

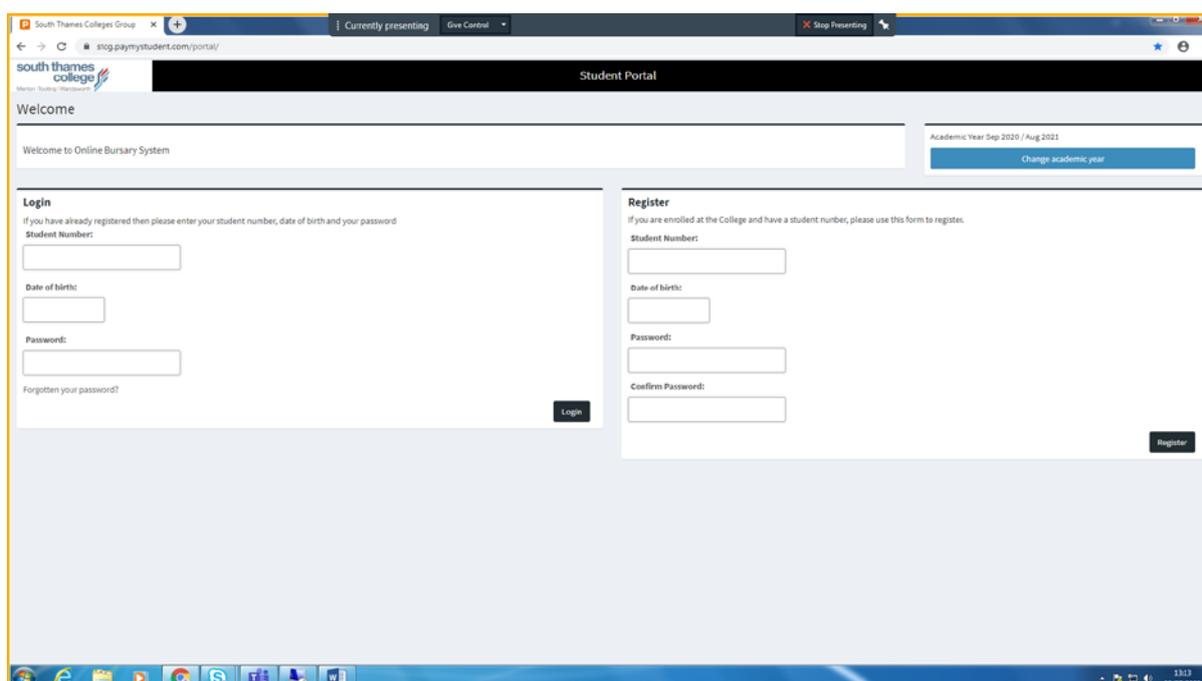
## Student Guidance Notes to applying for the Bursary online

### Young Learners - 16-18

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 screenshot shows a web browser window displaying the 'Student Portal' for South Thames College. 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. 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 browser's address bar shows the URL 'stcg.paymystudent.com/portal/'.

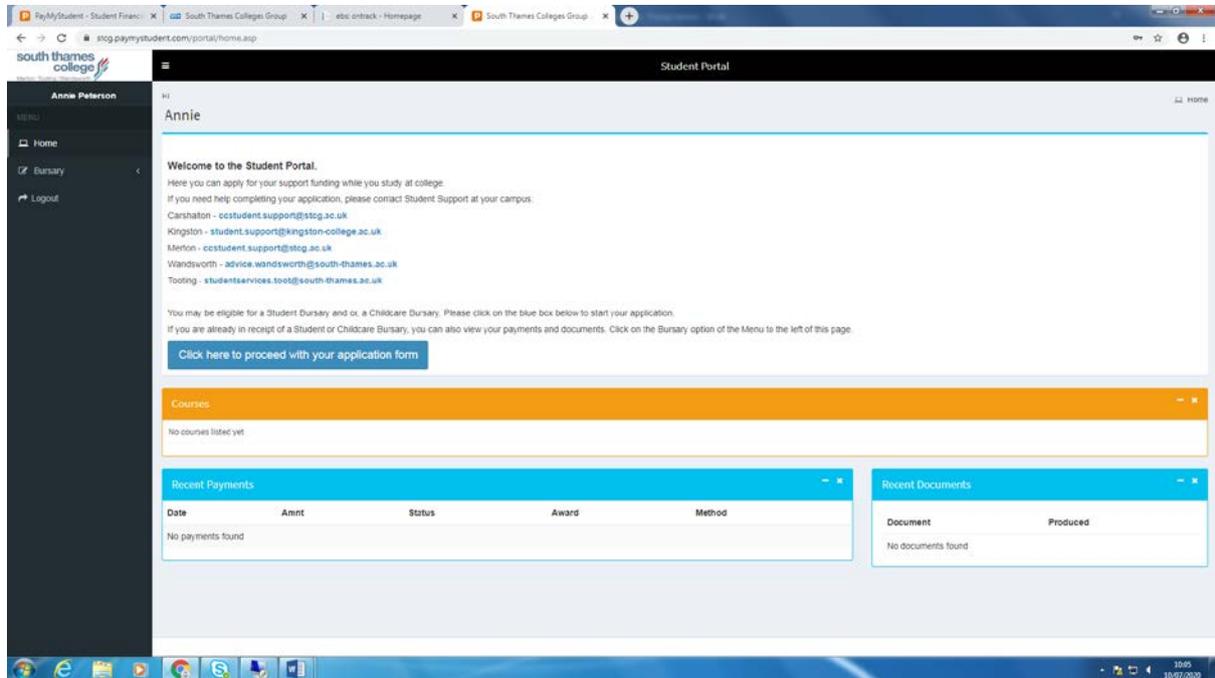
If you already have an online account, please log in using your Student ID, date of birth and password. If you have forgotten your password, please click on the 'Forgotten password' link and re-set.

