



# *A Guide to Applying for Student Learning Fund*



**PayMyStudent**  
Student Financial Support Simplified

## Welcome to the City College Plymouth Online Bursary Application Portal

Welcome to Online Bursary Applications system for 2024/25

*Please note this is not for Higher Education or Apprenticeship students.*

Step 1: You must register for a portal account with your College student number (This will be on your offer letter)

Step 2: Then activate your account, via the activation email which will be sent to your email address.

Step 3: Then log into your portal account, complete all questions, upload a photos of household income and submit your application

ESOL Learners: You can select your chosen language by navigating to the 'Select Language' button.





You can apply for a bursary, including free meals, childcare support, and travel support, through the College's student portal by visiting [www.cityplym.paymystudent.com/portal](http://www.cityplym.paymystudent.com/portal)



Need to apply for the  
**STUDENT  
LEARNING  
FUND?**

**SCAN  
HERE  
TO APPLY**



OR visit

[cityplym.paymystudent.com/portal](http://cityplym.paymystudent.com/portal)

For queries, please call **01752 305110**

YOUR ADULT **LEARNING DESTINATION OF CHOICE**



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WE ARE THE **LEARNING DESTINATION OF CHOICE**

# Registering and Logging In



New learners will need to register

Returning learners will need to sign in with the password they used in the previous year

**Register**

If you are enrolled at the College and have a student number, please use this form to register.

**Student Number:**  This is the number on your ID card

**Date of birth:**  Your date of birth eg: 06/02/2008

**Password:**  Please make up an 8 digit password and repeat it in the box below

**Confirm Password:**

**Login**

If you have already registered then please enter your student number, date of birth and your password.

**Student Number:**

**Date of birth:**

**Password:**  Once you have entered your student number and date of birth, please enter the password you set up last year. Then press log in

Forgotten your password?

Click here if forgotten password

# Activating Your New Account

If you have registered as a new learner you will be sent an activation email to your college and personal email address, when you press the register button as shown below:

Thank you for registering for online bursary applications.  
Please find attached your activation link to continue registering your application. Once you have clicked the link your account will be activated.  
Either click on the link below or copy and paste it into your browser.

Kind regards

Student Funding Team

City College Plymouth

Click the link in the email to activate your account. You can then proceed to log in.



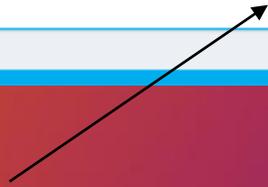
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## Welcome

Welcome to the student portal. To apply for your bursary application click on Bursary on the left and then Application to start the process or follow this link [click here](#)

[Click here to proceed with your application form](#)



Once logged in, please click here to proceed with your application.

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The next page will show your personal information and your course information. Please ensure your details are correct. Once checked, scroll down, select the campus you are studying at, and then press 'Next'.

### 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

<b>Student Number:</b>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/>
<b>Forename:</b>	<input type="text"/>
<b>Surname:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>Postcode:</b>	<input type="text"/>

### Courses

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

Course	Starts	Status
BTEC National Diploma in Art and Design Practice	16/09/2024	Y
Functional Skills in Mathematics Holding Code	16/09/2024	Y
Diploma in Filmmaking	07/11/2024	Y
Tutorial	09/09/2024	Y
Tutorial	26/09/2024	Y

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

City College Plymouth

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 >>

# Eligibility Questions



- Please answer the questions on this page by ticking the boxes which apply to you. *Please see examples to the right.*
- Please click the next button at the bottom of the page once you have completed the questions.

Next >>

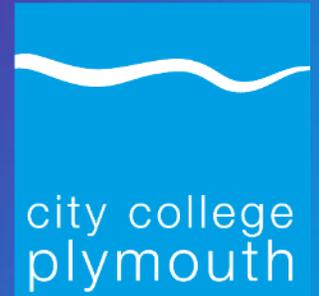
We need to know about the level of income in your household. Please choose the option which best fits your situation. **Required** ?

- £0 to £16,190
- £16,191 to £25,000
- £25,001 to £30,000
- £35,000 to £40,000
- £30,000 to £35,000
- Over £40,000

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

Please select all that apply

- Employment
- Self employed
- Universal Credit
- Employment and Support Allowance
- Jobseekers Allowance
- Child Tax Credits
- Working Tax Credits
- Income Support
- Income from pension
- Support under Part VI of the Immigration and Asylum Act 1999
- I am in care/care leaver and have no household income



# Uploading Evidence of Annual Household Income



You can upload evidence of your income using your phone by pressing the green buttons and uploading from your photos or files.



- When uploading evidence of Universal Credit, you will need to download your monthly statement as a PDF file.
- Please only upload a maximum of three PDF files (one for each month).



# Income Evidence Needed



Employed - last three months payslips

Universal Credit - last three months statements in PDF format

Self employed - P60, letter from accountant, or last three months universal credit statements

Child Tax Credits & Income Support or ESA - pages 1-4 of Benefit Award Letter

Pension - Pension Award Letter

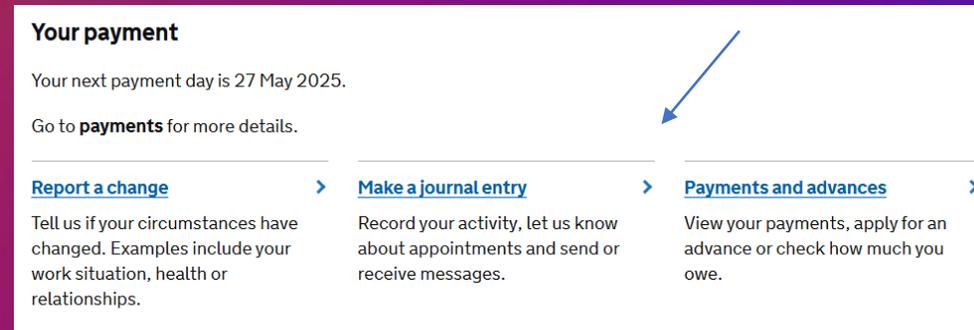
In Care/Care Leaver - Proof of Care Status Letter from social worker

HE Students - Maintenance Loan Award Letter

# Where to Find Your Universal Credit Statements

- When uploading evidence of Universal Credit, you will need to download your monthly statement as a PDF and save it to your device.
- Please only upload a maximum of three PDF files (one for each month).

