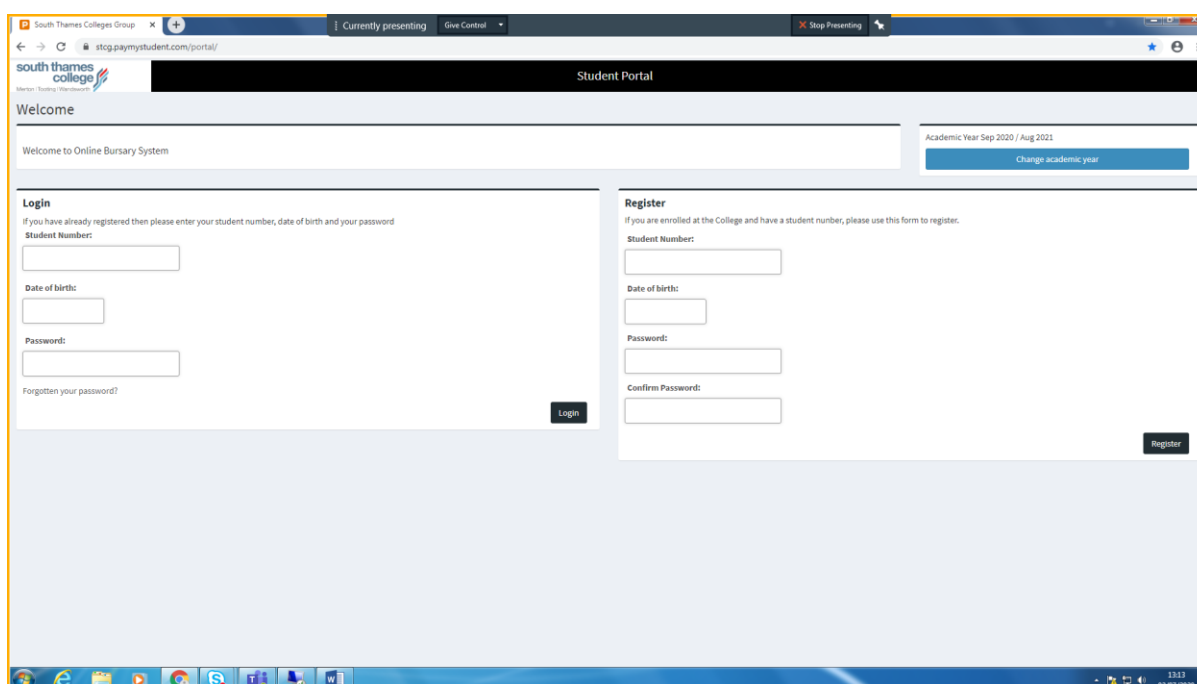# Student Guidance Notes to applying for the Bursary online

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

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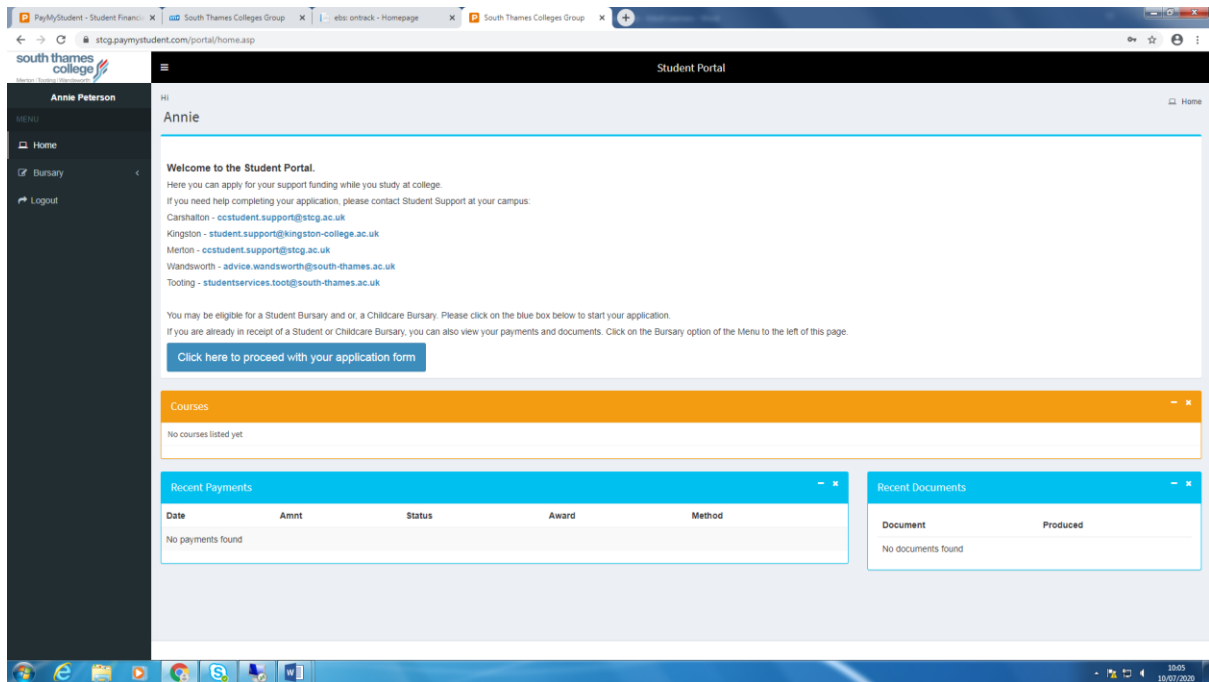
The following page will display your details held by the College. Please ensure these are correct and if necessary, contact the Student Support/Admissions at your Campus to amend before proceeding.

