessment period as 14 July to 13 August 2021. The payment for this month is £869, to be paid by 8pm on 20 August 2021. Below this, it lists entitlements: Standard allowance (£411.51) and Children support for 2 children (£519.58), totaling £931.09 before deductions. It also shows a section for 'What we take off (deductions)' with 'Debts and loan repayments'.

This screenshot is similar to the one above but shows a total payment of £869.36 after deductions of £61.73. It includes links for 'If your circumstances change', 'Help and support', and 'If you think we've made a mistake or want to appeal'. A large green checkmark is overlaid on the bottom right of the screenshot, indicating this is the correct format for submission.

This screenshot shows a payment of £509 for the month of March 2025. It lists entitlements for Standard allowance (£311.68) and Children support for 2 children (£197.68), totaling £509.36. A large red X is overlaid on the bottom right of the screenshot, indicating this is not the correct format for submission.



## Example 2 - Mobile Phone

If you can't download the PDF copies, you can also screenshot each page and send those to us.

Please ensure you provide all pages of the Universal Credit statement for 3 consecutive months. We do not need to see screenshots of the to do list or journal or payment dates and amount.

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### Payments

[Print this statement](#)

Assessment period: 18 November to 17 December 2024  
[Need help understanding your assessment period?](#)

Your payment this month was

# £297

This was paid on 24 December 2024

### What you're entitled to

**Standard allowance** £617.60  
You get a standard amount each month. You said you're in a couple

**Housing** £383.98  
[Need help understanding your housing?](#)  
You said per month the total rent for your property is £381.68 and the service charges are £2.30.  
We can pay your landlord £383.98 towards your housing.

**Children** £621.25  
You get support for 2 children

**Total entitlement before deductions** £1,622.83

### What we take off (deductions)

**Take-home pay** [REDACTED]  
[Need help understanding take-home pay?](#)  
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.  
[REDACTED]

The amount we'll use to work out your Universal Credit is £0.00  
[REDACTED]

Earnings reported by your employer  
[REDACTED]

The amount we'll use to work out your Universal Credit is

The amount we'll use to work out your Universal Credit is [REDACTED]

The total take-home pay for [REDACTED] this period is [REDACTED]

The first £404.00 of your take-home pay does not affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 55 pence.

**Money, savings and investments** - £0.00  
We have taken £0.00 off your Universal Credit payment because you have money, savings and investments of £63.92.  
You must [tell us if this changes](#) so that we can pay you the correct amount on time.  
The first £6,000 of your money, savings and investments does not affect your payment. If you have over £6,000 up to £16,000, every £250 reduces your Universal Credit by £4.35. For any remaining amount that is not a complete £250, a further £4.35 is also deducted.

**Benefit cap** - £0.00  
[Need help understanding the benefit cap?](#)  
We take money off your payment as there is a limit on the total amount of benefit you can get. This includes money from other benefits, like Child Benefit.  
This will not apply to you until 17 May 2025. After this date your payments might be reduced.

Search for 'benefit cap' on the GOV.UK website to find out how it's calculated.

**Payment to your landlord** - £383.98  
We currently pay this to your landlord towards your rent.

**Total deductions** - £1,325.37

**Your total payment for this month is** £297.46

### 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](#) +

Please note if 'Take Home Pay' is stated on your UC, you must provide 3 most recent months or 5 most recent weeks of payslips.

# TAX CREDIT AWARD NOTICE

Evidence must be either a photo (this should be either a .jp or .bmp) or a scanned/original document (word or Adobe pdf)

Please note: The income on a Tax Credit Award Notice is calculated by the total of your Tax credits and earned income combined.

The Tax Credit Award Notice (TCAN) for the period of 05/04/2025 to 06/04/2026

Important: ALL 6 pages of the document must be provided. The student for whom the application is made must be named in the TCAN throughout the entire period of the TCAN. For learners 16/18 If your parents/carers have not notified HMRC that you are continuing into Further Education, they must do so immediately. We cannot process your application without this information. The TCAN must show your legal name (not your preferred or shortened name). If the TCAN refers to receipt of another income-related benefit we need to see evidence of the stated benefit as well as the TCAN. If the Benefit is no longer being paid, your parent/carer will need to request an up-to-date TCAN.

