

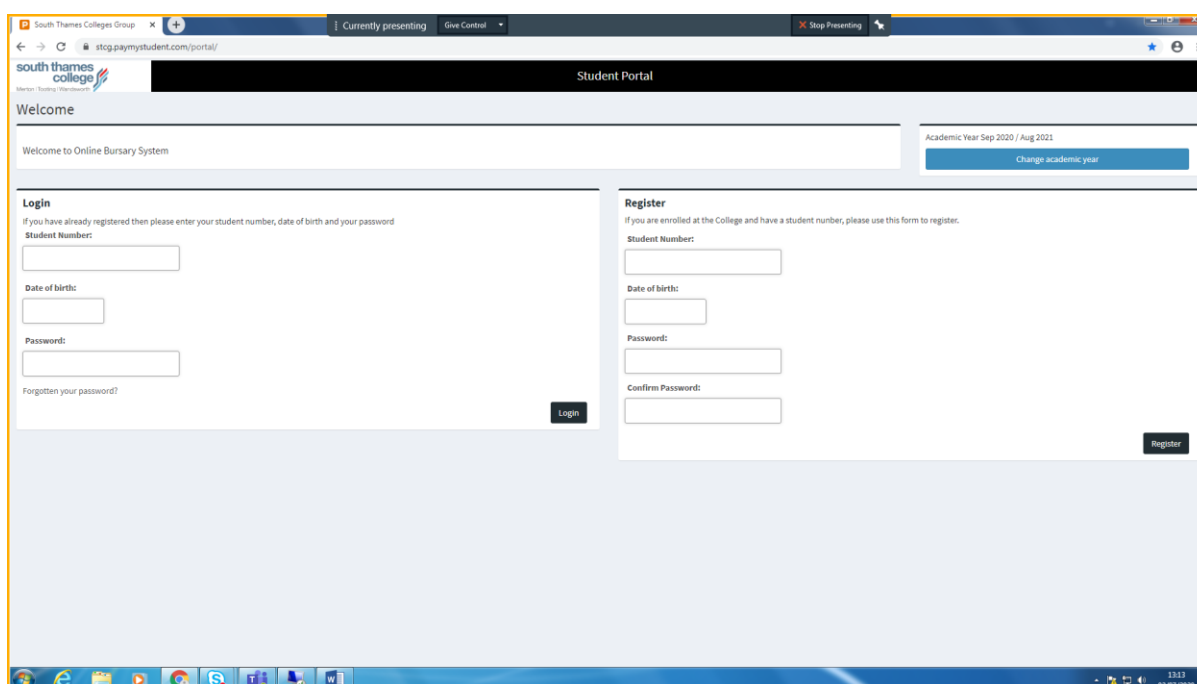
Student Guidance Notes to applying for the Bursary online

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 screenshot shows a web browser window displaying the 'Student Portal' for South Thames College Group. The page title is 'Student Portal' and the URL is 'stcg.paymystudent.com/portal/'. The page features a 'Welcome' message and a 'Welcome to Online Bursary System' section. On the right, it indicates the 'Academic Year Sep 2020 / Aug 2021' with a 'Change academic year' button. The main content area is divided into two sections: '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 taskbar at the bottom shows various application icons and the system clock displaying '13:13 02/07/2020'.

