Guide to Applying for Financial Support at Stanmore College

Welcome to Stanmore College's guide on how to apply for Financial Support using our online bursary application portal, Pay My Student. This guide includes further information on what Financial Support is, how it is paid, and how you can apply.

Who is Financial Support For?

Financial Support is aimed at eligible students who have difficulties meeting the costs associated with studying at college. Please make sure you read the Bursary Fund Guidelines before making your application.

What Types of Financial Support Are Available?

1. The Young Person Bursary
2. The Adult Discretionary Bursary which includes Advance Learner Loan and Childcare Funding for students aged 19+
3. Further Education Free Meals

What Do I Need to Do for My Payments?

All payments are subject to excellent attendance, good behaviour and satisfactory progress in your studies at Stanmore College. If your attendance falls below 90%, or you are absent for more than a week due to being suspended, going on holiday or long periods of illness, your bursary payments may be stopped or adjusted.

What Happens if I Leave the College?

If you leave or are withdrawn before the end of your course, the Bursary funds spent on supporting you may be repayable to the college.

How Do You Manage the Volume of Applications for Financial Support?

Once all Bursary funds have been allocated, we may be unable to accept further applications. If we receive more applications than we have funding for, then payments may be reduced to ensure all students have fair access to financial support.

How to Apply for Financial Support

Step 1 – Registration

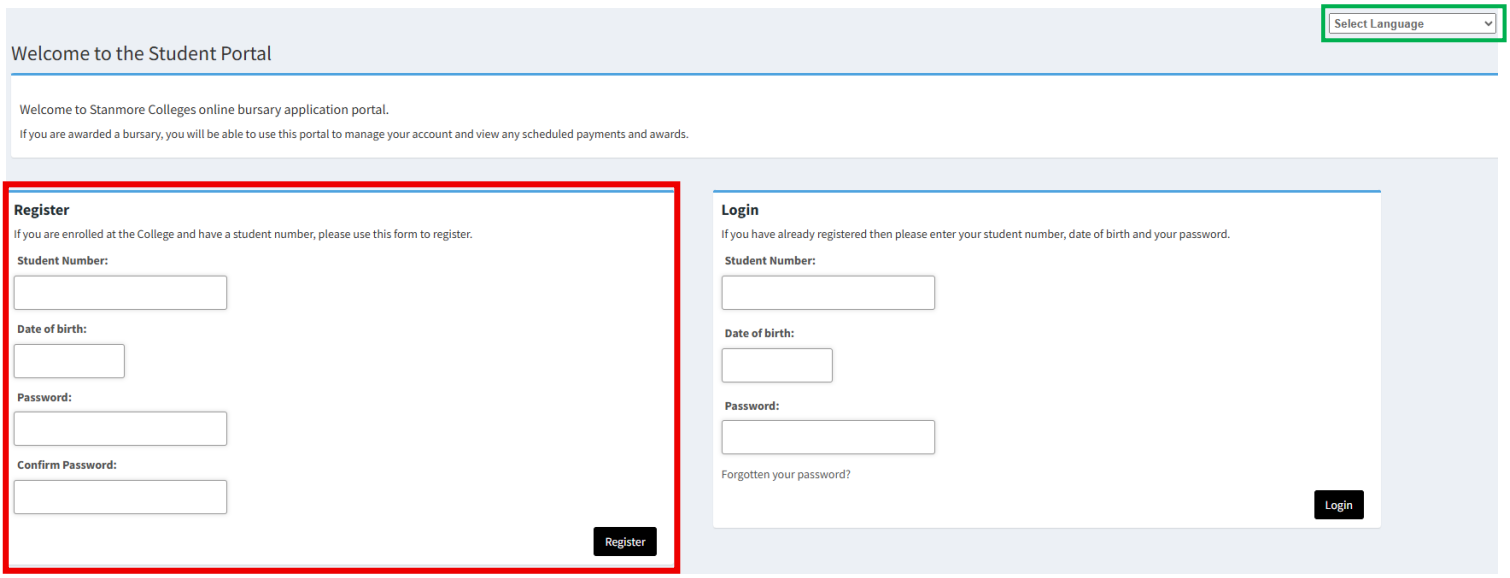
Firstly, you must be enrolled at Stanmore College before you can apply for Financial Support. After you have completed your enrolment, you will need to register to use the portal:

Click the link https://stanmore.paymystudent.com/portal/. Please complete the registration section (red box)

⚠️ *Registration will be available 24 hours after you have enrolled.*

✉️ *NOTE: Returning students are not required to register again. Please go directly to Step 2.*

⌨️ *Please be careful not to add any spaces before or after your student number as your student number will not be recognised. You can change the language by using the dropdown menu in the top right-hand corner of the page (green box).*

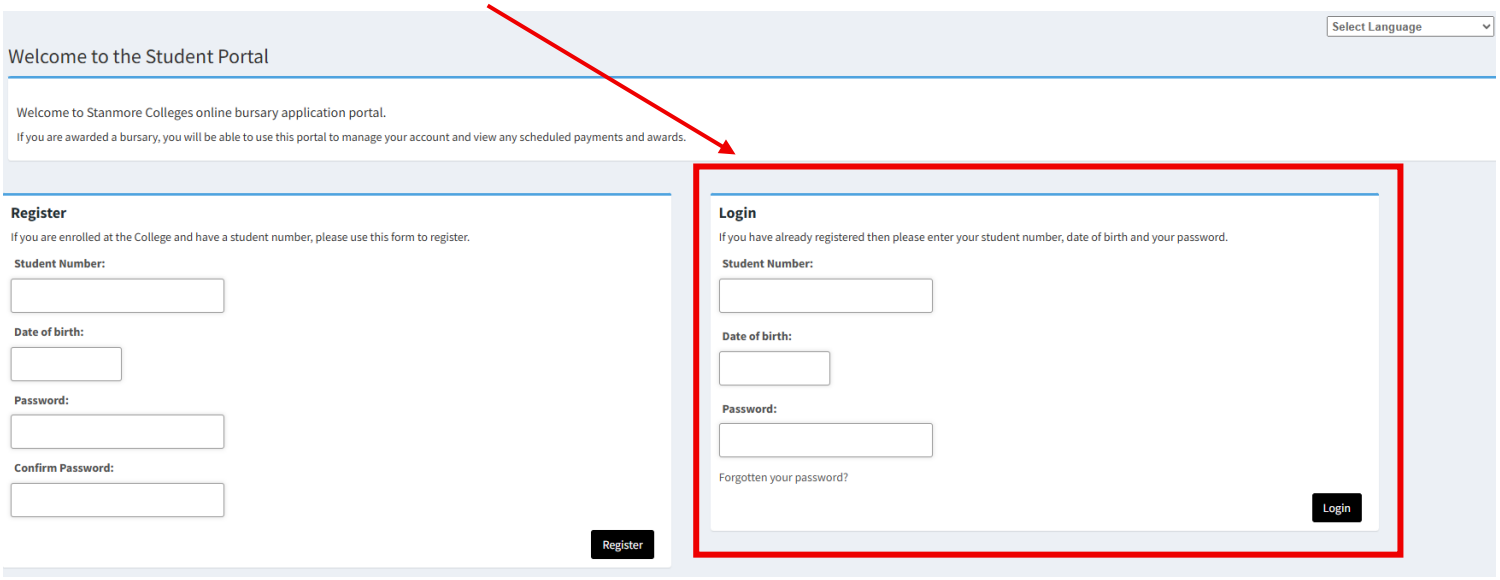


Once you have filled out the registration box, fill out the activation page. Click submit to send the activation email to the email address you used, then access that email and activate your account by clicking the link

✉️ *NOTE: Please allow some time for the email to come through. If you do not receive anything, please ensure you check your junk folder.*