If you receive Tax Credits we will need to see evidence. You should provide copies of all pages of the latest Tax Credit Award Notice for 2025/26. This is called a TC603R Tax Credits Review as this will show your income for 2024/25 or which benefits you are in receipt of. This is usually dated after 1st April 2025 and is 4-6 pages long. Alternatively you can submit a Final Tax Credit Award dated 2025/26, this is usually issued in July. We do not accept a provisional Tax Credit award. Example of a Final Tax Credit Award Notice opposite - please note we will need all 6 pages. If the final page is blank, this still needs to be included.

If you have not received a tax credit letter, we will accept online evidence). This is available online, log into your online portal. You will need to provide:

- Name and address of account holder
- The year (period) the award covers
- The type of tax credit (i.e. working or child)

HM Revenue & Customs

Helpline 0345 300 3000  
Textphone 0345 300 3009  
For our opening hours go to [www.gov.uk/contact-hmrc](http://www.gov.uk/contact-hmrc)

TOD Liverpool 3  
Tax Credit Office  
HM Revenue and Customs  
BX9 1ER  
Issue Date 03 July 2019

**Tax credits award for 06/04/2019 to 05/04/2020**

MRS [REDACTED] National Insurance number [REDACTED]

**Summary**

Tax credit for the period - see Part 2	
Working Tax Credit	£3974.76
Child Tax Credit	£7233.34
Amounts still to be paid to you for the period shown above - see Part 3	
Working Tax Credit to MRS [REDACTED]	£2379.71
Child Tax Credit to MRS [REDACTED]	£5007.60

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/hmrcyour-charter](http://www.gov.uk/hmrcyour-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 overpaid and may have to pay money back. See the enclosed notes for more information.



# PENSION CREDIT GUARANTEE OR STATE PENSION LETTER

Evidence can be either a photo  
(this should be either a .jp or .bmp) or a  
scanned/original document (word or Adobe pdf).

You must provide all pages of your award  
document for the current year.

**Pension Service**  
Part of the Department for Work and Pensions

**How Pension Credit has been worked out**

1. **Your appropriate amount**

This is the minimum amount of money the Government says you must have each week taking account of specific circumstances.

Because you are single	£ 173.75
And because you are severely disabled	£ 66.95
Which gives you a total appropriate amount of	£ 240.70

2. **Your income**

This is income we take into account when we work out your Pension Credit Guarantee Credit amount.

**Benefits**

State Pension for Mansoor Ahmadshah	£ 0.00
Attendance Allowance for Mansoor Ahmadshah (is not counted as income towards Pension Credit)	£ 0.00

**Total income**

	£ 0.00
--	--------

3. **Your Pension Credit Guarantee Credit**

Your appropriate amount of	£ 240.70
Less your total income of	£ 0.00
So your Pension Credit Guarantee Credit is	£ 240.70

**Your Pension Credit is**  
We will pay you £240.70 a week from 11 April 2020.

**Pension Service**  
Part of the Department for Work and Pensions  
Website: [www.thepensionservice.gov.uk](http://www.thepensionservice.gov.uk)

If you get in touch with us, tell us this reference number: [redacted]

Our address: The Pension Service 4 Mail Handling Site A Wolverhampton WV98 1AG

Our phone number: 0800 7310469

If you have a telephone: 0800 7310464

Date: 8 August 2020

Dear [redacted]

**About your Pension Credit**

**Important note about health benefits**

You have been awarded the Pension Credit guarantee credit. Because you have been awarded the guarantee credit, you are also entitled to some health benefits to cover things like dental treatment. Please see the enclosed leaflet (INP2(PC)) which tells you more about this.

I am writing to tell you that your Pension Credit will change. This is because of a change in your circumstances.

This means from 11 April 2020 you will get £240.70 a week.