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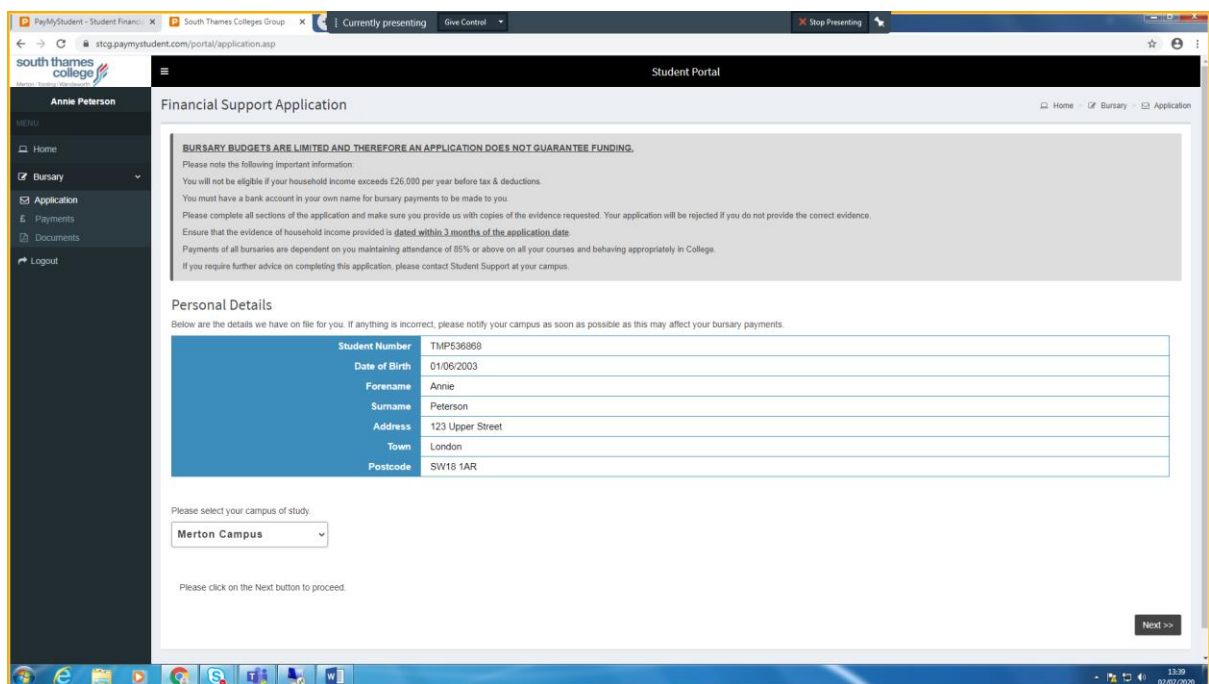
This page is to be completed if you are 20+ and would also like to apply for support with Childcare whilst you are studying at College.

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.

