

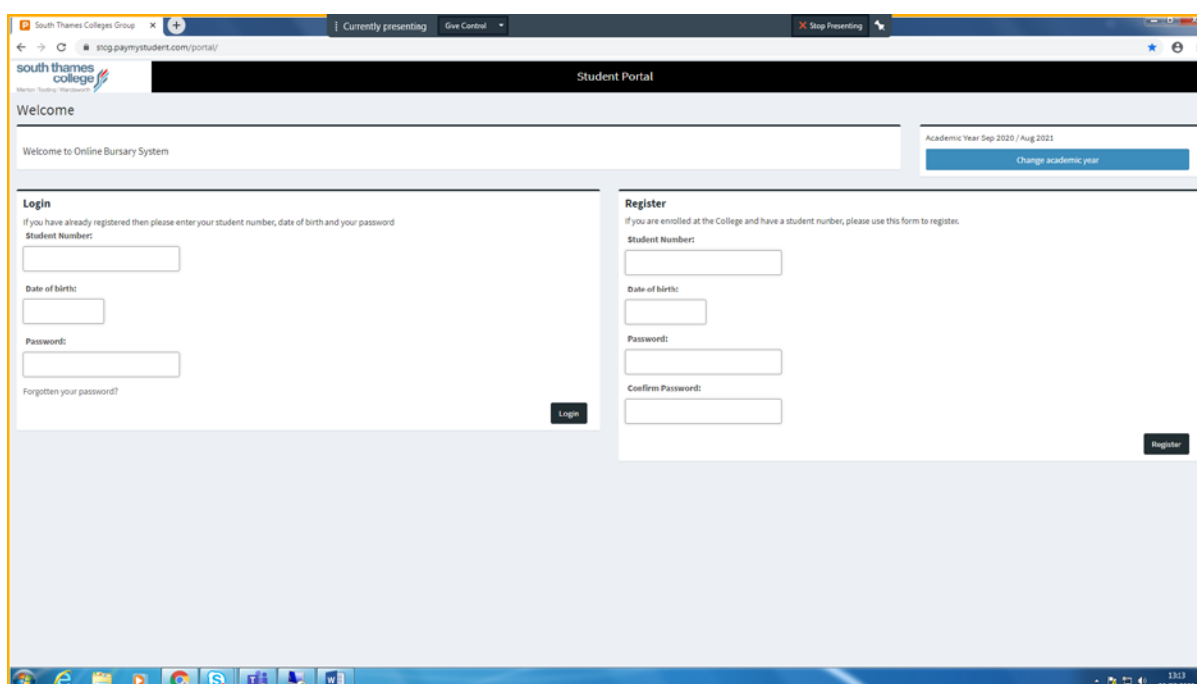
Student Guidance Notes to applying for the Bursary online

Adult Learners – 19+ and Childcare Bursary

During the online process, please read all notes and guidance to ensure that your application is completed successfully and your assessment is not delayed.

Log onto the online portal using the link: <https://stcg.paymystudent.com/portal>

The screen below will display

The image shows a screenshot of a web browser displaying the 'Student Portal' for South Thames College. The browser's address bar shows the URL 'stcg.paymystudent.com/portal/'. The page has a dark header with the college logo and the text 'Student Portal'. Below the header, there is a 'Welcome' section with the text 'Welcome to Online Bursary System' and a 'Change academic year' button for the 'Academic Year Sep 2020 / Aug 2021'. The main content area is divided into two columns: 'Login' and 'Register'. The 'Login' section includes fields for 'Student Number', 'Date of birth', and 'Password', along with a 'Forgotten your password?' link and a 'Login' button. The 'Register' section includes fields for 'Student Number', 'Date of birth', 'Password', and 'Confirm Password', with a 'Register' button. The Windows taskbar is visible at the bottom of the screenshot.