The way this has been worked out is shown on the page called **How Pension Credit has been worked out**.

**When you will get your money**

Your next payment of Pension Credit will be paid by Friday 14 August 2020 and will be £ 1900.10. This is for the period 18 July 2020 to 14 August 2020.

Following this, a further payment will be paid by Friday 11 September 2020 and will be £ 962.80. This will be for the period 15 August 2020 to 11 September 2020.

Payments will continue every four weeks thereafter on a Friday. Payments will reach you by the day the money is due.

The amounts stated above are based on the information we currently hold. These may be affected by changes in your circumstances.

**How to get your money**

You have asked for your Pension Credit to be paid into an account and we will be paying your Pension Credit into that account.

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.



# INCOME BASED JOB SEEKERS ALLOWANCE

Evidence can be either a photo (this should be either a .jp or .bmp) or a scanned/original document (word or Adobe pdf)

Please note there are two different types of job seekers allowance and only the income-based version of jobseekers allowance qualifies for support.

A JSA letter is normally 1-2 pages long and should be no more than 3 months old from the benefits agency confirming receipt of the benefit. If you do not currently have a letter, you will need to request one from the benefits agency. Alternatively, you can provide a recent bank statement that clearly shows at least 3 benefit payments have been received.

Mr. John Smith  
101 Long Drive  
Leeds  
LS9 2GD

**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  
JK 54 46 63 D

Dear Mr. John 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.

*Jane Jones*  
Jane Jones.

# INCOME BASED EMPLOYMENT AND SUPPORT ALLOWANCE

Evidence can be either a photo (this should be either a .jp or .bmp) or a scanned/original document (word or Adobe pdf)

Please note there are two different types of Employment and Support Allowance and only the income-based version qualifies for support.

An ESA letter is normally 1-2 pages long and should be no more than 3 months old from the benefits agency confirming receipt of the benefit. If you do not currently have a letter, you will need to request one from the benefits agency. Alternatively, you can provide a recent bank statement that clearly shows at least 3 benefit payments have been received.

**Department for Work & Pensions**  
ESA Bury St Edmunds Post  
Handling Site B  
Wolverhampton WV99 2GE  
www.gov.uk  
Telephone: 0800 169 0310  
Text phone: 0800 169 0314  
Date: [redacted]  
If you get in touch with us, tell us this reference number: [redacted]

Dear [redacted],

Thank you for your request for information.

The details are as follows:-

You were awarded Employment Support Allowance Income Related

Claim start date [redacted]

At a weekly rate of £ [redacted]

Paid up to: [redacted]

Any other information: Customer is in the Support Group and claim is live and ongoing

For any further enquiries please contact us on the above number.

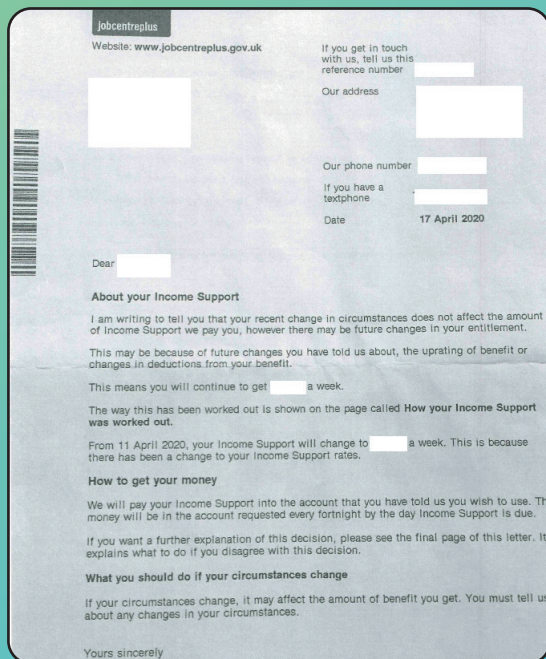
Yours Sincerely  
Office Manager

Part of the Department for Work and Pensions

# INCOME SUPPORT

**Evidence must be either a photo (this should be either a .jp or .bmp) or a scanned/original document (word or Adobe pdf)**

An Income Support letter is normally 1-2 pages long and should be no more than 3 months old from the benefits agency confirming receipt of the benefit. If you do not currently have a letter, you will need to request one from the benefits agency. Alternatively, you can provide a recent bank statement that clearly shows at least 3 benefit payments have been received.



