

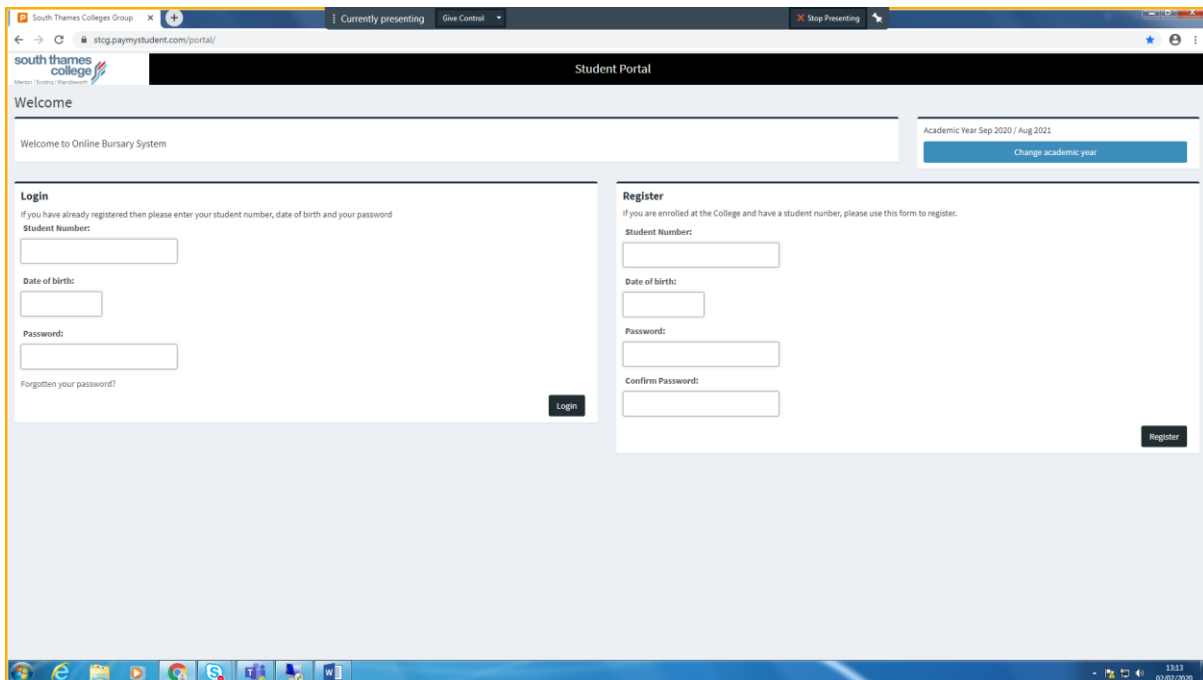
Student Guidance Notes to applying for the Bursary online

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 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'.