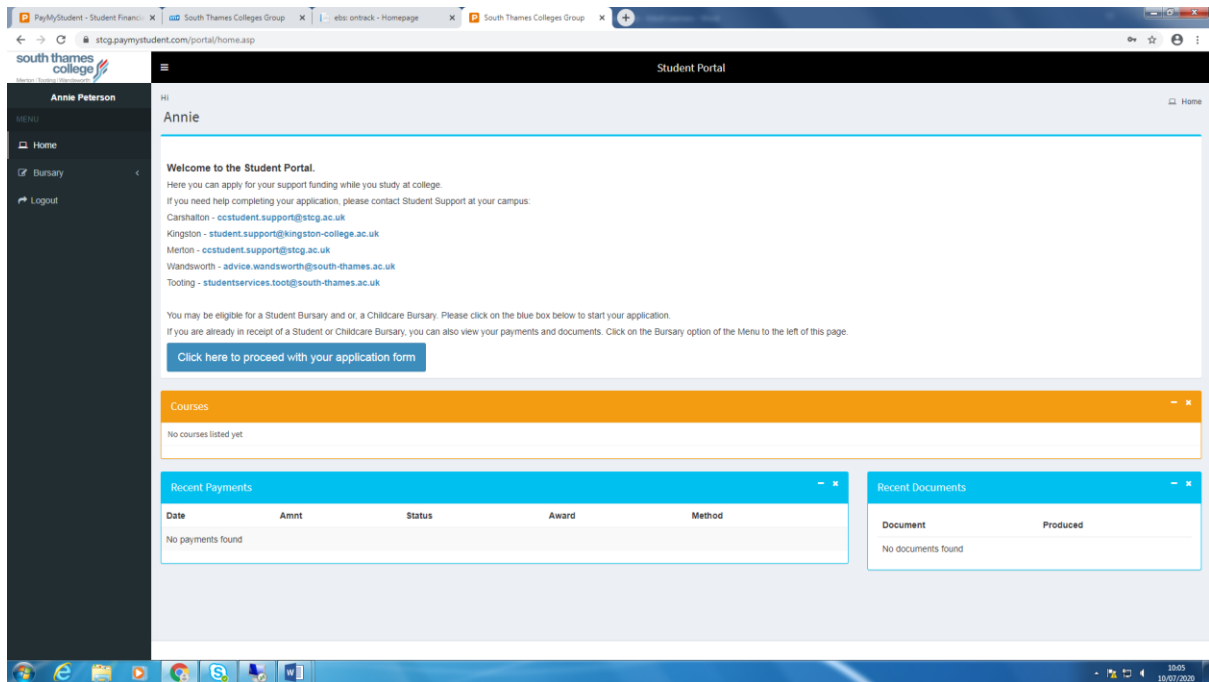
If you already have an online account, please log in using your Student ID, date of birth and password. If you have forgotten your password, please click on the 'Forgotten password' link, follow the instructions given and re-set.

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.

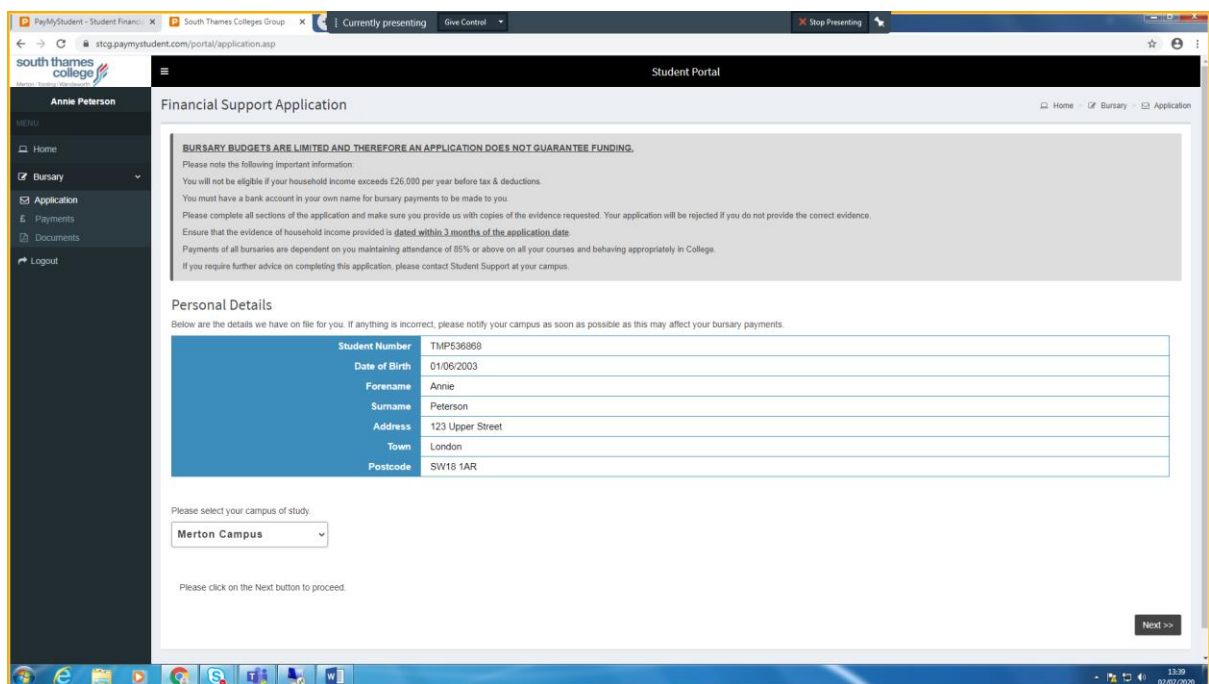
Once you have successfully logged in, you will be taken to the Welcome page.

