

EVIDENCE FOR BURSARY SUPPORT

If you are requesting bursary support and your household income is below £40,000 or you are in one of the defined vulnerable groups (see **16-18 Vulnerable Learners** section below), you will need to provide evidence of your household income. If you live with parents/guardians or a partner, this will include their income and any benefits.

Household income for the purposes of your bursary application is defined as gross taxable income for the household, including taxable benefits. It does not include means tested benefits or Disability Living Allowance/Personal independence Payments.

If we require further evidence, we will contact you. Your evidence will need to be dated no more than 3 months before the start of your course.

Universal Credits

We require your most recent Universal Credit statement. This must include the following sections:

- Name and Address of claimant
- Assessment period
- What you're entitled to
- What we take off (deductions)

Your Universal Credit statements can be accessed by:

- Signing into your Universal Credit Account:
<https://www.gov.uk/sign-in-universal-credit>
- On the dashboard, select either the Home or Payments tab
- Select the most recent award statement
- If you are on a desktop computer, this can then be saved as a PDF by;
 - Pressing Ctrl + P on windows or Cmd + P in Mac
 - Select Save as PDF
 - If you are accessing this from a mobile, you can provide a clear screenshot of the full statement

This can then be emailed to bursary@rnngroup.ac.uk

Wage Slips

You will need to provide the most recent months wage slip or a 25/26 P60. If wages are paid weekly, we require 4 weeks wages slips.

Self Employed

You will need to provide the most recent audited accounts or a 2025-26 self-assessment tax return.

Income Support/Employment Support Allowance/Job Seekers Allowance/Guaranteed Element of Pension Credit

If you have not moved over to Universal Credit and are still in receipt of one of the benefits above, we require your most recent award letter and a current bank statement showing the payments being made.

National Asylum Seekers Support

You will need to provide a copy of your NASS card or a recent letter confirming your current immigration status.

16-18 Vulnerable Learners

If you are aged 16 and under 19 on 31st August 2026 and fall into one of the categories below, you could be eligible for a Vulnerable Young Persons Bursary:

- You are in or recently left Local Authority Care
- You claim Universal Credit in your own name

You will need to provide proof of your Looked After Care status or your most recent Universal Credit statement.

Please email any evidence to [**bursary@rnngroup.ac.uk**](mailto:bursary@rnngroup.ac.uk). Clearly stating the name of the learner that the evidence relates to.

If you are eligible for bursary support, we may require your bank details to pay your funding. This must be in the learner's name. If the learner is unable to provide their own bank details, this may delay their bursary funds being paid. In the event that a learner is unable to open their own account, please email the bursary team on [bursary@rnngroup.ac.uk**](mailto:bursary@rnngroup.ac.uk) to discuss your options.**