

## **Online Bursary Applications 2022-23**

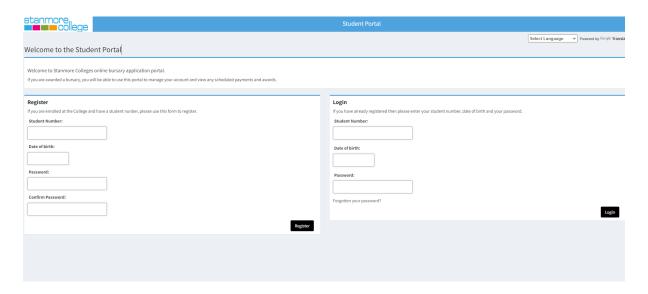
Welcome to Stanmore Colleges online bursary application, Pay My Student Portal. Below are instructions on how to complete the application.

## **Registering and Applying**

When you click the link <a href="https://stanmore.paymystudent.com">https://stanmore.paymystudent.com</a> 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.



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.

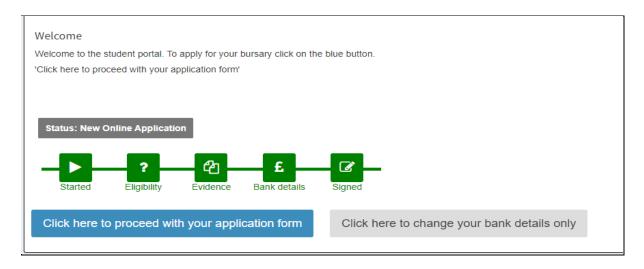
## Logging in to Pay My Student

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

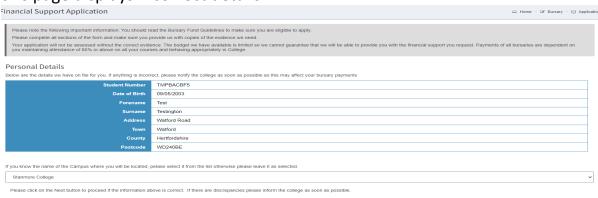
This will log you into your portal account. This is where you will apply for the bursary. If successful, you will be able to view payments made and scheduled payments.

## Starting your application

To apply, click 'Click here to proceed to your application'

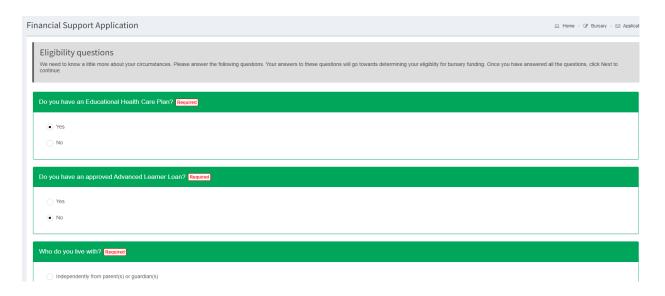


You will be directed to 'Personal Detail' it is important that you check all of the information is correct on this page. If there is incorrect information, please contact <a href="mailto:admissions@stanmore.ac.uk">admissions@stanmore.ac.uk</a> Do not submit a bursary application if this page displays incorrect details.



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.

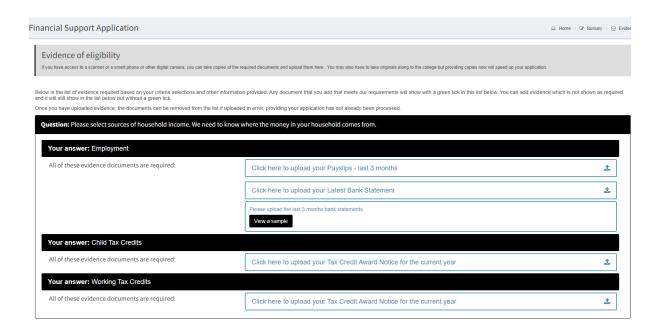


Once you have completed the section click 'next'.

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.

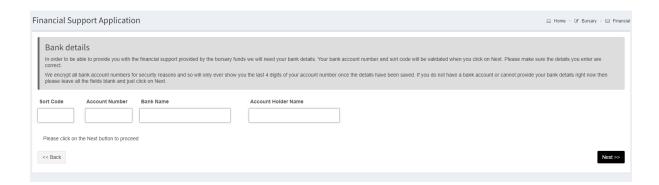


If you would like to delete an upload you can do this by pressing the 'bin' button to the right of the upload.

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'.



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.