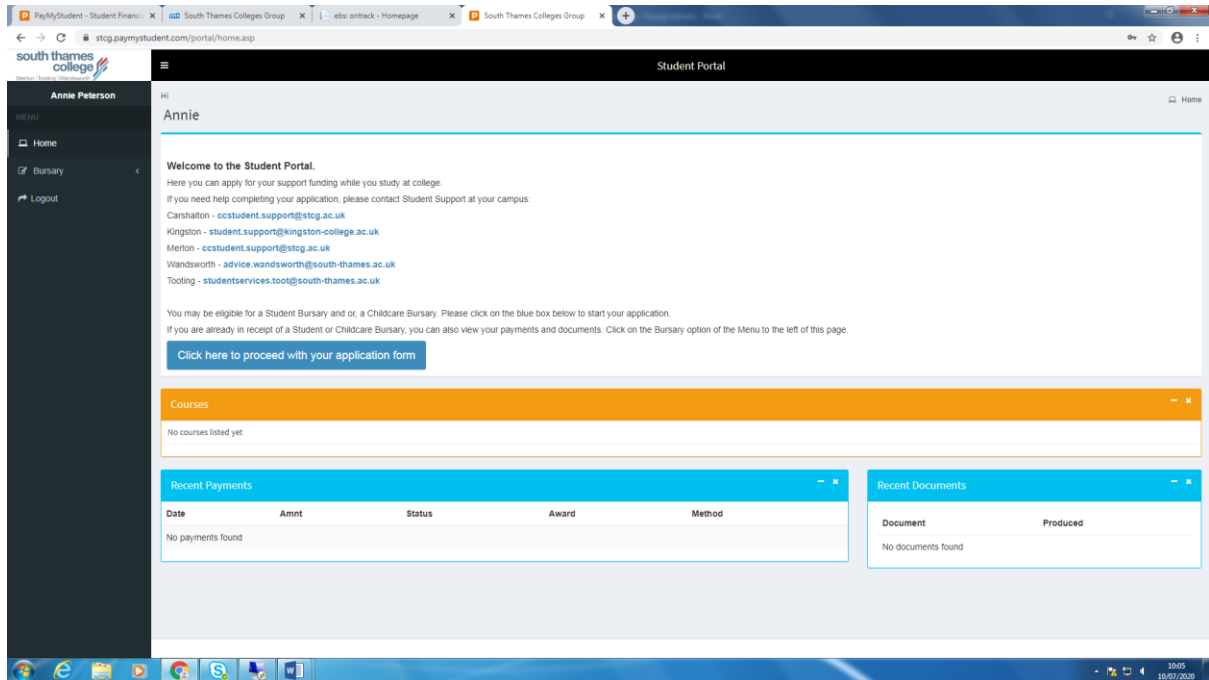
If you already have an online account, please log in using your Student ID, date of birth and password. If you have forgotten your password, please click on the 'Forgotten password' link and re-set.

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.

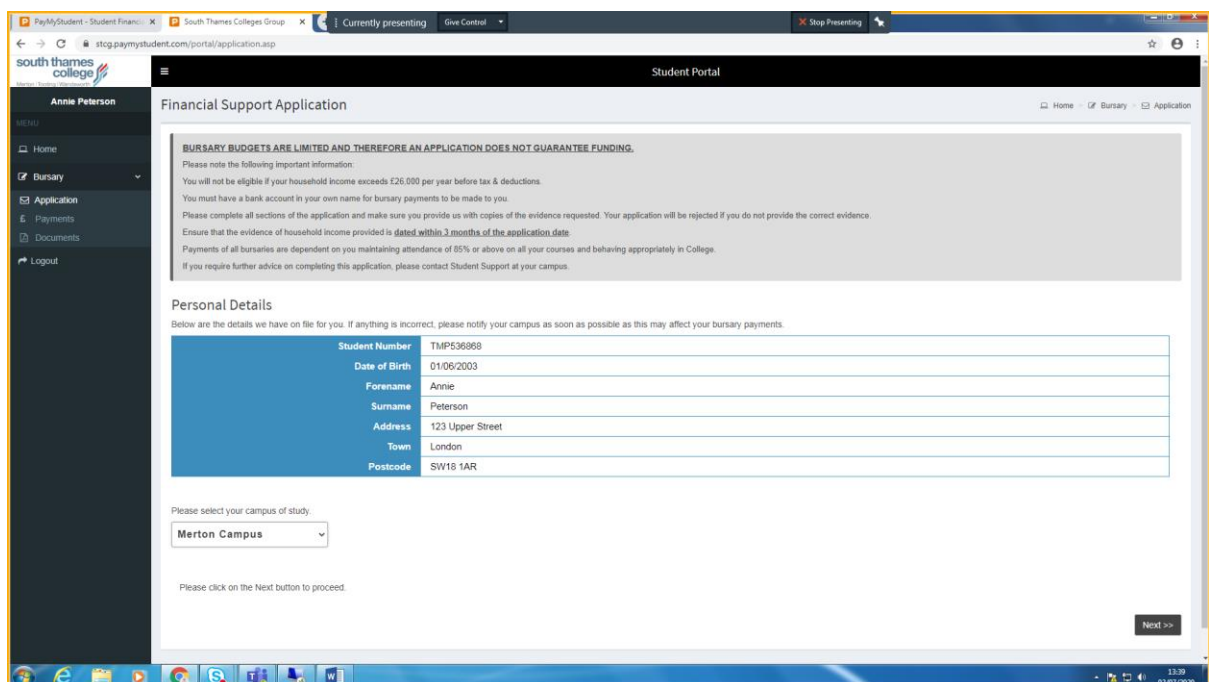
Once you have successfully logged in, you will be taken to the Welcome page.