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 help 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.

Financial Support Application

Only complete this section if you require Childcare Bursary while you study. Childcare Bursary is only available to Students aged 20 years or older.

If you are aged 20 or older on the first day of learning you may be eligible for help with childcare costs.
Childcare funding will only be available for children under 12 years of age.
We need to know firstly if you have any children. Telling us that you have children does not automatically make you eligible for support. There are further questions to answer which will confirm whether you are eligible for help with childcare costs.
If you do not require Childcare Bursary please ignore this section and just click on the Next button below.

If you have any children under 12 years of age, please provide the names of your dependents and their dates of birth.
You may add up to six children. Enter the details for each child one at a time.
Once you have entered the first and last names and date of birth, click on the Add Dependent button to add your child to the list.
You can also change the details of a saved dependent by clicking on the Edit button next to the dependents name and then clicking the Save Dependent button which will appear when you click the Edit button.
To remove a dependent from the list, click on Remove next to the dependents details.


Forename	Lastname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

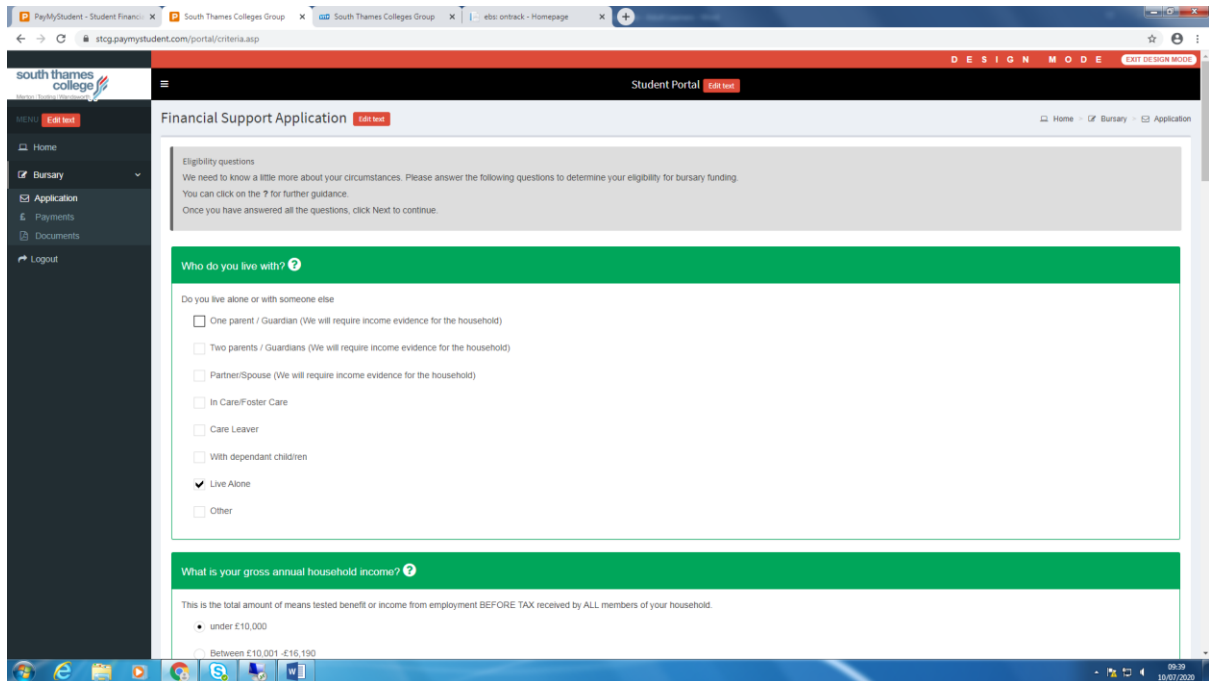
Add Dependent

Name	DoB
No dependent information stored yet	

Please click on the Next button to proceed whether you have entered any dependent's details or not.

