

# College Bursary Fund Information and Eligibility Guide

Academic Year 2020/21

*"The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education."*

GOV.UK [Click the link for more information](#)

Every year, the government gives colleges additional funding to provide financial support to students with on-course costs; and depending on your circumstances you may be eligible for some (or all) of the following:

- > Free Course Fees
- > Free Travel Pass
- > College Bursaries
- > Free Meals
- > Student Fund
- > Childcare Support
- > Advanced Learner Loan
- > NUS Card



## How do I get financial support?

Applying for financial support is made simple and easy through the PayMyStudent Portal. This online process enables you to fill out an application form and submit the necessary evidence that will be used to determine your eligibility. Once the process has been completed, it will also allow you to track your payments.

**PayMyStudent**

### Step 2: Activation

Following your initial registration, a verification code will be sent to you via your choice of either a text message (SMS) or email. Once your account has been activated, you will then be taken back to the main portal page. You can now login using your details and the password you created.

### Step 3: Application

Within the homepage welcome message, follow the link to the Application Form. You will be asked to give details about your personal circumstances and the household that you live in. This will include the total household income and its expenditures.

As you progress through the application you will be advised which evidence will be required to support your application. If you have access to a scanner or a smart phone or other digital camera, you can take copies of the required documents and then upload them.

Next you will be asked to enter your bank account details – this is not a mandatory part of the application, however we encourage students to enter them now so that if you require discretionary funding in the future you do not encounter any delays.

When you have uploaded all the necessary pieces of evidence, please sign the declaration and submit your application form. A confirmation email will then be automatically sent to you.

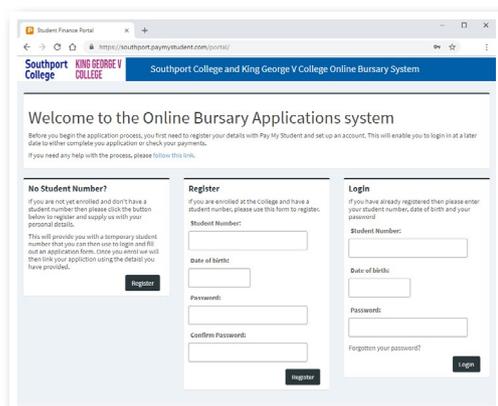
## How do I apply?

PayMyStudent is accessed via the student portal on the College website and there are three simple steps:

### Step 1: Registration

To enable you to login and access PayMyStudent, you first need to set up an account. If you have already enrolled and know your eight-digit student number, please register using this option by entering your date of birth and creating a password.

If you do not yet know your student number, it is still possible to register; in this instance PayMyStudent will generate a temporary student number for you.



The screenshot shows the 'Student Finance Portal' for Southport College and King George V College. It features three columns: 'No Student Number?' with a 'Register' button, 'Register' with fields for 'Student Number', 'Date of Birth', and 'Password', and 'Login' with fields for 'Student Number', 'Date of Birth', and 'Password'.

## What type of evidence do I need to provide?

The evidence you will be required to submit alongside your application form depends on your individual circumstances and the answers that you provide for the eligibility questions.

Within the table on the following page, you will find a list of the eligibility questions and the type of evidence that you will need to provide.

## What are the sources of the total household income?

Employment	P60; Pay Slips
Self-Employment	End of Year Accounts; Tax Self-assessment; Dividends; etc.
Universal Credit	Most recent monthly statement (all pages)
Job Seekers Allowance	Award Letter (all pages)
Housing Benefits	Award Letter (all pages)
Tax Credits	Tax Credit Award Notice (all pages)
Income Support	Award Letter; Bank Statement
Employment Support Allowance	Award Letter (all pages)
Pension and/or Pension Credits	Award Notice (all pages)
Other Income	Rental income; Savings accounts; Private pensions; etc.

## Do you have an Education Health and Care Plan (EHCP)?

If you are in receipt of an EHCP, please provide a letter from the local authority showing your name and address. If you do not have your letter, please contact a member of the Learning Support Team.

## Do you have an Advanced Learner Loan?

If your course is level 3 or level 4, and you are required to apply for an Advanced Learner Loan from Student Finance England, the evidence required is a letter or e-mail confirming your loan has been approved or received.

## What are the household's expenditures?

Rent	Tenancy Agreement
Mortgage	Mortgage Statement
Council Tax	Council Tax Bill

**If you have any questions, or require advice and guidance on the application process, please don't hesitate to contact us.**