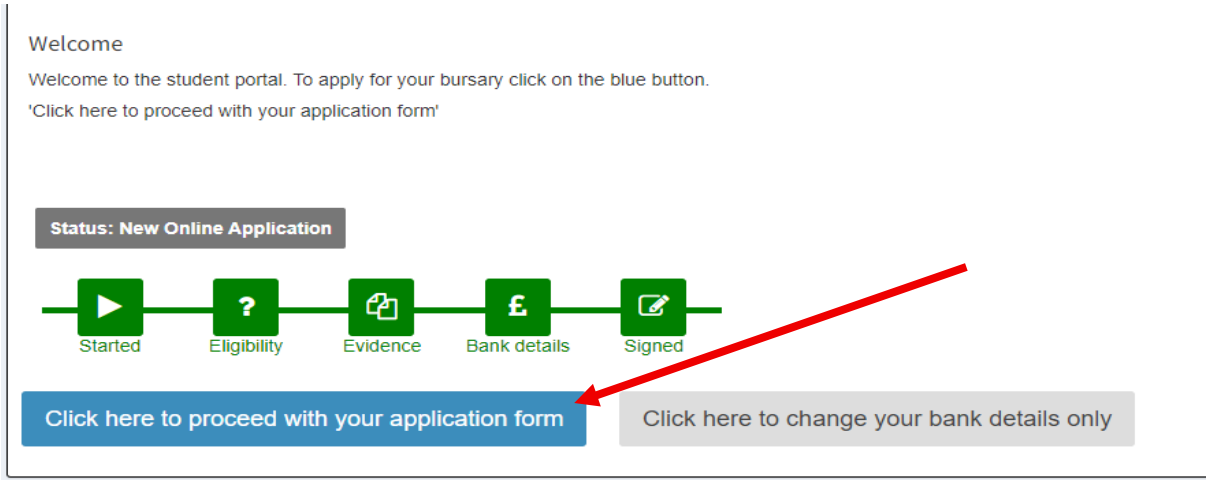
Step 2 – Log in

Close your tab then re-open https://stanmore.paymystudent.com/portal/. Login with the same details you just created when registering in step 1 – use the box on the right-hand side this time



Step 3 – Start your application

Now you are on the homepage, you can start your application. Select the 'Click here to proceed with your application form' button (red arrow)

