



## Online Bursary Applications 2022-23

Welcome to Stanmore Colleges online bursary application, Pay My Student Portal. Below are instructions on how to complete the application.

### Registering and Applying

When you click the link <https://stanmore.paymystudent.com> or use the **apply** button on the Stanmore college website. This can be located on the student tab, then click on financial support on the right-hand side.

Firstly, you must be **enrolled** at Stanmore College before applying. You will need to register to use the portal. You can do this by completing the registration section on the left hand-side when you apply.

Please be careful not to add any space before or after your student number, as this will not allow you to log in.

A screenshot of the Stanmore College Student Portal. The page has a blue header with the Stanmore College logo on the left and "Student Portal" on the right. Below the header is a navigation bar with a "Select Language" dropdown and "Powered by Transia". The main content area is divided into two columns. The left column is titled "Register" and contains a form with fields for "Student Number", "Date of birth", "Password", and "Confirm Password", followed by a "Register" button. The right column is titled "Login" and contains a form with fields for "Student Number", "Date of birth", and "Password", followed by a "Login" button and a link for "Forgotten your password?".

There is an option to change the language by using the drop down in the top right-hand corner.

Once you have gone through step 1, you will be presented with the activation page. You will need to click 'submit'. This will send an activation email to the email address that you used on the 'activation page'. You will need to activate

your account by clicking the link. Please check your junk and allow time to receive the email.

### Logging in to Pay My Student

Navigate back to the <https://stanmore.paymystudent.com> Login, on the right-hand side using the details you registered with.

This will log you into your portal account. This is where you will apply for the bursary. If successful, you will be able to view payments made and scheduled payments.

### Starting your application

To apply, click ‘Click here to proceed to your application’

Welcome

Welcome to the student portal. To apply for your bursary click on the blue button.  
‘Click here to proceed with your application form’

**Status: New Online Application**

Started   Eligibility   Evidence   Bank details   Signed

[Click here to proceed with your application form](#)   [Click here to change your bank details only](#)

You will be directed to ‘Personal Detail’ it is important that you check all of the information is correct on this page. If there is incorrect information, please contact [admissions@stanmore.ac.uk](mailto:admissions@stanmore.ac.uk) Do not submit a bursary application if this page displays incorrect details.

Financial Support Application Home   Bursary   Application

Please note the following important information. You should read the Bursary Fund Guidelines to make sure you are eligible to apply.  
Please complete all sections of the form and make sure you provide us with copies of the evidence we need.  
Your application will not be assessed without the correct evidence. The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request. Payments of all bursaries are dependent on you maintaining attendance of 85% or above on all your courses and behaving appropriately in College.

**Personal Details**  
Below are the details we have on file for you. If anything is incorrect, please notify the college as soon as possible as this may affect your bursary payments.

Student Number	TMPBACBF5
Date of Birth	09/05/2003
Forename	Test
Surname	Testington
Address	Watford Road
Town	Watford
County	Hertfordshire
Postcode	WD240BE

If you know the name of the Campus where you will be located, please select it from the list otherwise please leave it as selected.

Stanmore College

Please click on the Next button to proceed if the information above is correct. If there are discrepancies please inform the college as soon as possible.

**Next >>**

On the 'Person Details' page, please ensure that you select the campus you will be studying at. Once you have done this click 'next' to navigate through the application.

You will then see 'Eligibility Questions' page. This will ask for the household income and more about you. Please choose those that are applicable to you.

Financial Support Application Home > Bursary > Application

### Eligibility questions

We need to know a little more about your circumstances. Please answer the following questions. Your answers to these questions will go towards determining your eligibility for bursary funding. Once you have answered all the questions, click Next to continue.

**Do you have an Educational Health Care Plan? Required**

Yes  
 No

**Do you have an approved Advanced Learner Loan? Required**

Yes  
 No

**Who do you live with? Required**

Independently from parent(s) or guardian(s)

Once you have completed the section click 'next'.

You will be directed to the page where you are required to upload your supporting evidence – this can be photocopies, photos or screenshots. Use the 'click to upload' button which details what we require based on the questions you answered on the previous page.

Click on the box as many times as you need to ensure that all of the documents/pages are provided.

**Please ensure that this is the full document you are being asked for, it is readable and all pages, including blank pages. Failure to do so will result in your bursary being delayed.**

Financial Support Application Home Bursary Evidence



**Evidence of eligibility**  
If you have access to a scanner or a smart phone or other digital camera, you can take copies of the required documents and upload them here. You may also have to take originals along to the college but providing copies now will speed up your application.

Below is the list of evidence required based on your criteria selections and other information provided. Any document that you add that meets our requirements will show with a green tick in this list below. You can add evidence which is not shown as required and it will still show in the list below but without a green tick.  
 Once you have uploaded evidence, the documents can be removed from the list if uploaded in error, providing your application has not already been processed.

**Question:** Please select sources of household income. We need to know where the money in your household comes from.


**Your answer: Employment**

All of these evidence documents are required:

- [Click here to upload your Payslips - last 3 months](#) 
- [Click here to upload your Latest Bank Statement](#) 
- Please upload the last 3 months bank statements. [View a sample](#)


**Your answer: Child Tax Credits**

All of these evidence documents are required:

- [Click here to upload your Tax Credit Award Notice for the current year](#) 

**Your answer: Working Tax Credits**

All of these evidence documents are required:

- [Click here to upload your Tax Credit Award Notice for the current year](#) 

If you would like to delete an upload you can do this by pressing the ‘bin’ button to the right of the upload.  
 Once you have uploaded all documents click ‘next’.

You will navigate to the Bank details. Please input your bank details, we will NOT be able to take parents/carer details unless there is proof of appointeeship. We will reject any applications that have another person bank details.  
 If there is an appointeeship, then please upload this evidence on the previous page; ‘Eligibility Questions’.

Financial Support Application Home Bursary Financial

**Bank details**  
In order to be able to provide you with the financial support provided by the bursary funds we will need your bank details. Your bank account number and sort code will be validated when you click on Next. Please make sure the details you enter are correct.  
 We encrypt all bank account numbers for security reasons and so will only ever show you the last 4 digits of your account number once the details have been saved. If you do not have a bank account or cannot provide your bank details right now then please leave all the fields blank and just click on Next.

Sort Code	Account Number	Bank Name	Account Holder Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please click on the Next button to proceed

[<< Back](#) **Next >>**

Finalise your application by reading through the application summary. Ensure the information you have provided is correct.  
 Then please read and sign the Terms of Support and Declaration.

We aim to assess your application within 10 working days.