

Student Guidance Notes to applying for the Bursary online

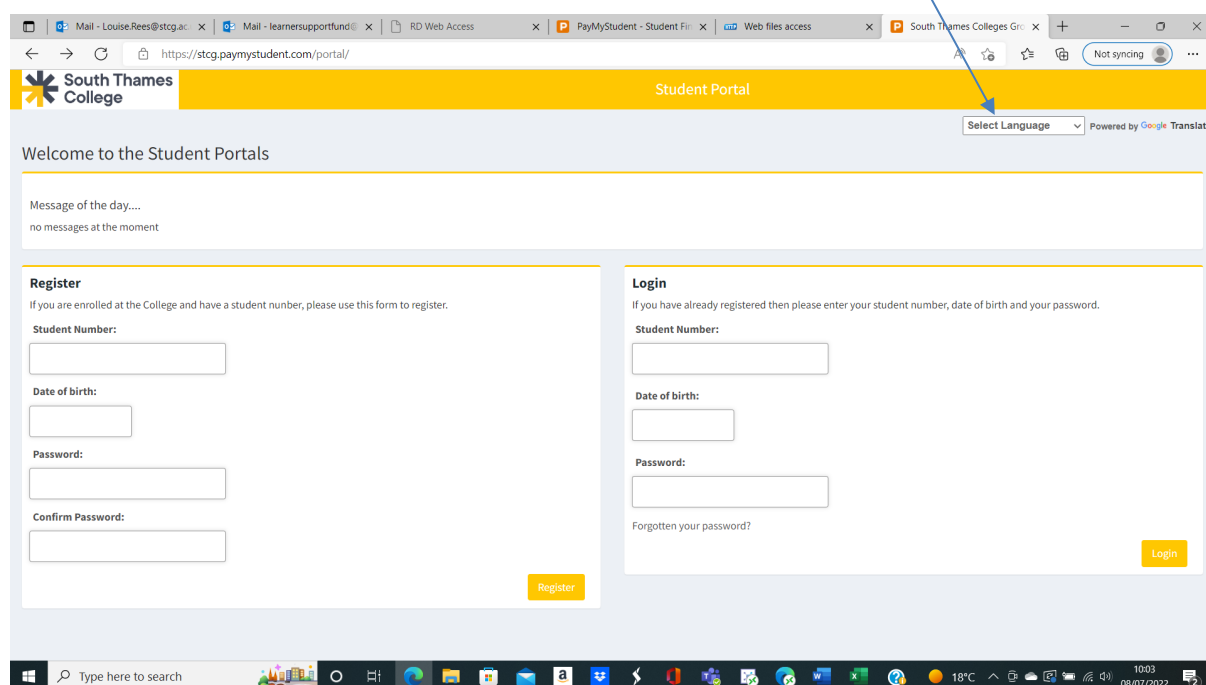
Young Learners - Aged 16 or over, but under 19 on 31 August.

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.

Note you can use Google Translate to select your preferred language.



The screenshot shows a web browser window displaying the South Thames College Student Portal. The page has a yellow header with the college logo and the text 'Student Portal'. Below the header, there is a 'Select Language' dropdown menu and a 'Powered by Google Translate' link. The main content area is divided into two columns: 'Register' and 'Login'. The 'Register' column contains a form with fields for 'Student Number', 'Date of birth', 'Password', and 'Confirm Password', and a 'Register' button. The 'Login' column contains a form with fields for 'Student Number', 'Date of birth', and 'Password', a 'Login' button, and a 'Forgotten your password?' link. The browser's address bar shows the URL 'https://stcg.paymystudent.com/portal/'.