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

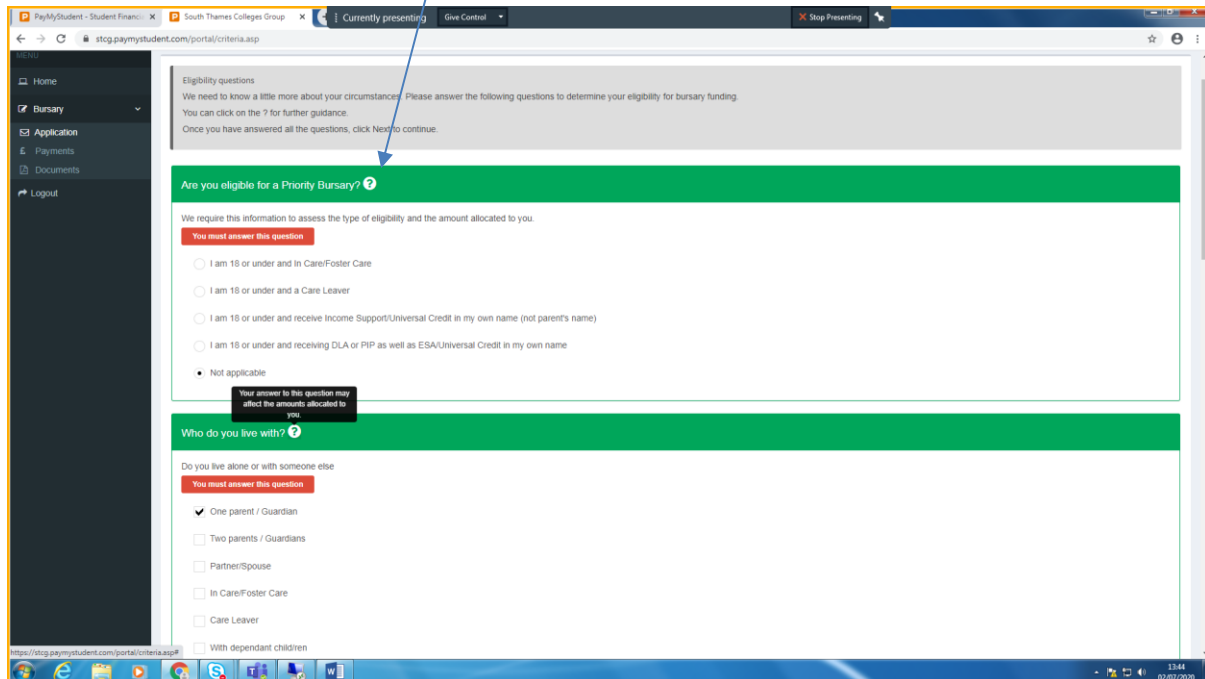


The following page will display your details held by the College. Please ensure these are correct and if necessary, contact the Student Support/Admissions at your Campus to amend before proceeding.

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.



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 screenshot shows a web browser window with the URL <https://stcg.paymystudent.com/portal/evidence.asp>. The page is titled "Evidence of eligibility" and contains the following content:

Evidence of eligibility [Edit text](#)

[Edit 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.

[Edit text](#)

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 features a dark sidebar menu with options like Home, Bursary, Application, Payments, Documents, and Logout. 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 labeled '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 browser's taskbar at the bottom shows the date and time as 10:11 on 18/06/2021.