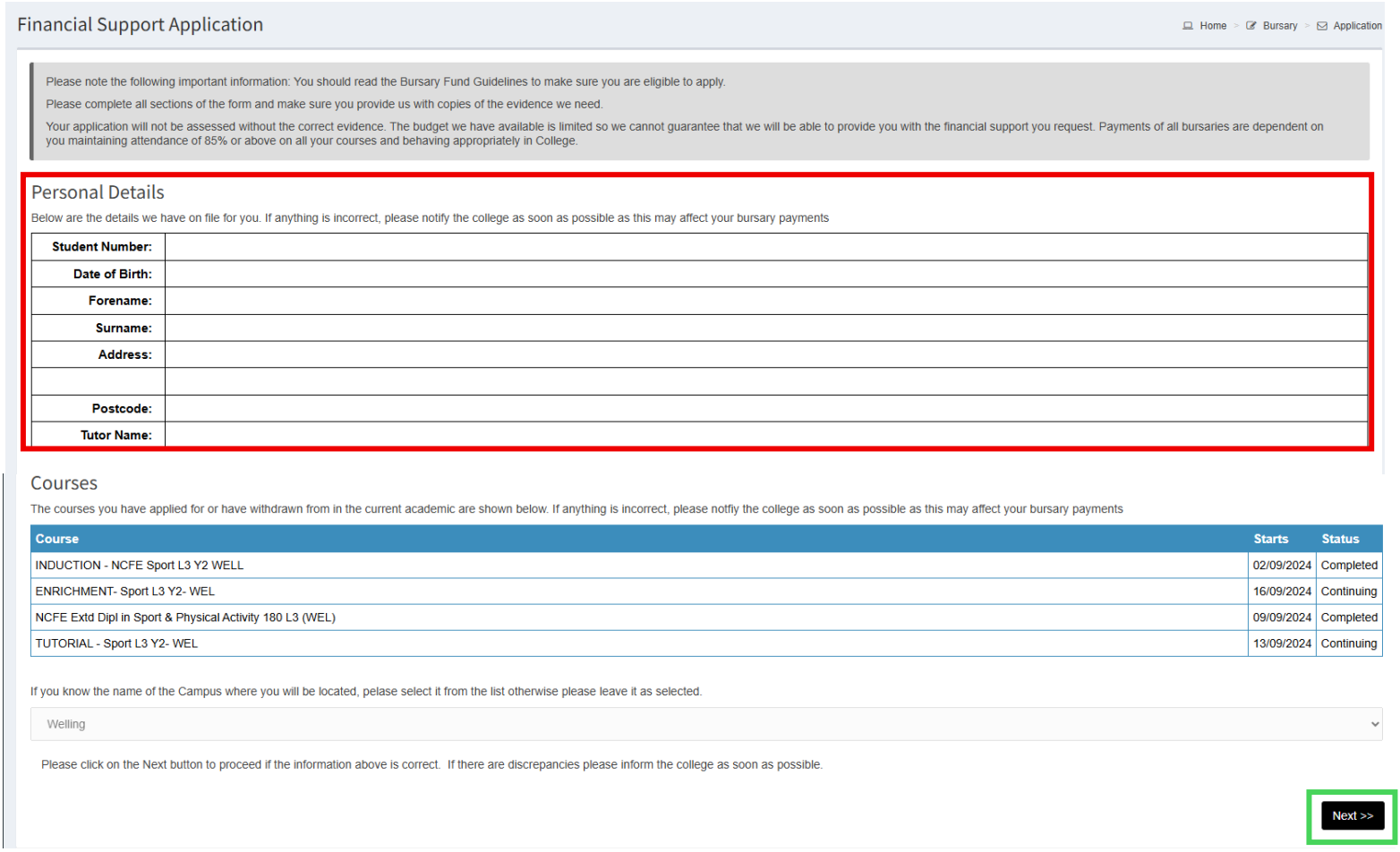


Step 4 – Personal Details

Your personal details and course information should now appear on the screen (red box). It is very important you check that all the information on this page is correct.

✅If the information is correct, please make sure you have selected the correct campus you will be studying at, then click Next (green box)

⚠️If the information is incorrect, please do not submit a bursary application. If you notice a mistake, please contact admissions@stanmore.ac.uk so we can help you proceed.



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:	
Date of Birth:	
Forename:	
Surname:	
Address:	
Postcode:	
Tutor Name:	

Courses

The courses you have applied for or have withdrawn from in the current academic are shown below. If anything is incorrect, please notfiy the college as soon as possible as this may affect your bursary payments

Course	Starts	Status
INDUCTION - NCFE Sport L3 Y2 WELL	02/09/2024	Completed
ENRICHMENT- Sport L3 Y2- WEL	16/09/2024	Continuing
NCFE Extd Dipl in Sport & Physical Activity 180 L3 (WEL)	09/09/2024	Completed
TUTORIAL - Sport L3 Y2- WEL	13/09/2024	Continuing