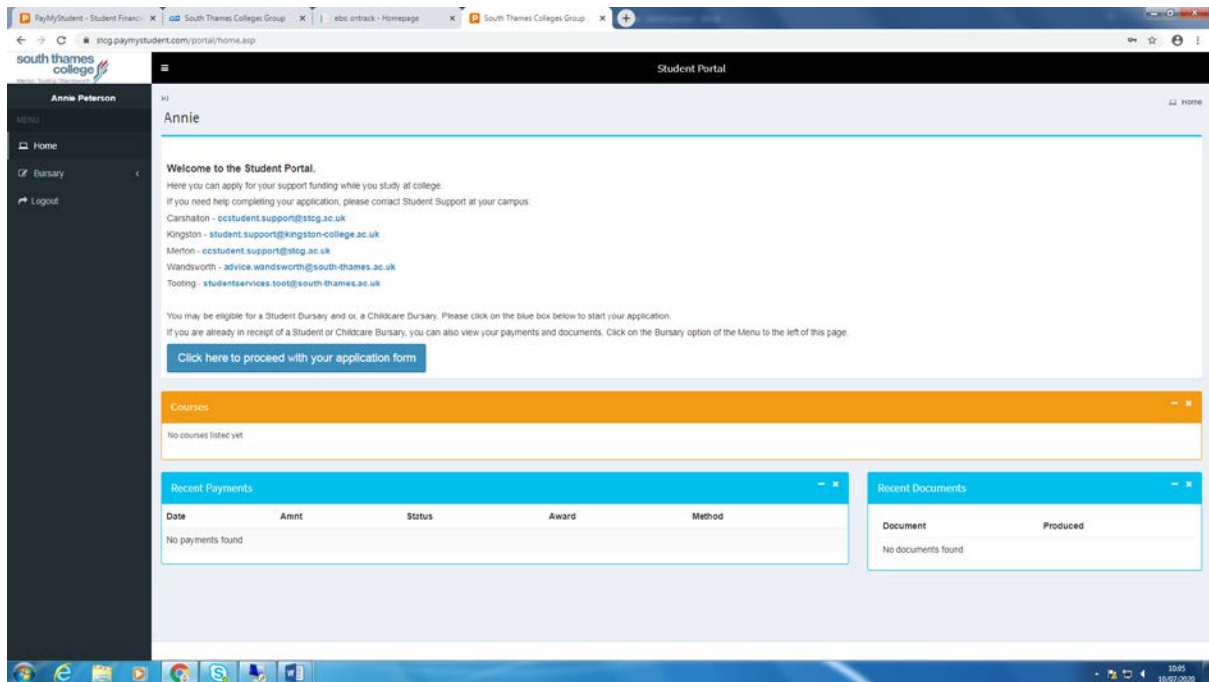
If you already have an online account, please log in using your Student ID, date of birth and password. If you have forgotten your password, please click on the 'Forgotten password' link, follow the instructions given and re-set.

If you are new to online, please register, follow the instructions to activate your account and create a password.

Please note that any communication will be sent to the contact details you have supplied at enrolment and on your student record. If you do not receive your activation email/text, please ensure that you check this information with Student Support.