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.
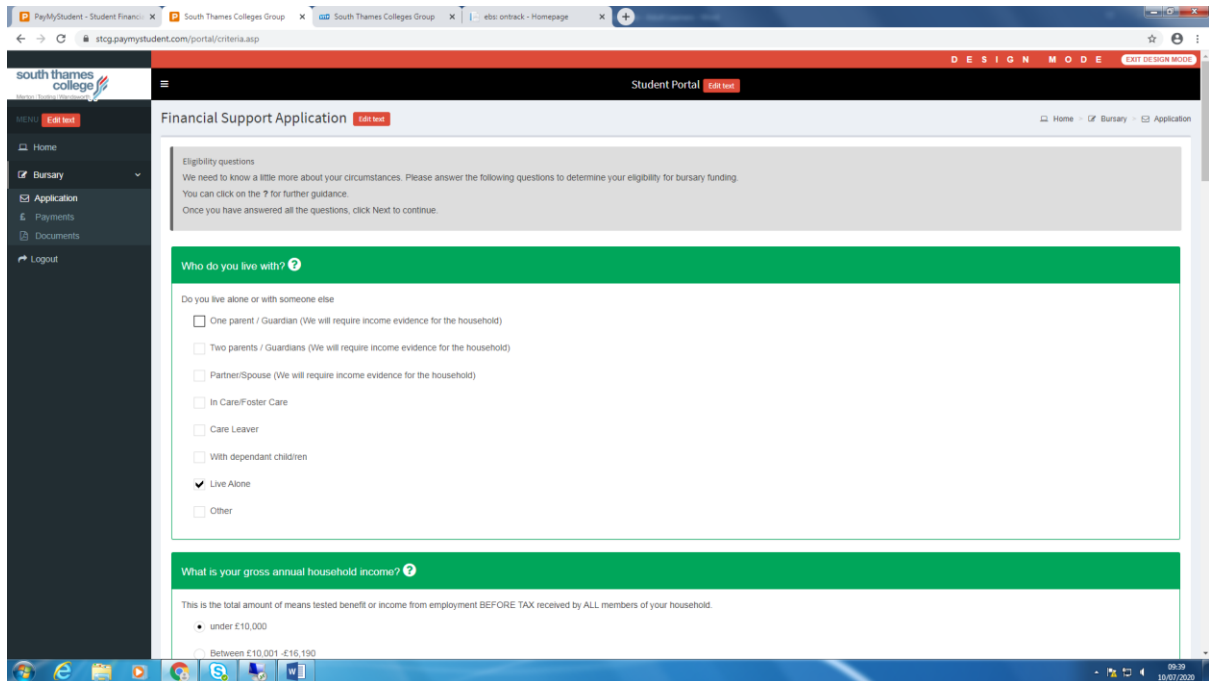
When you have answered all questions, please click Next.

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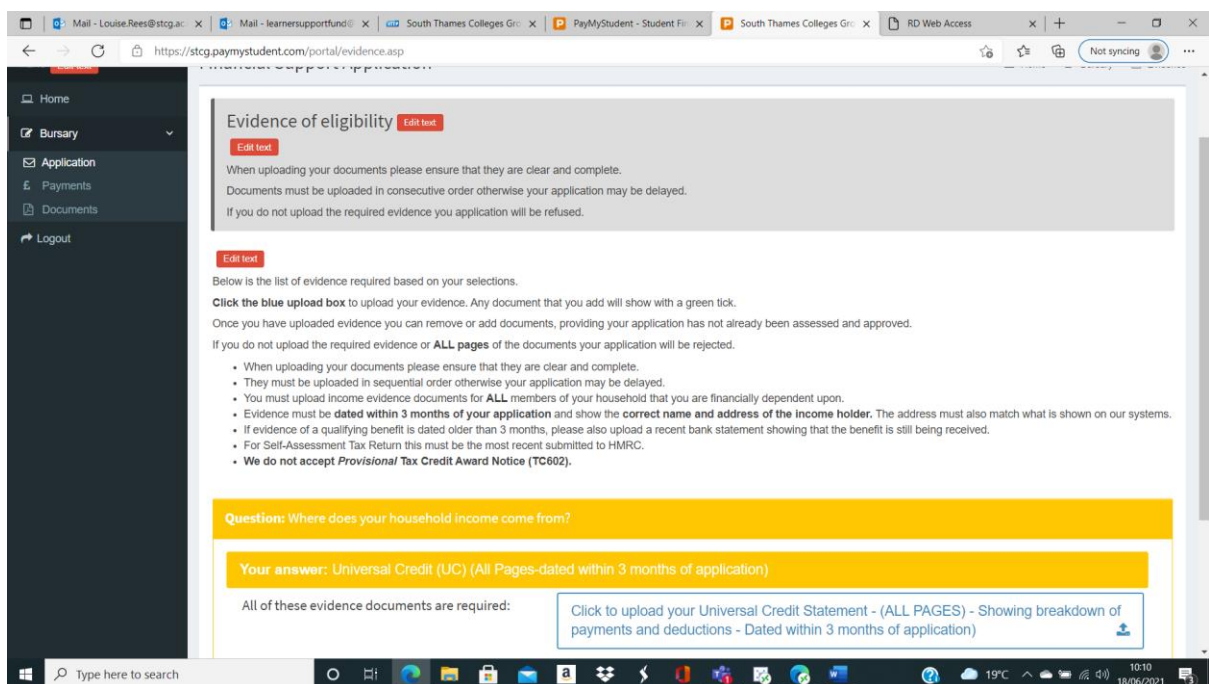
Some students that received childcare bursary in 2020/21 will already have received a Childcare Bursary Fees Form, Help with Childcare Costs leaflet and Provider Guidance Notes.