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.*

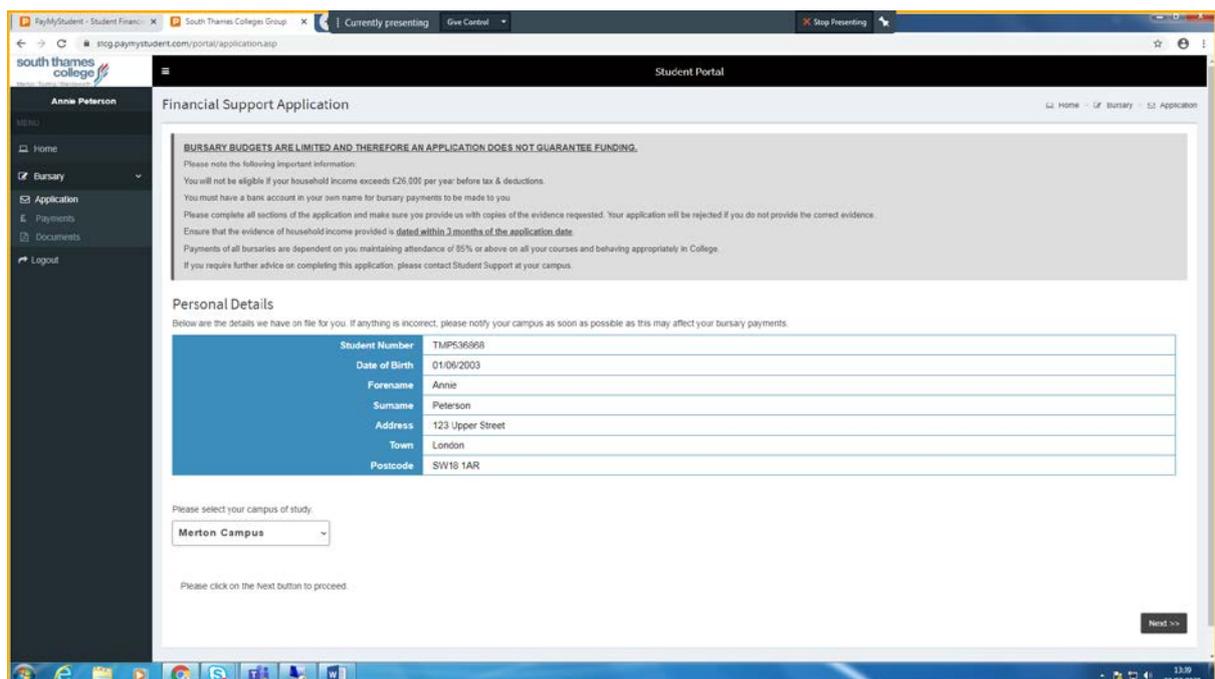
Once you have successfully logged in, you will be taken to the Welcome page.