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.aip`. The page contains several sections:

- Income:** A text box containing "Between £16,191 - £26,000".
- Household Income Source:** A blue header "What is the source of your household income?" followed by a text box containing "Universal Credit (UC) (All Pages-dated within 3 months of application)".
- Residency Status:** A blue header "What is your residency status?" followed by a text box containing "UK passport".
- Boroughs:** A blue header "Do you live in one of these Boroughs?" followed by a text box containing "Neither".
- Declaration:** A section with a "Privacy Statement" link. Below it, there is a checkbox for "I agree to the declaration as stated above." and a warning: "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:** A text box with the label "Signee Name/s" and a red asterisk.
- Navigation:** At the bottom, there are two buttons: "<< Back" and "Submit application".

The Windows taskbar at the bottom shows the time as 15:44 on 02/07/2020.

What happens now?

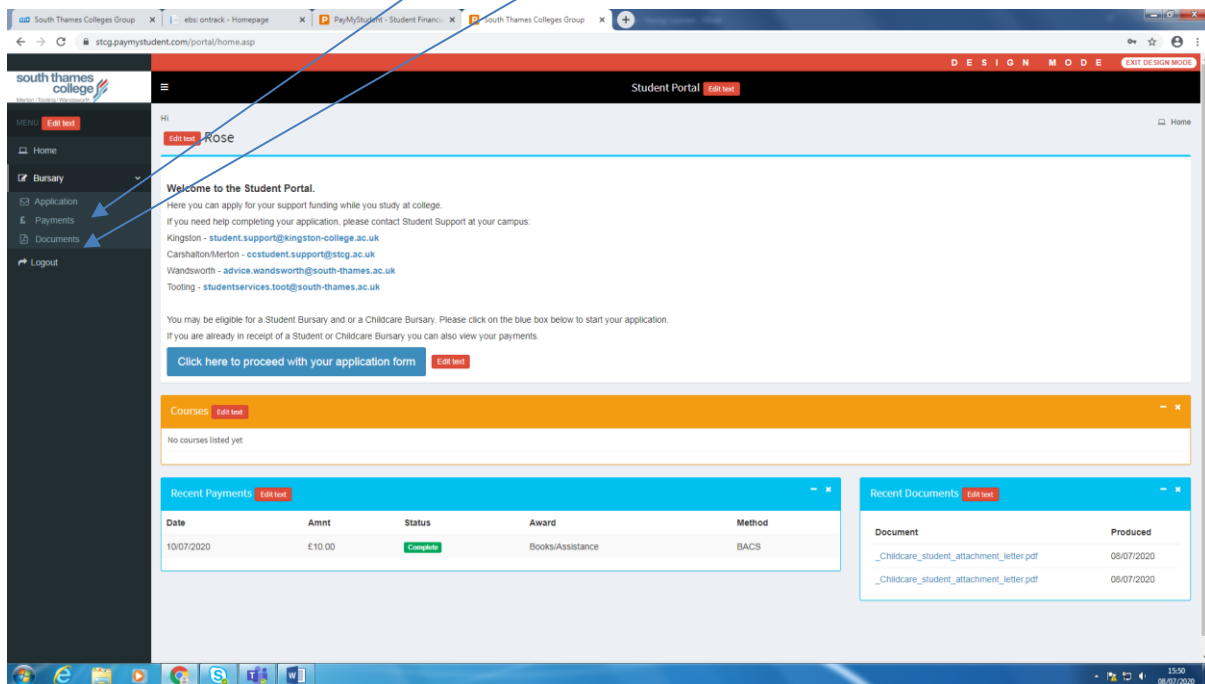
Your application will now go into a queue for the Student Payments Team to assess, in order of priority and application date.

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 for a user named ROSE. Below the message is a blue button labeled 'Click here to proceed with your application form'. There are three data tables:

- Courses:** A table with one row containing 'No courses listed yet'.
- Recent Payments:** A table with columns: Date, Amnt, Status, Award, Method. It contains one row: 10/07/2020, £10.00, Complete, Books/Assistance, BACS.
- Recent Documents:** A table with columns: Document, Produced. It contains two rows: _Childcare_student_attachment_letter.pdf, 08/07/2020.