Please log into your online Universal Credit Account and click on the following links:



**Your payment**

Your next payment day is 27 May 2025.

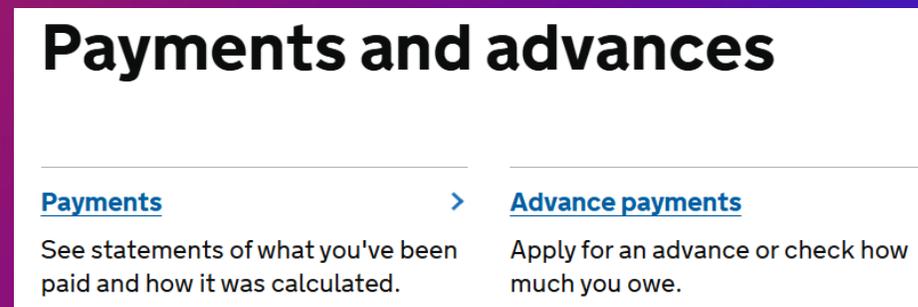
Go to **payments** for more details.

[Report a change](#) > [Make a journal entry](#) > [Payments and advances](#) >

Tell us if your circumstances have changed. Examples include your work situation, health or relationships.

Record your activity, let us know about appointments and send or receive messages.

View your payments, apply for an advance or check how much you owe.

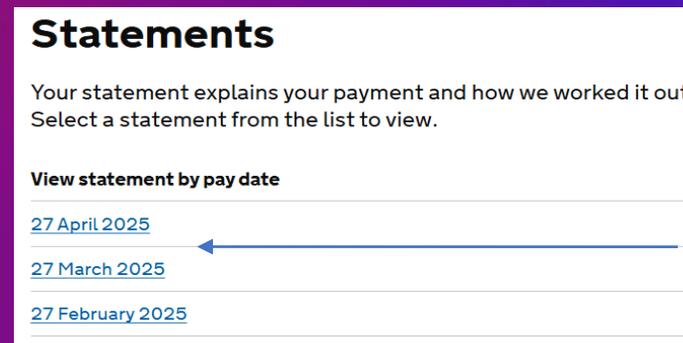


**Payments and advances**

[Payments](#) > [Advance payments](#) >

See statements of what you've been paid and how it was calculated.

Apply for an advance or check how much you owe.



**Statements**

Your statement explains your payment and how we worked it out. Select a statement from the list to view.

**View statement by pay date**

[27 April 2025](#) ←

[27 March 2025](#)

[27 February 2025](#)

Click on the dates to bring up your statements



# Adding Bank Details



Sort Code

Account Number

Bank Name

Account Holder Name

[Click here to make changes to your bank details](#)

Please click on the Next button to proceed

[<< Back](#)

You must input your bank account details, including your sort code, account number, and the account holder name. Once complete, please click 'Next'.

[Next >>](#)



# Declaration



Please check your information is correct on this page. Once complete, tick the declaration box, add your name and click 'Submit Application'.



**I confirm that all the information given by me in this form is true and correct. I understand that giving false information may result in legal action against me to recover monies paid and risk any continuing payments from this or any other application to the College.**

- I will inform you immediately if the details I have given on this form change.
- I agree to attend my classes and activities that form my study programme regularly. I understand that if my attendance is below 90% I may not receive funding support.
- If I wish to alter my course in any way, I will notify the Student Funding team.
- I understand that if I do not keep to my Learning Agreement or if I leave my course early I should notify the Student Funding team and that any payments made to which I am not entitled should be repaid.
- I agree to provide additional information, if requested, to substantiate my application and to satisfy the Discretionary Learner Support Group and College Governors that I am entitled to further instalments of any award allocated to me.
- The information on this form is required by City College Plymouth to assess your eligibility for financial support. By signing you give your consent to the use of this information by City College Plymouth and third parties, as listed below, that require it for the purpose of assessing and recording your application, confirming eligibility and detection/prevention of fraud.
- We may share your personal data, including special category data with numerous people, organisations or third parties, including:
  - funding and grant bodies such as the Education and Skills Funding Agency EFSA
  - local and other education authorities
  - student loan/finance companies
  - contracted transport operators such as Stagecoach South West and Plymouth Citybus
  - parents/guardians/carers.
  - For full details on how the College will collect and use your personal data please refer to the Privacy Notice which can be found on our website, [www.cityplym.ac.uk](http://www.cityplym.ac.uk).

**By consenting to the College processing my personal information I understand that the College will process my data in compliance with the Data Principles under the Data Protection Act 2018 and the General Data Protection Regulations 2018**

I have read and understood the terms and conditions.

I agree to the declaration as stated above and I am aware City College Plymouth may share my personal details with external parties.

Signee Name/s

Parent/Guardian Signature