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

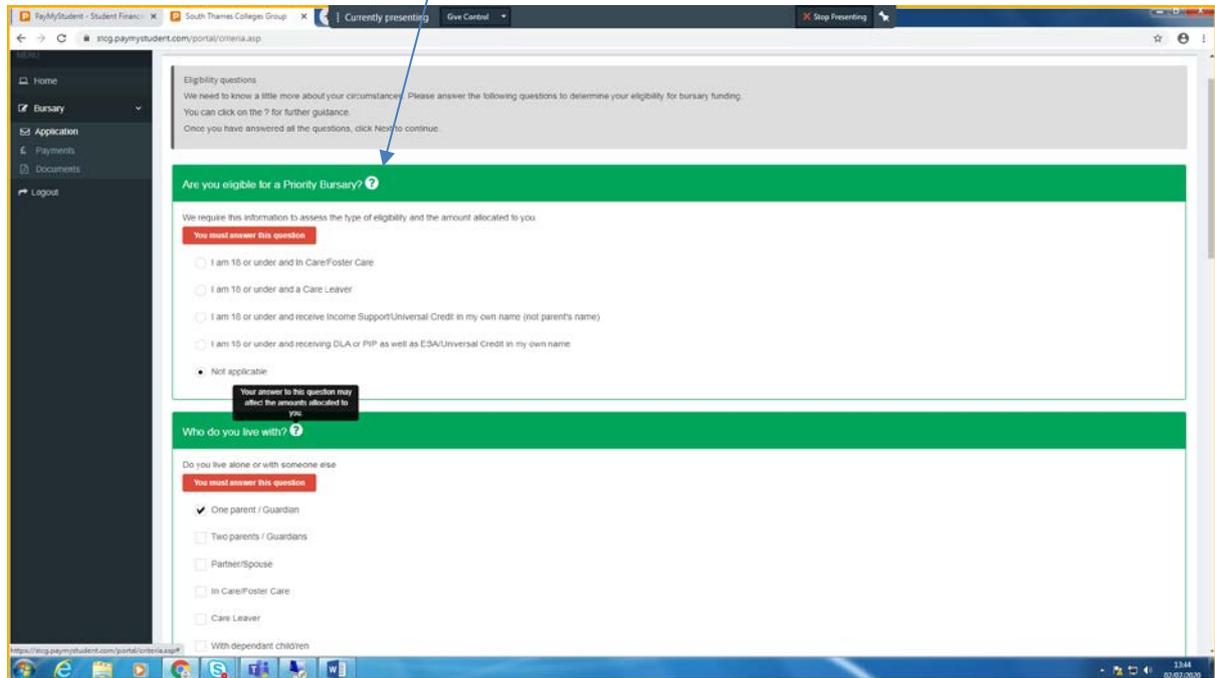


The following page will display your details held by the College. Please ensure these are correct and if necessary, contact the Student Support/Admissions at your Campus to amend before proceeding.

Then click Next.



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



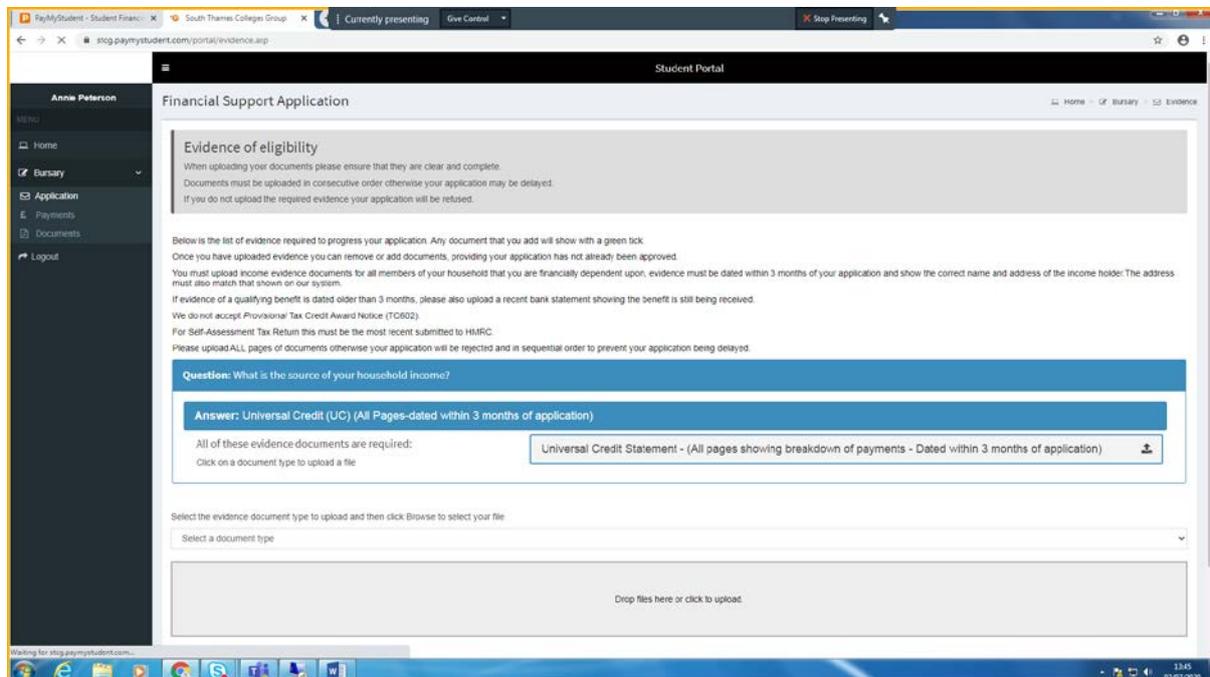
The screenshot shows a web browser window with the URL [log.paymystudent.com/portal/criteria.asp](http://log.paymystudent.com/portal/criteria.asp). The page is titled "Eligibility questions" and contains two main sections:

- Are you eligible for a Priority Bursary?**
  - Text: "We require this information to assess the type of eligibility and the amount allocated to you." and "You must answer this question."
  - Options:
    - I am 16 or under and in Care/Foster Care
    - I am 16 or under and a Care Leaver
    - I am 16 or under and receive Income Support/Universal Credit in my own name (not parent's name)
    - I am 16 or under and receiving DLA or PIP as well as ESA/Universal Credit in my own name
    - Not applicable
  - Guidance: "Your answer to this question may affect the amount allocated to you."
- Who do you live with?**
  - Text: "Do you live alone or with someone else" and "You must answer this question."
  - Options:
    - One parent / Guardian
    - Two parents / Guardians
    - Partner/Spouse
    - In Care/Foster Care
    - Care Leaver
    - With dependant children

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.

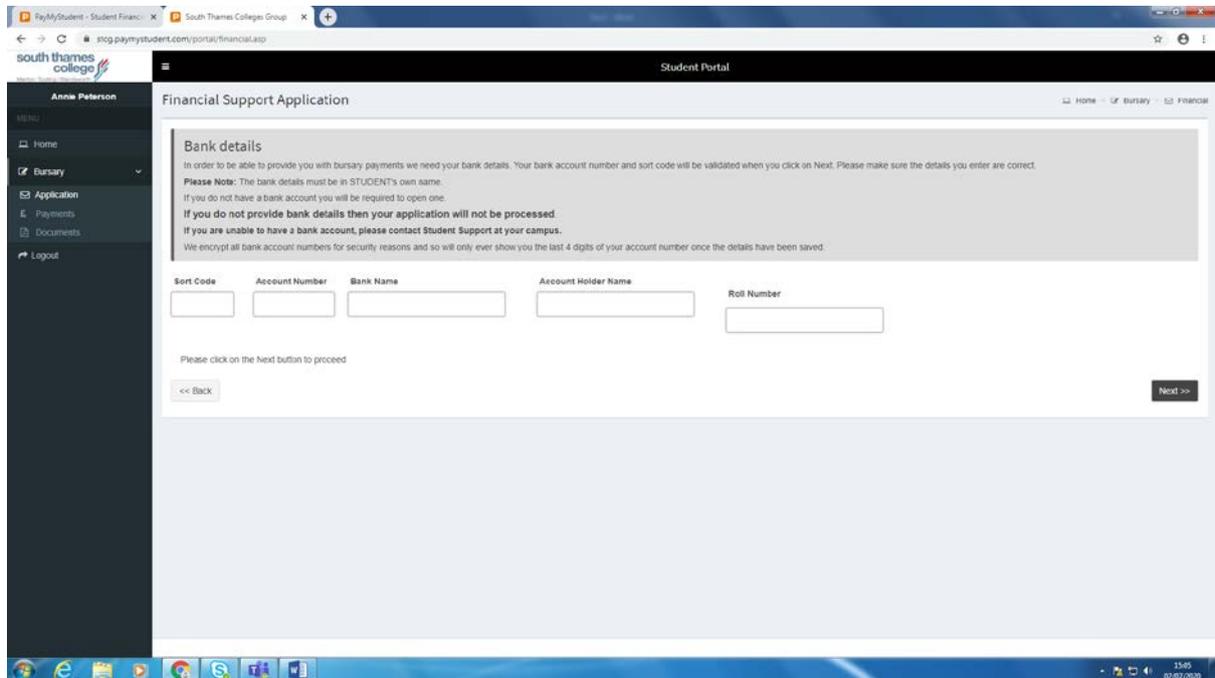
Please follow the instructions carefully on how to upload your documents, making sure they are clear and in consecutive order. Then click Next