Jobcentreplus  
Website: [www.jobcentreplus.gov.uk](http://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 telephone [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.

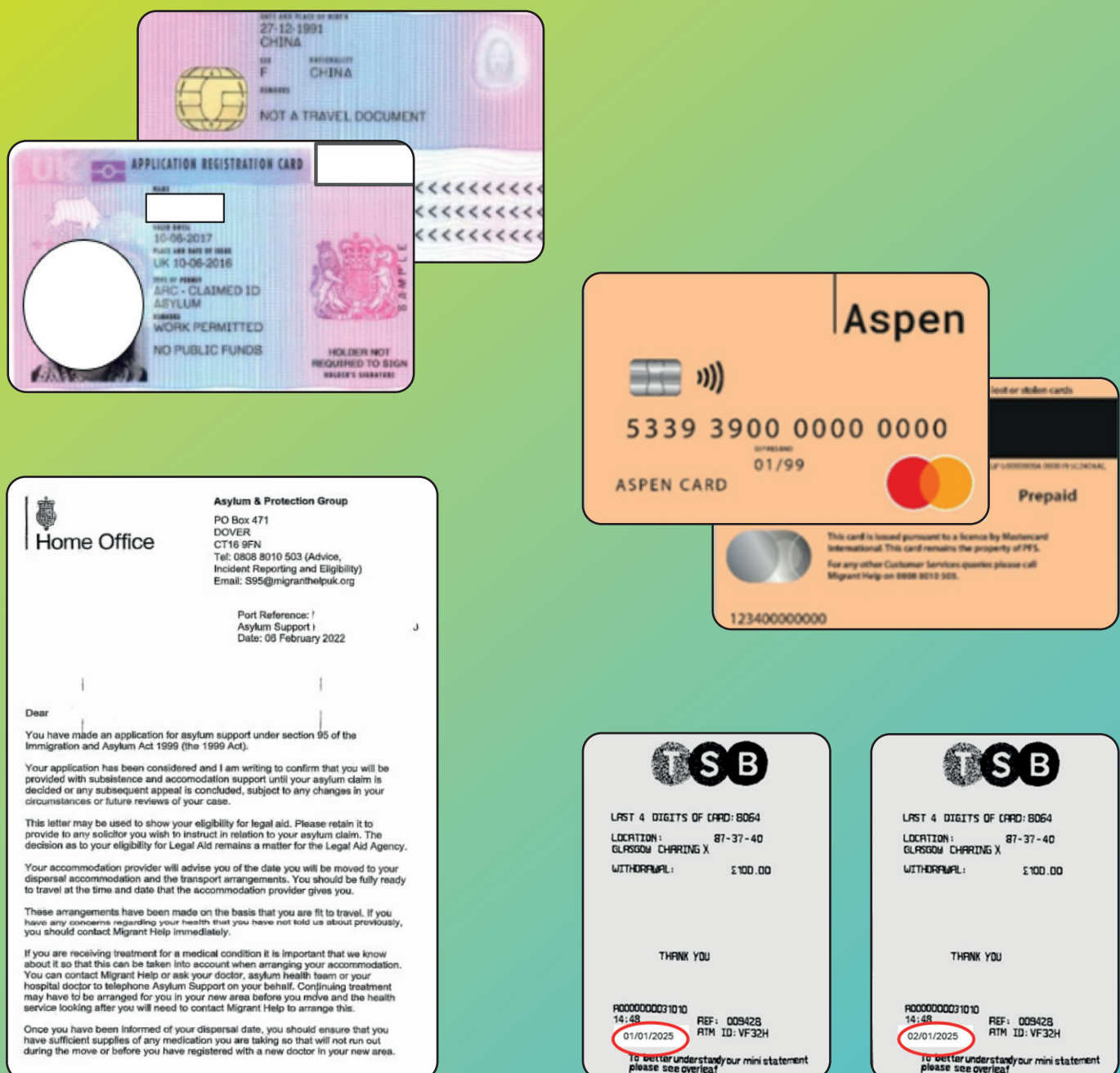
Yours sincerely



# SUPPORT FROM THE NATIONAL ASYLUM SUPPORT SERVICE

If you are an Asylum Seeker or waiting for a decision, you will need to upload:

- ARC (Application Registration Card)
- Bail 201 letter
- Two mini-statements from two different days





# MAKING YOUR APPLICATION

Please help us to help you by having the evidence indicated available when you are ready to complete an application. Our new system, PayMyStudent will be launching on the 3rd July, you can create an account and make an application.

Applications are dealt with in strict order of receipt so incomplete or incorrect evidence will delay processing.

Please do not submit alternative documents as evidence, we are unable to accept out of date letters.

Please do not submit another application form if you don't hear from us straight away.

We do our best to process applications as quickly as possible, but this may take longer at the beginning of the academic year due to the large volume we receive. We thank you for your patience during this time.

**PLEASE NOTE:** If you are not able to provide sufficient evidence outlined here, you will not be eligible for support from any of the support funds. However, students can apply at any point during the academic year should there be a change of circumstances.



# KEY THINGS TO REMEMBER

All 16/18 year old learners enrolled on a full time FE course (This does not include apprenticeships or HNC/HND courses) will be issued with a bus pass at enrolment. This bus pass is only a temporary travel pass and will expire if a bursary form is not received as soon as possible. Free meals and course related costs are also applied for using the same bursary form. Learners are expected to maintain a level of attendance of at least 85% in each term. Learners who do not reach and maintain the level of attendance will have support withdrawn. Please do not complete application forms for any of the funds without full income evidence –