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

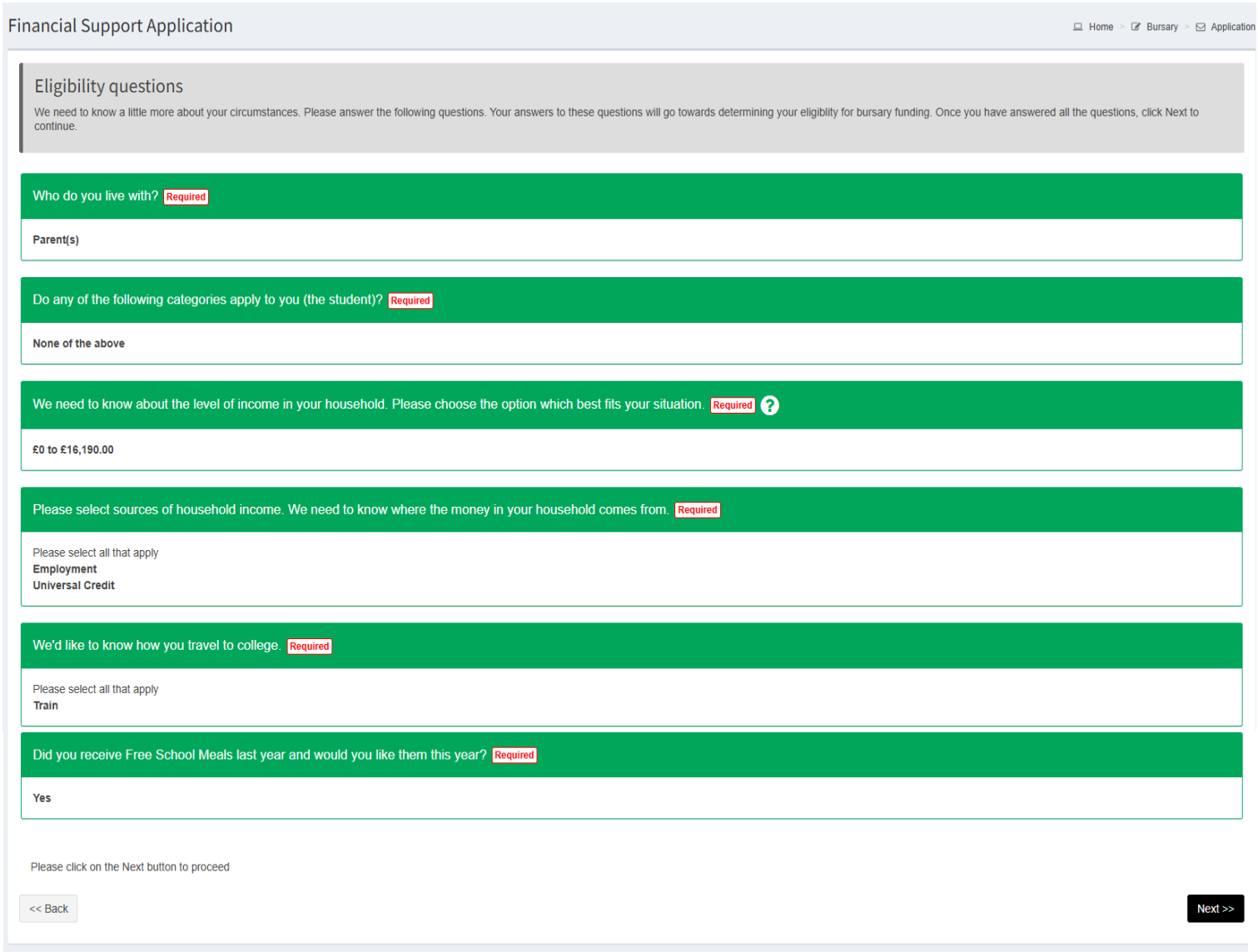
Welling

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 >>

Step 5 – Eligibility Questions

Now, you will be asked some questions about your personal circumstances. Please answer the questions accurately as they will determine your eligibility for bursary funding. Once you have answered all the questions, click Next.