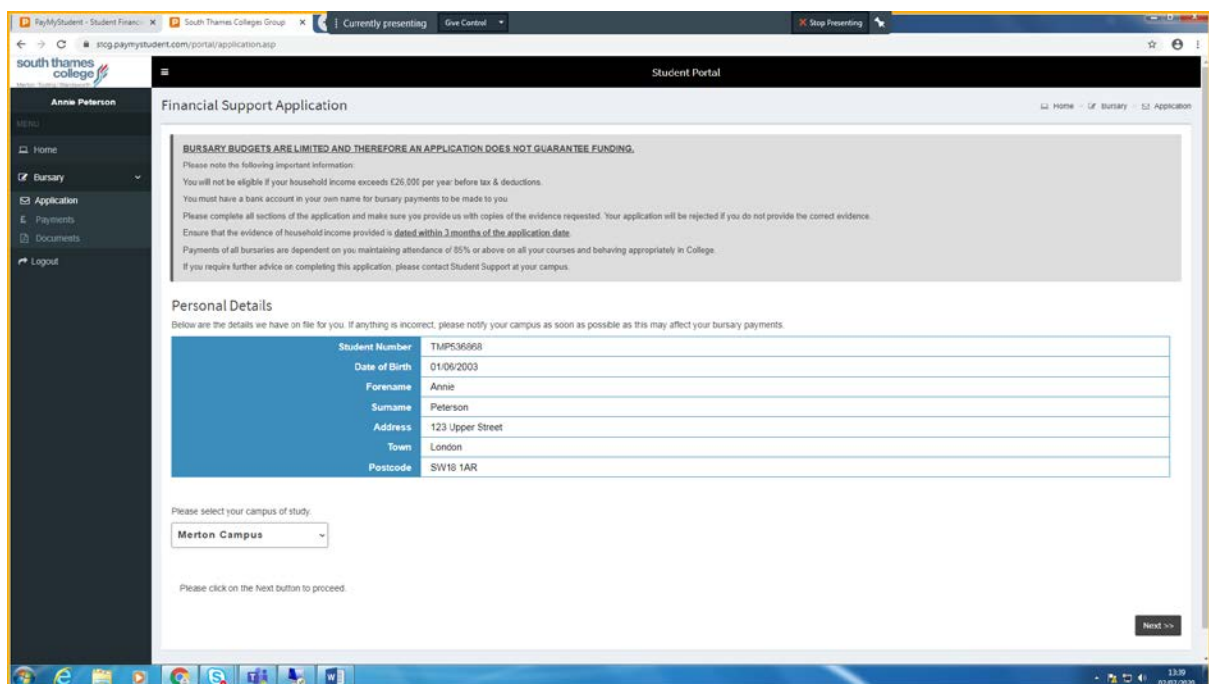
Once you have successfully logged in, you will be taken to the Welcome page.

Please read the statement and click the blue box to proceed, if you meet the criteria to apply.



The following page will display your details held by the College. Please ensure these are correct and if necessary, contact the Student Support/Admissions at your Campus to amend before proceeding.

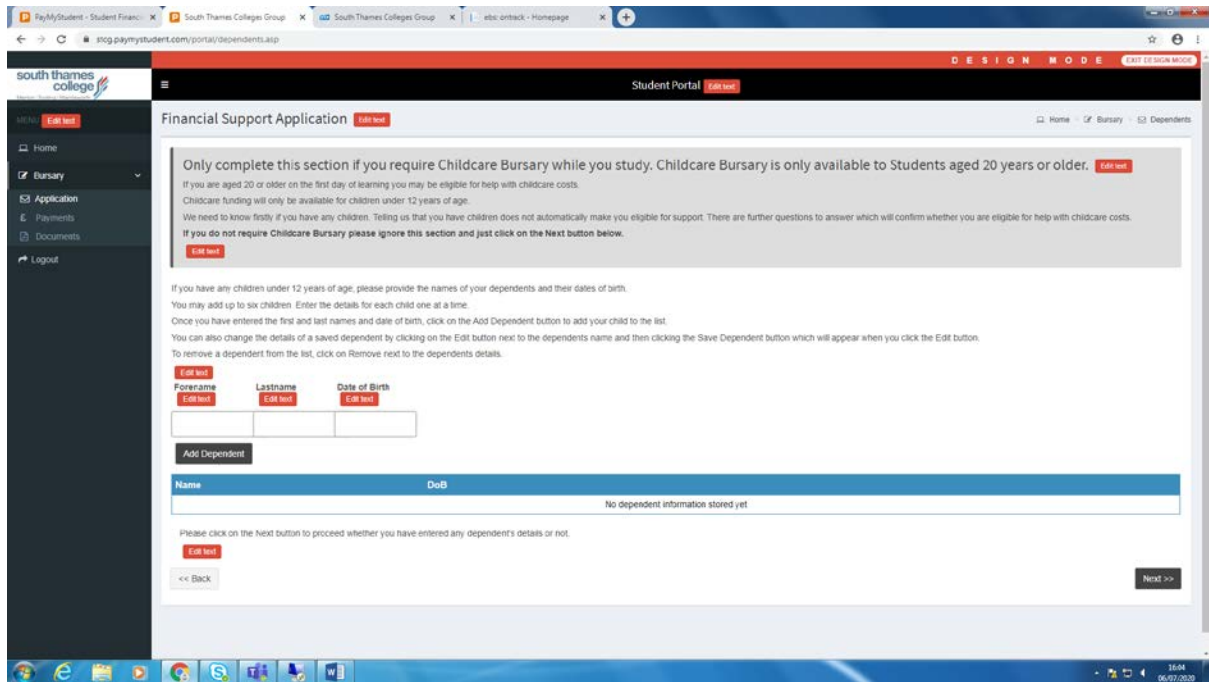
Then click Next.