**Your application will not be processed without evidence of your total household income.**

Childcare support is awarded to eligible learners for timetabled days only. Any government funding such as “time for two” or free “15 or 30 hours for working families” must be used in the first instance before top up funding can be issued. The maximum daily rate per child is £65. Learners who are eligible for childcare support are responsible for paying any shortfall themselves excluding Care2Learn scheme i.e. where daily/weekly rate exceeds maximum level of college support. Learners should not commit to a childcare contract without considering if they have the means to make their contribution to payments. Once the income assessment has been completed the learner will receive a confirmation of support email with a start date for childcare support.

If the learner uses their chosen childcare provider before the start date stated in the confirmation support email, any costs incurred are the learner’s responsibility.

**PLEASE NOTE: The maximum weekly rate per LEARNER is £180 regardless of number of children requiring childcare support excluding Care2Learn scheme.**

# WHAT SUPPORT IS AVAILABLE 16-18

DESCRIPTION	MEALS	TRANSPORT	OTHER COURSE COSTS	CHILDCARE – CARE2LEARN SCHEME
Gross annual household income of below £42,000	*£5 per timetabled day pre-loaded on college ID cards to be used in college food outlets	Dudley College Bus pass issued on to learner mobile device – learner must maintain at least 85% attendance to be eligible for continued use	Full support for uniform, kit and essential trips.  UCAS for year 2 learners	Support for timetabled hours. Max £65 per day. Support is limited to a maximum of £180 per week per child
Gross annual household income of above £42,000	Not eligible	Dudley College Bus pass issued on to learner mobile device – learner must maintain at least 85% attendance to be eligible for continued use	Not eligible	Support for timetabled hours. Max £65 per day. Support is limited to a maximum of £180 per week per child