<< Back 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 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.

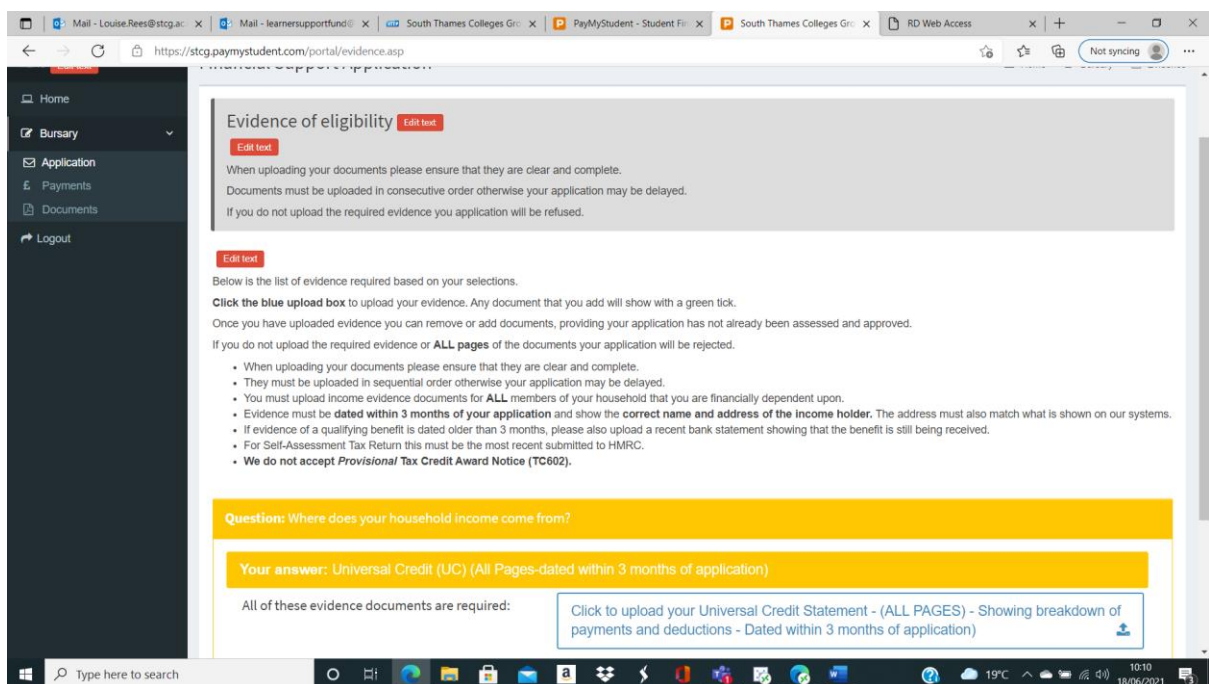
Some students that received childcare bursary in 2020/21 will already have received a Childcare Bursary Fees Form, Help with Childcare Costs leaflet and Provider Guidance Notes.

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 with the URL <https://stcg.paymystudent.com/portal/evidence.asp>. The page title is "Evidence of eligibility" and it includes an "Edit text" button. The main content area contains the following text:

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 based on your selections.

Click the blue upload box to upload your evidence. 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 assessed and approved. If you do not upload the required evidence or **ALL pages** of the documents your application will be rejected.

- When uploading your documents please ensure that they are clear and complete.
- They must be uploaded in sequential order otherwise your application may be delayed.
- 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 what is shown on our systems.
- If evidence of a qualifying benefit is dated older than 3 months, please also upload a recent bank statement showing that the benefit is still being received.
- For Self-Assessment Tax Return this must be the most recent submitted to HMRC.
- **We do not accept Provisional Tax Credit Award Notice (TC602).**

Question: Where does your household income come from?