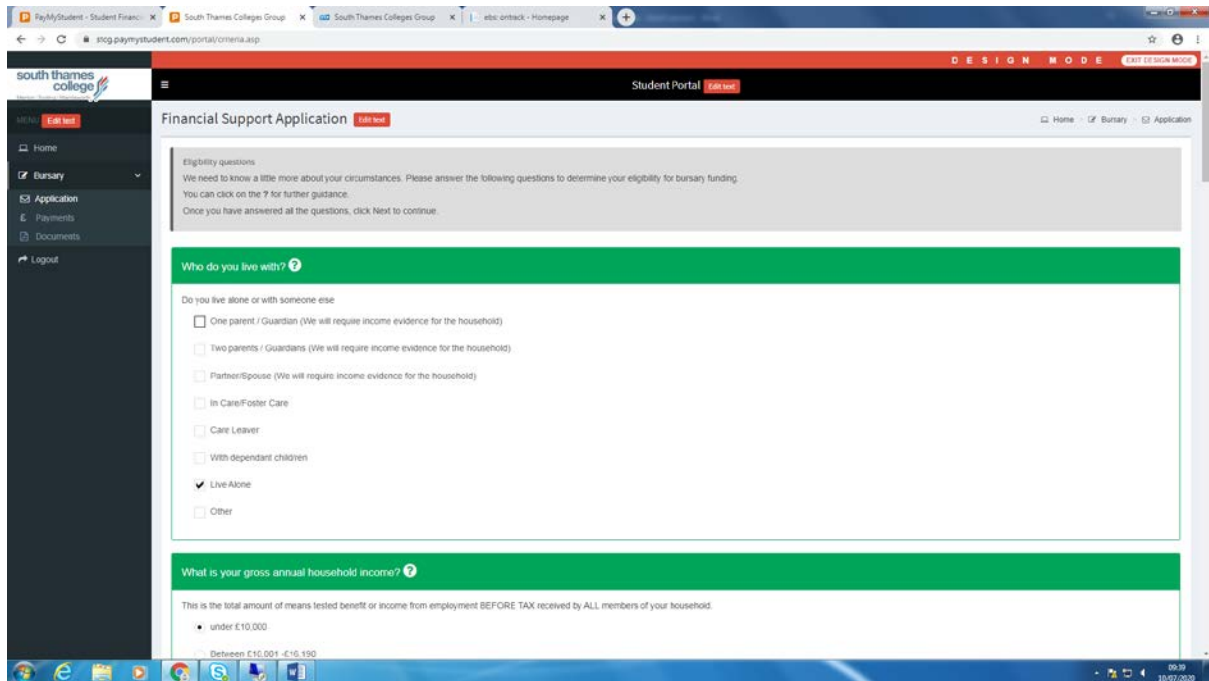
This page is to be completed if you are 20+ and would also like to apply for support with Childcare whilst you are studying at College.

Please follow the prompts and provide details of any children you wish support for and details of their Childcare provision. We can offer assistance for a maximum of 6 children, below the age of 12.

If you do **not** require assistance with Childcare, please click on the Next button to exit this page. This will take you straight through to the application.



This page asks questions regarding your eligibility, please answer all of them to ensure we can provide the most suitable support. Extra guidance notes are available under each questions and by clicking on the  icon.



When you have answered all questions, please click Next.

You will then be taken to the evidence upload page, where you will be prompted on the type of evidence you will need to provide.

Student requesting Childcare Support

If you selected Yes to requiring **Childcare Bursary**, then you will have answered additional questions regarding your children and childcare provision.

Some students that received childcare bursary in 2019/20 will already have received a Childcare Bursary Fees Form, Help with Childcare Costs leaflet and Provider Guidance Notes.

You are required to upload a copy of the completed Childcare Bursary Fees Form, evidence of your child(ren) and Childcare Providers Public Liability Insurance Certificate, on this page, along with evidence of your financial situation.

