



**SOUTH ESSEX
COLLEGES GROUP**



Student Bursary Household Income - A Visual Guide to Uploading Evidence

Introduction

Please read this guide to find out which evidence you will need to upload to PayMyStudent when you apply for Financial Support. Images have been included so you can see what we need to look at to assess your application. Please make sure the address on the evidence you provide matches the home address we have in our records. Ensuring you upload your Income Evidence perfectly the first time round, ensures there are no delays to your application.

Salary

- We will need to see the most recent payslips for adults working within your household. If they are paid monthly, you will need to upload the 3 most recent payslips. If they are paid weekly, you will need to upload the 12 most recent payslips. The person's name and address must be clearly visible on the payslips. We do not need to see payslips for adult children.

EMPLOYEE No.	EMPLOYEE	DATE	NATIONAL INSURANCE No.		
1776	Mr. AN Example	31/07/2022	AA123456A		
PAYMENTS	HOURS	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Salary	1.00	1666.6667	1666.67	PAYE Tax	123.60
				National Insurance	111.79
Mr. AN Example 123 Example Road Town County A1 2AA		TOTALS THIS PERIOD		TOTALS YEAR TO DATE	
		Total Gross Pay	1666.67	Total Gross Pay TD	6666.68
		Gross for Tax	1666.67	Gross for Tax TD	6666.68
		Earnings for NI	1666.67	Tax paid TD	494.60
		Payment Period	Monthly	Earnings For NI TD	6666.68
				National Insurance TD	447.16
Employer Name		Dept:	NET PAY		1431.28
Tax Code: 1257L		Tax Period: 4	Payment Method:BACS		

Universal Credit

- We need to see your most recent Universal Credit Statements to process your application (we need to see 3 of these). We need to see the Full Universal Credit Breakdown, which is normally 4-5 screenshots) or full statements please make sure it contains your name, the payment date, any income from your employer and the total Universal Credit amount.



Universal Credit [redacted] : Sign out

[Back](#)

Payments

Assessment period: 4 May to 3 June 2024
[Need help understanding your assessment period?](#)

Your payment this month was

£612

This was paid on 10 June 2024

What you're entitled to

Standard allowance

£127.90

You get a standard amount each month. You said you're in a couple

Housing £533.33

[Need help understanding your housing?](#)

You said per month the total rent for your property is £800.00.

There are 3 people on the tenancy agreement. We have calculated your share of the rent per month as £533.33.

You will have to pay your housing costs to your landlord.

Children £621.25

You get support for 2 children

Disabled children £156.11

You said that you have 1 disabled child

Carer £198.31

You said that [redacted] is caring for someone.

Total entitlement before deductions £2,126.60

What we take off (deductions)

Take-home pay - £1,159.17

[Need help understanding take-home pay?](#)

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

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

Earnings from self-employment £2,511.59

Total earnings £2,511.59

Your expected earnings (Minimum Income Floor) is £1,556.30

The amount we'll use to work out your Universal Credit is £2,511.59

The total take-home pay for [redacted] this period is £2,511.59

The first £404.00 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 55 pence.

Other benefits

We take money off your payment

As this is an average of other benefits that you're continuing to claim



Carer's Allowance - £354.90

Money, savings and investments - £0.00

We have taken £0.00 off your Universal Credit payment because you have money, savings and investments of £5,506.13.

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.

Total deductions - £1,514.07

Your total payment for this month is £612.53

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



- Screenshots of the to do list or journal will not be accepted.

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

Home To-do list **Journal**

Journal

Use your journal to:

- add details about your work search
- leave messages for Universal Credit
- view your Universal Credit account history

If your message needs a reply, we'll respond during office hours (Monday to Friday, 8am to 6pm).

[Add a journal entry](#)

Journal entries

[Expand all entries](#)

Date and time	Message	Added by
21 Jun 2019 at 2:07pm	You went to your further evidence appointment for Robert alston	An agent
19 Jun 2019 at 1:52pm	Where you live and what it costs - updated details	
19 Jun 2019 at 1:52pm	Where you live and what it costs - changed	

Home **To-do list** Journal

[Report your income and expenses](#)

[Tell us about your work search](#)

[Answer a few equality questions \(optional\)](#)

[See a record of completed to-dos in your journal.](#)



Your statement

Your online statement is a tool to help you track your Universal Credit payments.

You'll be able to see the payments you have already received. It'll show you when you'll get your next payment, and how that has been calculated.

If you have any questions about your online statement, send a message to your Work Coach and they'll be able to help.

Statement

You should see your **£556** payment every 4 weeks on 17th June 2019

How we calculate your payment

You can see how we calculate your payment and how we calculate your payment.

Payment summary

Payment summary

Payment summary

Payment summary



- We need to see all pages of your latest Tax Credit Award Notice as this will show any income for last year or any benefits you are in receipt of. This is normally dated after 5th April (current year) and is 4-6 pages long. If you are in receipt of Housing Benefit, we will need to see this as well.

[illegible]This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf from an old book. The paper has a slightly textured appearance with some minor discoloration and a small dark smudge near the bottom center. There are also some very faint, illegible markings near the top edge, possibly from the reverse side or a previous page.

Benefits

- If you or anyone in your household is receiving benefits, we will need to see a letter that is dated within the last 3 months. If the letter is older, you will need to upload a recent bank statement showing the relevant benefits going into the account (in full with name and address at the top). We accept the following means tested benefits: Job Seekers Allowance (JSA), Employment Support Allowance (ESA) and Income Support.

