

What documents do I need to provide for the Discretionary Bursary or Huish Transport Contribution?

Income from employment: 3 Recent payslips

Income from benefits: 3 recent Universal Credit statements in pdf format

How to download a pdf statement from Universal Credit – Login to your UC account, select payments, then select a recent month. Click on the 'print this statement' icon and then save it as a pdf (no need to print).

Interest on Savings: Yearly statement showing interest earned in the year to April 2026

Dividends: Yearly statement showing dividends paid to date for all shares

Income from property: Statement from agency showing rent received or if no agency involved, please supply your bank statement showing the rental received.

Self-employment: Most recent tax return showing all income in full and most recent accounts together with any other income streams as noted above.

Limited Company/Directorships: Most recent tax return in full showing all income and most recent accounts which show full payments to directors together with any salary or wages paid to directors, together with any other income streams as noted above.

NB *If you do not supply the correct documentation, we will be unable to process your application.*

Please be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This could result in a referral to the police with the possibility of the student and/or their family facing prosecution