When you submit your online application you will be emailed a Childcare Bursary Fees Form, Help with Childcare Costs leaflet and Provider Guidance Notes.

You can return to your application and upload them at a later date if necessary.

Please follow the instructions carefully on how to upload your documents, making sure they are clear and in consecutive order. Then click Next

The screenshot shows a web browser window displaying the 'Student Portal' for Annie Peterson. The page is titled 'Financial Support Application' and is currently on the 'Evidence of eligibility' section. The page contains the following text and form elements:

- Evidence of eligibility**
When uploading your documents please ensure that they are clear and complete. Documents must be uploaded in consecutive order otherwise your application may be delayed. If you do not upload the required evidence your application will be refused.
- Below is the list of evidence required to progress your application. Any document that you add will show with a green tick. Once you have uploaded evidence you can remove or add documents, providing your application has not already been approved.
- You must upload income evidence documents for all members of your household that you are financially dependent upon, evidence must be dated within 3 months of your application and show the correct name and address of the income holder. The address must also match that shown on our system.
- If evidence of a qualifying benefit is dated older than 3 months, please also upload a recent bank statement showing the benefit is still being received.
- We do not accept Provisional Tax Credit Award Notice (TC602).
- For Self-Assessment Tax Return this must be the most recent submitted to HMRC.
- Please upload ALL pages of documents otherwise your application will be rejected and in sequential order to prevent your application being delayed.

Question: What is the source of your household income?

Answer: Universal Credit (UC) (All Pages-dated within 3 months of application)

All of these evidence documents are required: Universal Credit Statement - (All pages showing breakdown of payments - Dated within 3 months of application)

Select the evidence document type to upload and then click Browse to select your file

Select a document type

Drop files here or click to upload.

The next page is the bank details screen, where you should carefully enter your information.

Please note that bank details must be in your **own** name. If you are unable to open a bank account, please contact Student Support/Admissions at your Campus for further guidance.

If you do not provide details, your application will be rejected.

The screenshot shows a web browser window with the URL `http://log.paymystudent.com/portal/financial.asp`. The page title is "Financial Support Application" and the user is logged in as "Anne Peterson". The page content includes a "Bank details" section with the following text: "In order to be able to provide you with bursary payments we 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. **Please Note:** The bank details must be in STUDENT's own name. If you do not have a bank account you will be required to open one. **If you do not provide bank details then your application will not be processed.** If you are unable to have a bank account, please contact Student Support at your campus. 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." Below this text are five input fields: "Sort Code", "Account Number", "Bank Name", "Account Holder Name", and "Roll Number". At the bottom of the form, there is a "Next >" button and a "<< Back" button. The page also features a left-hand navigation menu with options like Home, Bursary, Application, Payments, Documents, and Logout.

When you have completed this section, please click Next.

The last screen is the Application Summary page, where you are invited to check all the information you have supplied. If any details are incorrect, you can use the back buttons to make any amendments in previous pages.

In the Declaration section, please read, tick and input your full name in the signee name/s box.

Then you will need to click on **submit application**.

If you do not click on submit application, it will remain incomplete and will not be processed.

The screenshot shows a web browser window with the URL stog.paymystudent.com/portal/finish.asp. The page contains several form sections:

- Income Section:** A dropdown menu is set to "Between £16,191 - £26,000". Below it is a question "What is the source of your household income?" with a help icon. The selected option is "Universal Credit (UC) (All Pages-dated within 3 months of application)".
- Residency Section:** A question "What is your residency status?" with a help icon. The selected option is "UK passport".
- Location Section:** A question "Do you live in one of these Boroughs?" with a help icon. The selected option is "Neither".
- Declaration Section:**
 - Privacy Statement:** A text block stating: "The data you are providing is required to support your application for funding. The College is required to retain this data to evidence funding claims and to make payments to you and / or the provider. More information on how we use your data can be found in our privacy statement, published on the College website. More information about your rights can be found on the ICO website at <https://ico.org.uk/>".
 - Agreement:** A checkbox labeled "I agree to the declaration as stated above." is currently unchecked. Below it is a note: "If any of the details shown above are incorrect, please use the '<-Back' button to amend them before submitting your application. If you do not click 'Submit Application' your application will not be processed."
 - Signee Name:** A text input field with a red asterisk, currently empty.