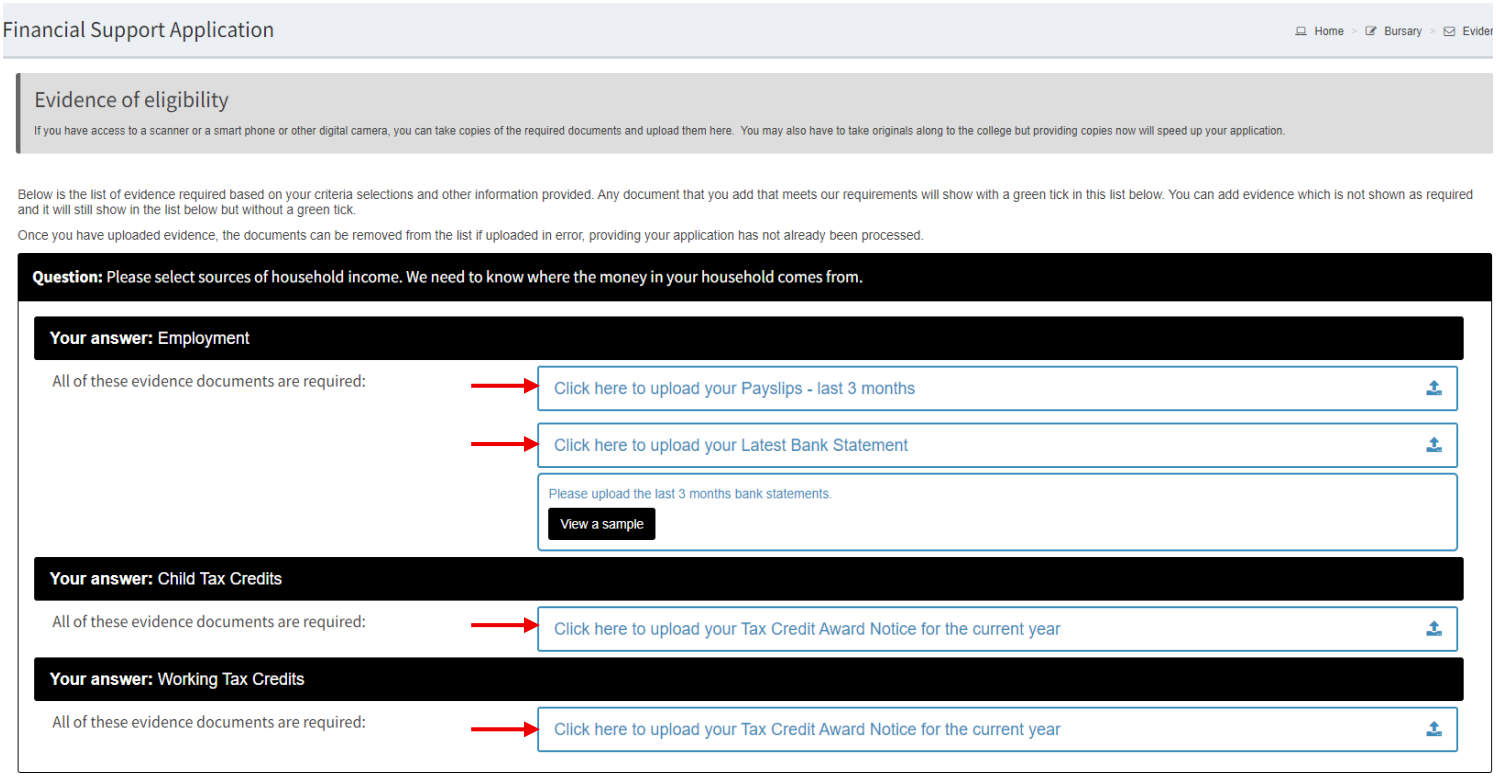
Step 6 – Evidence of Eligibility

You will now need to upload the relevant evidence to support your eligibility assessment. We will ask for the relevant pieces of evidence based on the information you have already provided us.

Use the 'Click here to upload' buttons (red arrows below) to upload your evidence. It can be uploaded as photocopies, photos or screenshots.

⚠️ Please ensure that all pages of the document, including blank pages are provided and are readable. Failure to do so will result in your bursary application being delayed.

⚠️ All evidence must be uploaded. Please do not email your evidence as they will not be accepted. If you are having issues uploading your evidence, please visit the Bursary Team for support.