# WHAT SUPPORT IS AVAILABLE 19+

DESCRIPTION	MEALS	TRANSPORT	OTHER COURSE COSTS	CHILDCARE
Gross annual household income is below £16,190	£5 per timetabled day pre-loaded on college ID cards to be used in college food outlets	Paid termly to learner with attendance of above 85% in each term via Bacs transfer. Some learners will receive in-kind support in place of cash payments; this is at the discretion of the student finance team	*Full support for uniform, kit and essential trips.  UCAS  *Asylum Seekers will not receive money	Support for timetabled hours. Max £65 per day. Support is limited to a maximum of £180 per week regardless of number of children or number of timetabled days. All government support i.e. Free 15 hours must be used in the first instance
Gross annual household income of above £16,190 but below £40,000	Not eligible	Paid termly to learner with attendance of above 80% in each term via Bacs transfer. Some learners may receive in-kind support in place of cash payments; this is at the discretion of the student finance team	*Full support for uniform, kit and essential trips.  UCAS  *Asylum Seekers will not receive money	Support for timetabled hours. Max £65 per day per child. Support is limited to a maximum of £180 per week regardless of number of children or number of timetabled days. All government support i.e. Free 15 hours must be used in the first instance
Gross annual household income of above £40,000	Not eligible	Not eligible	Not eligible	Not eligible



# FAQS

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**Q: When will next years Bursary Application Process open?**

**A:** 3rd July 2025

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**Q: When will I be notified about the outcome of my application?**

**A:** You will be notified by your PayMyStudent account up to 6 weeks after completing your form. There's no need to contact us, check your PayMyStudent account for updates.

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**Q: When does the Bursary Application Process close?**

**A:** Friday 19th June 2026 – Please ensure all documents are submitted by this date.

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**Q: When will I get paid my fees?**

**A:** Payments can take up to 6 weeks from the date you submit your application. Please note that you must have an attendance rate of 85% or higher for your payment to be processed.

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**Q: What documents are required for the application?**

**A:** You will be expected to provide proof your Household Income. The questions on the application form on PayMyStudent will establish the documents you will need to supply for evidence.

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**Q: What happens if I cannot provide evidence for my Household Income?**

**A:** If you are unable to provide mandatory evidence for your Bursary application, you must speak with the Student Finance Team regarding this so they can provide guidance, explain the alternative documents you can provide, or steps you may need to take to access a Bursary.

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# FAQS

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**Q: Why does the Bursary process take so long?**

**A:** Processing times can be extended if applicants fail to provide the correct evidence or documentation. To expedite the process please ensure that all required documents are accurate and complete when you submit your application. Additionally, frequent follow-up communications and phone calls can delay processing times. We kindly ask for your patience and understanding and encourage you to check the status of your application via the PayMyStudent Portal.

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**Q: Can I appeal Student Finances decision?**

**A:** We understand you may be disappointed regarding this outcome, so if you wish to appeal the decision, please put in writing your reasons for the appeal or reassessment. Please email the Student Finance Team Manager Samantha Brown email address [samantha.brown@dudleycol.ac.uk](mailto:samantha.brown@dudleycol.ac.uk). Please give your full name, student ID number and the reason why you would like a reassessment or reasons for the appeal.

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**Q: I do not want to submit any evidence, what happens to my application?**

**A:** Failure to provide the necessary evidence will delay your application and result in the suspension of any support. Additionally, students aged 16–18 who currently use the Dudley College of Technology bus pass will lose access to it at the end of the first term (December 19th).

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**Q: What support have I been awarded?**

**A:** You can see what you have been awarded on your PayMyStudent portal. A letter will be sent to your email when we have assessed your application.

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**Q: I want to apply for more support; how can I do this?**

**A:** If you are a school leaver and have a PayMyStudent account, you can do this by filling out the 'Further Request' questionnaire. If you are a progressor, you will have to make a PayMyStudent account and complete a full bursary form to be reassessed.

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Contact Student Finance Team  
We are here to help:



Call us...  
01384 363555



Email us...  
[studentfinanceteam@dudleycol.ac.uk](mailto:studentfinanceteam@dudleycol.ac.uk)



Visit us online...  
[dudleycol.ac.uk](http://dudleycol.ac.uk)