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 displaying the 'Student Portal' for 'south thames college'. The page title is 'Financial Support Application'. The user is logged in as 'Annie Peterson'. The main content area is titled 'Bank details' and contains 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 the 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 'Please click on the Next button to proceed' instruction, a '<< Back' button, and a 'Next >>' button.

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 you agree 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](http://stog.paymystudent.com/portal/finish.asp). The page displays a summary of the application details:

- Income range: Between £16,191 - £26,000
- Source of household income: Universal Credit (UC) (All Pages dated within 3 months of application)
- Residency status: UK passport
- Do you live in one of these Boroughs?: Neither

The Declaration section includes a Privacy Statement and a checkbox for agreement:

**Privacy Statement**  
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/>

I agree to the declaration as stated above.  
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's \*

At the bottom, there are two buttons: '<- Back' and 'Submit application'.

## What happens now?

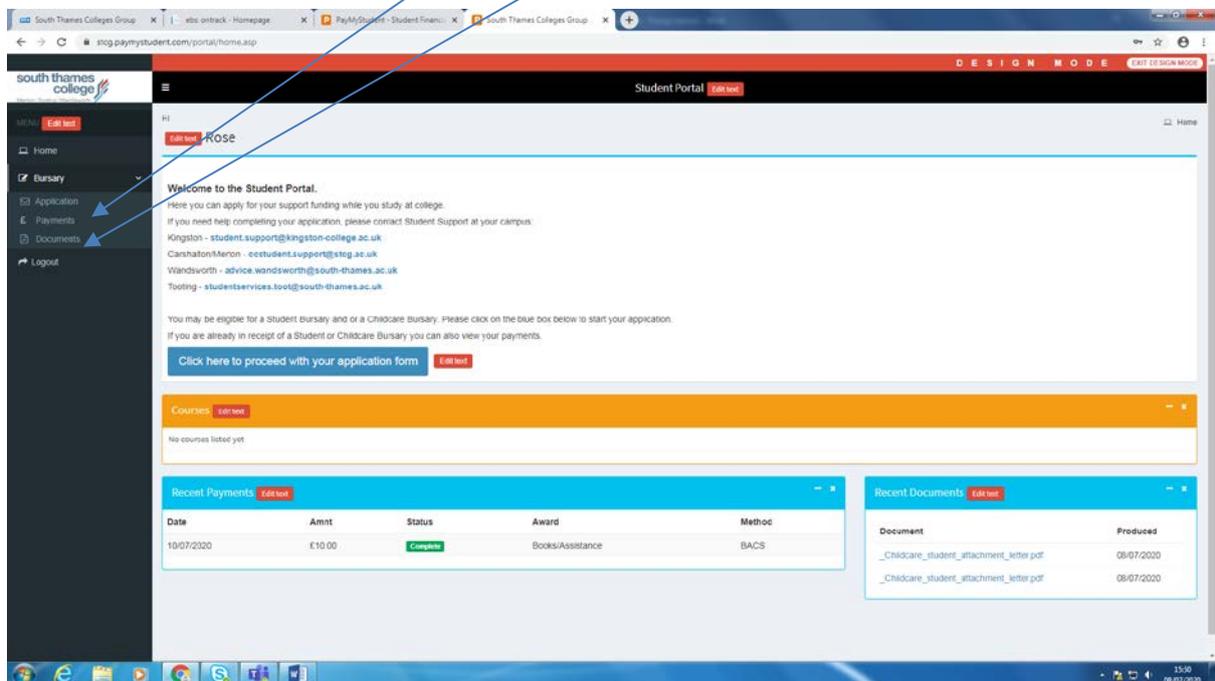
Your application will now go into a queue for the Student Payments Team to assess, in order of priority and application date.

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. On the left is a dark navigation menu with options: Home, Bursary, Application, Payments, Documents, and Logout. The main content area is titled "Student Portal" and includes a welcome message, contact information for various campus locations, and a button to proceed with the application form. Below this are three data sections: "Courses" (empty), "Recent Payments" (table with one entry), and "Recent Documents" (table with two entries).

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