At the bottom of the form, there are two buttons: "<- Back" and "Submit application". The Windows taskbar at the bottom shows the time as 15:44 on 02/07/2020.

What happens now?

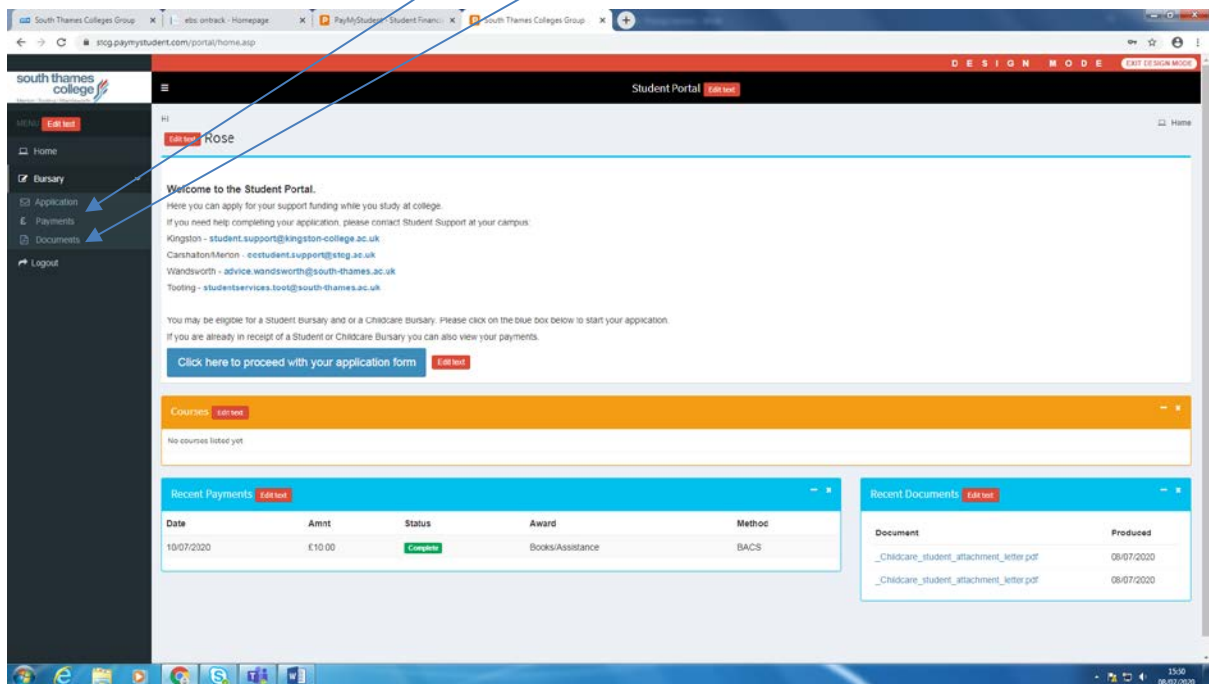
Your application will now go into a queue for the Student Payments Team to assess, in order of priority and application date.

You will be notified of the outcome of your assessment by email and advised of any amounts allocated to you.

Other Information

You are also able to use this portal to view your payments, dates they are due and their status. This will help you keep track of when you should receive a payment and whether it has been approved.

You can also view any documents that have been sent to you.



The screenshot displays the Student Portal interface for South Thames College. The page is titled "Student Portal" and includes a navigation menu on the left with options: Home, Bursary, Application, Payments, Documents, and Logout. The main content area features a "Welcome to the Student Portal" message, followed by instructions on how to apply for support funding and contact information for various campus locations. A blue button labeled "Click here to proceed with your application form" is visible. Below this, there are three sections: "Courses" (empty), "Recent Payments" (table), and "Recent Documents" (table).

Date	Amnt	Status	Award	Method
10/07/2020	£10.00	Complete	Books/Assistance	BACS

Document	Produced
_Childcare_student_attachment_letter.pdf	08/07/2020
_Childcare_student_attachment_letter.pdf	08/07/2020