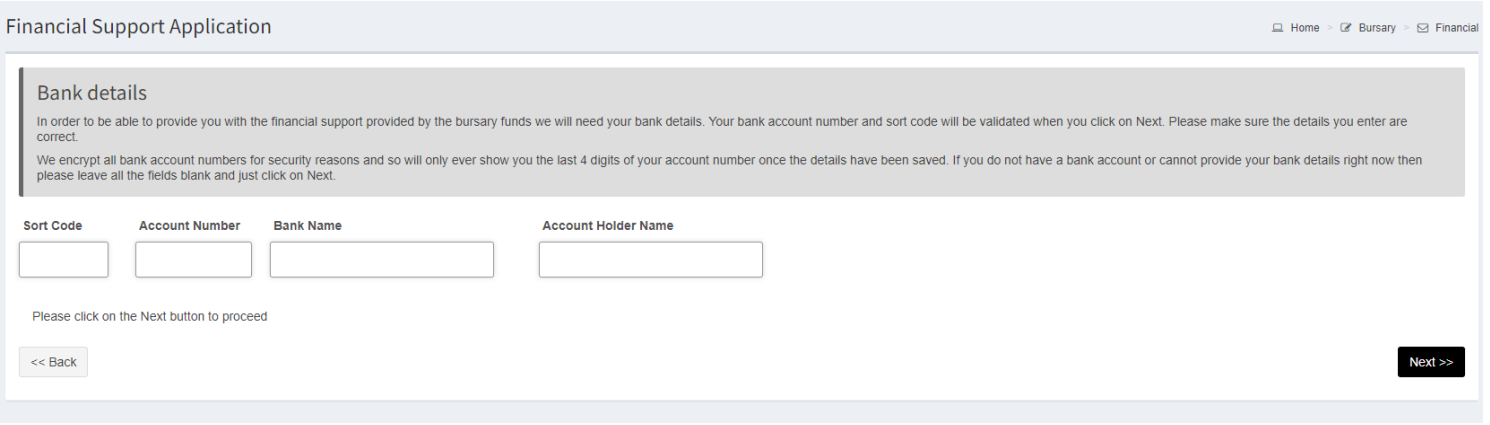


🗑️ If you would like to delete an upload, please press the bin button on the right of the upload button.

Once you have uploaded all documents, click 'Next'.

Step 7 – Bank Details

Please provide the bank details of the account you want the bursary payments to be made into. If you were a student last year, your bank details should automatically appear, but if you want the payments to go into a different account now, please re-enter the new account details



NOTE: if you want to change your bank details in the future, please fill out a change of bank details form, which you can get from reception

Step 8 – Summary Page

Please read through the summary of your application. Ensure that the information is correct.

Then, read the Declaration and Terms of Support, and if you agree, tick the box to confirm “I agree to the declaration” and sign your name.

You will then need to click submit application.

⚠️ Please make sure you click on the submit button, otherwise your application will not be sent.

Stanmore College

Financial Support Application

Home > Bursary > Summary

Application Summary

Thank you. Your application has been recorded. Please now present your document originals to the college so that your application can be finalised

Personal Details

Student Number	C
Date of Birth	1
Name	D
Address	2
	L
Town	
Postcode	S

Courses

Course	Starts	Status
INDUCTION - NCFE Sport L3 Y2 WELL	02/09/2024	Completed
ENRICHMENT- Sport L3 Y2- WEL	16/09/2024	Continuing
NCFE Extd Dipl in Sport & Physical Activity 180 L3 (WEL)	09/09/2024	Completed
TUTORIAL - Sport L3 Y2- WEL	13/09/2024	Continuing

Eligibility questions

Who do you live with?

Parent(s)

Do any of the following categories apply to you (the student)?

None of the above

We need to know about the level of income in your household. Please choose the option which best fits your situation.

£0 to £16,190.00

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

Please select all that apply
Employment
Universal Credit

We'd like to know how you travel to college.

Please select all that apply
Train

Did you receive Free School Meals last year and would you like them this year?

Yes

Bank details

Sort Code:	0
Account Number:	*
Bank Name:	S
Account holder name:	C

Declaration

Please sign to state that you have read and agreed to the following information.

Terms of support:

- Attendance will be monitored and must be at least 85% including English and maths (where applicable).
- All students must comply with the student code of conduct as shown in the student handbook.
- I confirm that the information provided in the application is accurate and I have enclosed the relevant evidence.

☑ I agree to the declaration as stated above

Signee Name/s

D

Declaration previously agreed on 05/11/2024 08:47:56

<< Back

Once you have submitted your application, press on the ‘click here to logout’ button so that it can be processed.

What Happens Next?

To check the status of your application, please check your college email and the Online Portal. We aim to process your application within 10 working days. If there’s anything missing from your application, we will email you asking you to provide it.

Once your application has been approved, an email will be sent to your college email. If you need further assistance, please speak to a member or staff at reception or email bursary@stanmore.ac.uk.