Jobseeker's Allowance

London Benefit Centre
Post Handling Site B
Wolverhampton
WV6 9LS
www.gov.uk
Telephone: 0800 169 0310
Textphone: 0800 169 0314

Dear [REDACTED]

YOUR CLAIM FOR JOBBEEKER'S ALLOWANCE

CHANGES IN YOUR JOBBEEKER'S ALLOWANCE

We have looked at your claim again following a recent change. From 7 April 2022 your Jobseeker's Allowance will be £130.01 a week.

This is because of:

- a change in money coming in.

From 14 April 2022 your allowance will be £135.41 a week.

This is because of:

- a change in deductions from your allowance.
- a change in the rates of Social Security benefits.
- a change in money coming in.

From 7 July 2022 your allowance will be £141.62 a week.

This is because of:

- a change in deductions from your allowance.

From 14 July 2022 your allowance will be £156.75 a week.

This is because of:

- a change in deductions from your allowance.
- a change in the rates of Social Security benefits.

Please turn over

We have many different ways we can communicate with you, if you would like better, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us using the phone number at the top of this letter.

Self-Employment

- If uploading evidence of self-employment you will need to provide the latest Tax Return that you have sent to HRMC or a Statement of Accounts from an Accountant. If you are uploading a Statement of Accounts these need to look official and should be on headed paper or with a company stamp showing the Name and Address of the company. We will need to see the entire documents which show the income for the year. We use the net Profit figure on self-employment documents.

HM Revenue & Customs

Self-employment (short)

Tax year 6 April 2023 to 5 April 2024 (2023-24)

Please read the 'Self-employment (short)' notes to check if you should use this page or the 'Self-employment (full)' page. For help filling in this form, go to www.gov.uk/self-employment and read the notes and instructions.

Your name: [REDACTED]

Your Unique Taxpayer Reference (UTR): [REDACTED]

Business details

☐ Description of business: [REDACTED] ☐ If your business started after 5 April 2023, enter the start date: [REDACTED]

☐ Products of your business: [REDACTED] ☐ If your business started before 5 April 2024, enter the start date of trading: [REDACTED]

☐ If your business name, description, address or premises have changed in the last 12 months, tell HM Revenue and Customs in line 10g of your other information: [REDACTED]

☐ If you are a freelancer or shared service, put 'X' in this box: [REDACTED]

☐ If you used cash books, money actually received and paid out, to calculate your business and expenses, tell us how: [REDACTED]

Business income - If your annual business turnover was below £85,000

☐ Your turnover - all earnings from sales or money received for your business: [REDACTED]

☐ Any other business income included in line 9: [REDACTED]

☐ Trading income allowance - read the notes: [REDACTED]

Allowable business expenses

If your annual turnover was below £85,000 you may just put your total expenses in line 10, rather than filling in the table below.

☐ Costs of goods bought for resale or goods used: [REDACTED]

☐ Accounting, legal and other professional fees: [REDACTED]

☐ Car, van and travel expenses - other private use: [REDACTED]

☐ Interest and bank and credit card financial charges: [REDACTED]

☐ Wages, salaries and other staff costs: [REDACTED]

☐ Private life, holidays and other costs: [REDACTED]

☐ Bank, rates, insurance and other costs: [REDACTED]

☐ Other allowable business expenses - claim understanding: [REDACTED]

☐ Repairs and maintenance of property and equipment: [REDACTED]

☐ Total allowable expenses - total of lines 11 to 19: [REDACTED]

123 Company Income statement for the year ended 31 December 2024

	£	£
Sales revenue		31,700
Costs of Sales	2,200	
Opening inventory	24,490	
Purchases		
	26,690	
Minus: Closing Inventory	(2,390)	
		(24,300)
Gross Profit		7,400
Wages	3,385	
Rent	1,200	
Sundry Expenses	365	
		(4,950)
Net profit		2,450

- ▶ If anyone in your household has left their job you can provide us with their P45. We can accept this if the leaving date is close to the time of application as this shows they may still be waiting on a new job or claim on benefits. However, if the leaving date is about 4 or more months away, we will need to see other income evidence.

Asylum Seekers

- G4S / Serco Document and Your Home Office Letter
- ARC Card and Aspen Card

APPLICATION REGISTRATION CARD

14-08-2025
UK 04-08-2023
APC CLAIMED ID
ASYLUM
WORK PERMITTED
SHORTAGE OCC
NO PUBLIC FUNDS

Ready to Apply?

- › If you have all your Household Income Evidence ready, you can register on PayMyStudent and start your application.

Visit: www.southessex.ac.uk/finance/fees-and-funding (scroll down to 'Apply for Bursary')

We do not need to see the following as these are excluded from Household Income for the purposes of our assessment:

Disability Living allowance (DLA), Personal independent payment (PIP) , Child benefit, Foster Care payments.

Once you have finished your application, you should receive an email shortly afterwards letting you know your application has been submitted. You can check the progress of your application by logging back into your PayMyStudent account. We process all applications in date received order. Please be patient we receive a large number of applications so it may take a few weeks for us to get back to you.

If you need further help you can email us via Funding@southessex.ac.uk



Or visit: www.southessex.ac.uk/finance/fees-and-funding
Need help? Contact: funding@southessex.ac.uk



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