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 next page is the bank details screen, where you should <u>carefully</u> 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.

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.
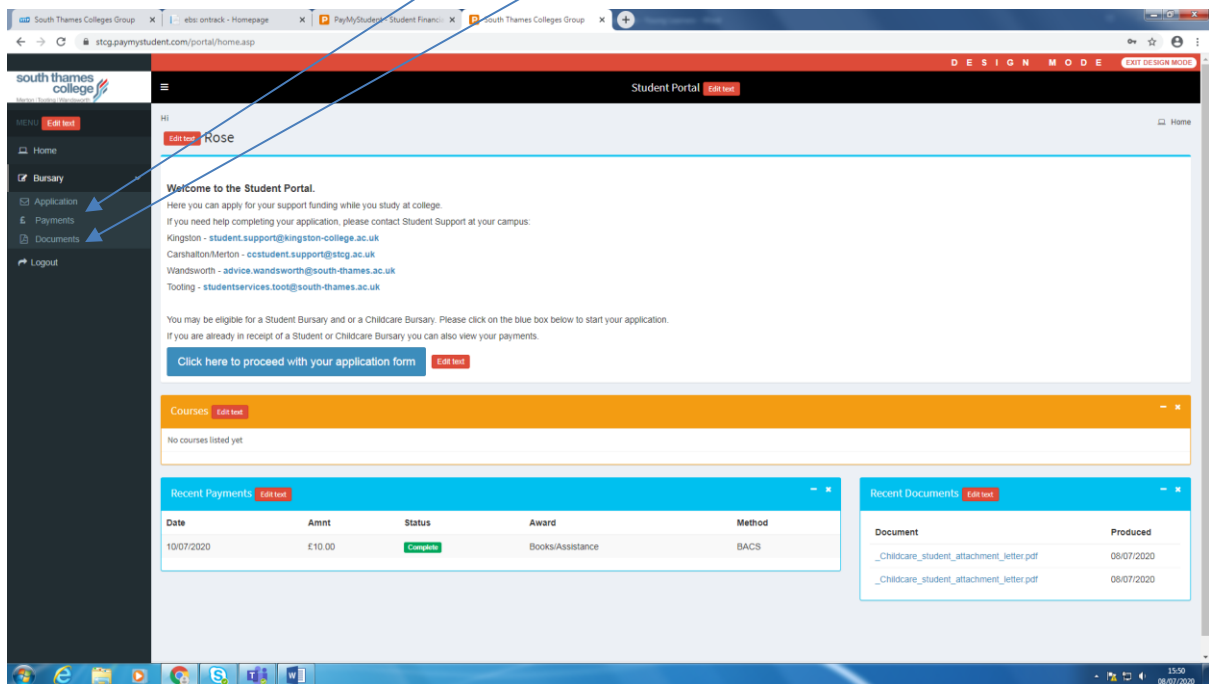
What happens now?

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.