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

All of these evidence documents are required:

[Click to upload your Universal Credit Statement - \(ALL PAGES\) - Showing breakdown of payments and deductions - Dated within 3 months of application](#)

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 'Financial Support Application' page on the South Thames College Student Portal. The page title is 'Financial Support Application' and the URL is 'https://stcg.paymystudent.com/portal/financial.asp'. The page is in 'DESIGN MODE' and has a 'Not syncing' notification. 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 four input fields: 'Sort Code', 'Account Number', 'Bank Name', and 'Account Holder Name'. At the bottom of the form area, there is a '<< Back' button and a 'Next >>' 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.aip. The page displays the following information:

- 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
- Declaration**
 - 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 of the form, there are two buttons: '<< Back' and 'Submit application'.

What happens now?

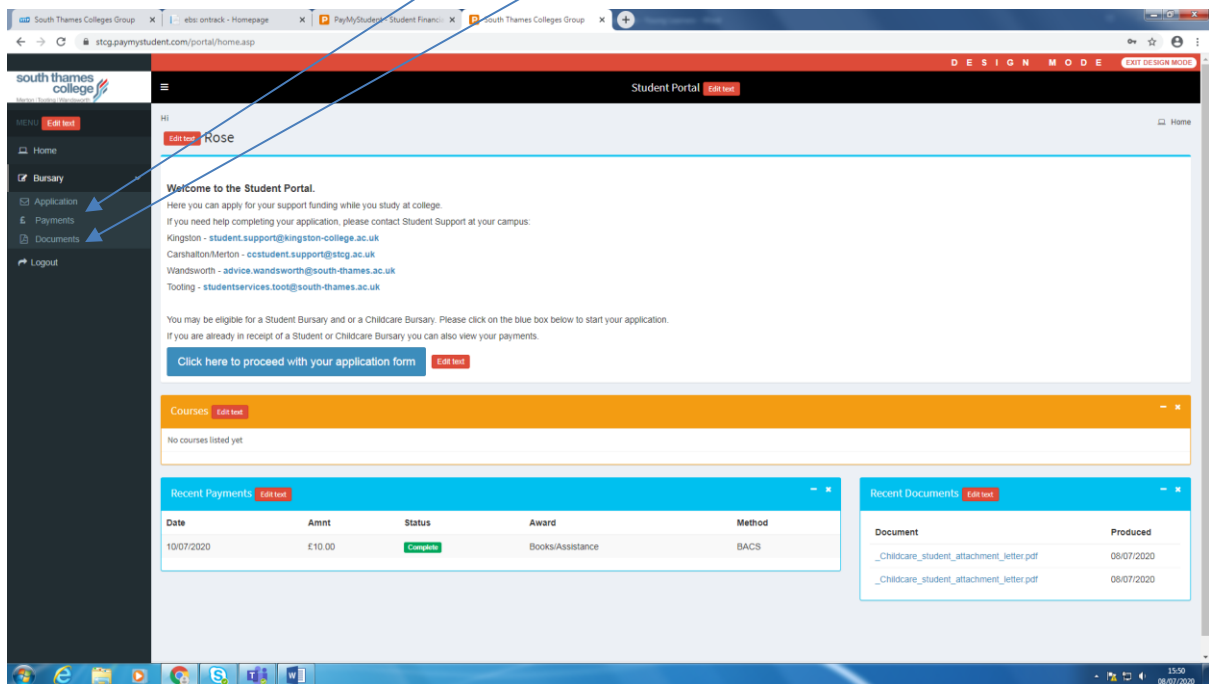
Your application will now go into a queue for the Student Payments Team to assess, in order of priority and application date.

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. The header includes the South Thames College logo and the text "Student Portal". A navigation menu on the left lists: Home, Bursary, Application, Payments, Documents, and Logout. The main content area features a "Welcome to the Student Portal" message with contact information for various campus locations. Below this is a blue button labeled "Click here to proceed with your application form".

There are two data tables visible:

- Courses:** A table with the text "No courses listed yet".
- Recent Payments:** A table with the following data:

Date	Amnt	Status	Award	Method
10/07/2020	£10.00	Complete	Books/Assistance	BACS
- Recent Documents:** A table with the following data:

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