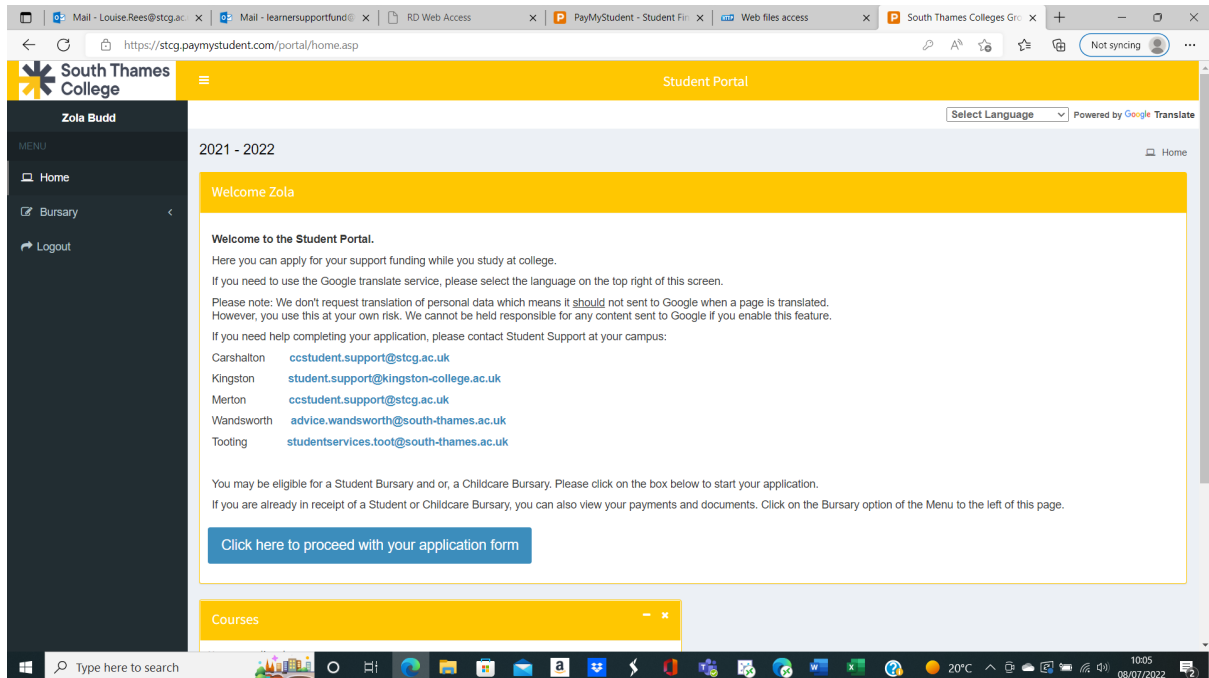
If you already have an online account, please log in using your Student ID, date of birth and password. If you have forgotten your password, please click on the 'Forgotten password' link and re-set.

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.

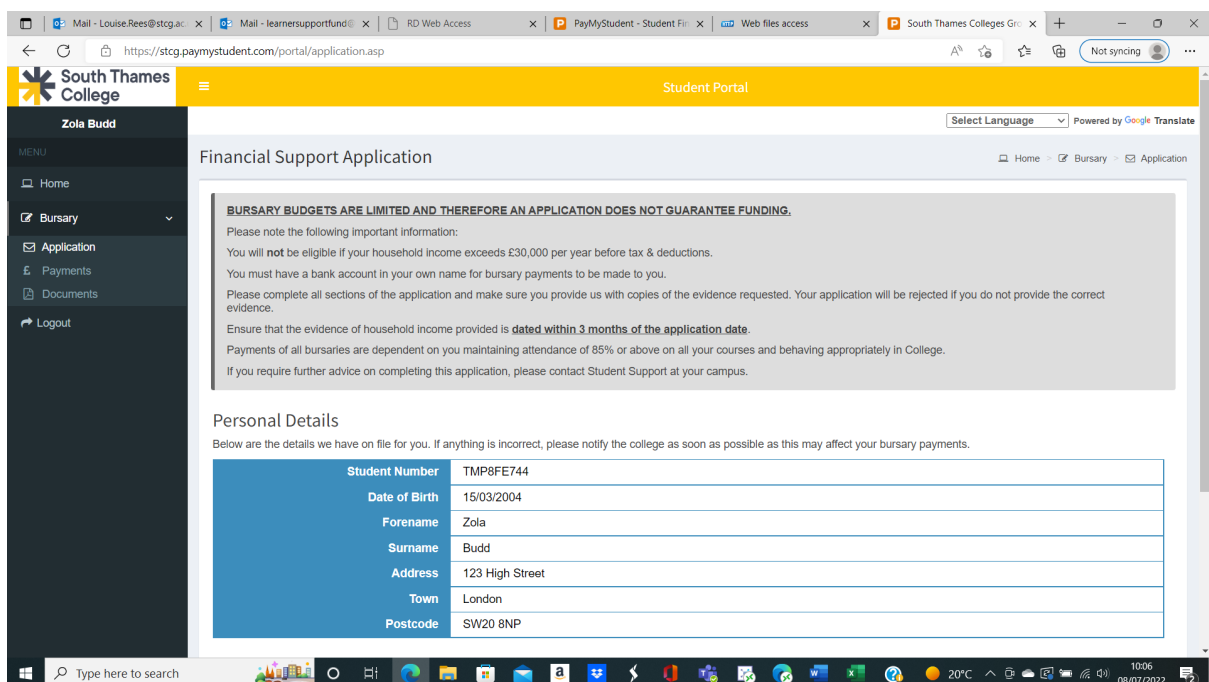
Once you have successfully logged in, you will be taken to the Welcome page.


If you need any help with completing your application, you will find the contact details of Student Support at your Campus. If not, click the blue box to proceed

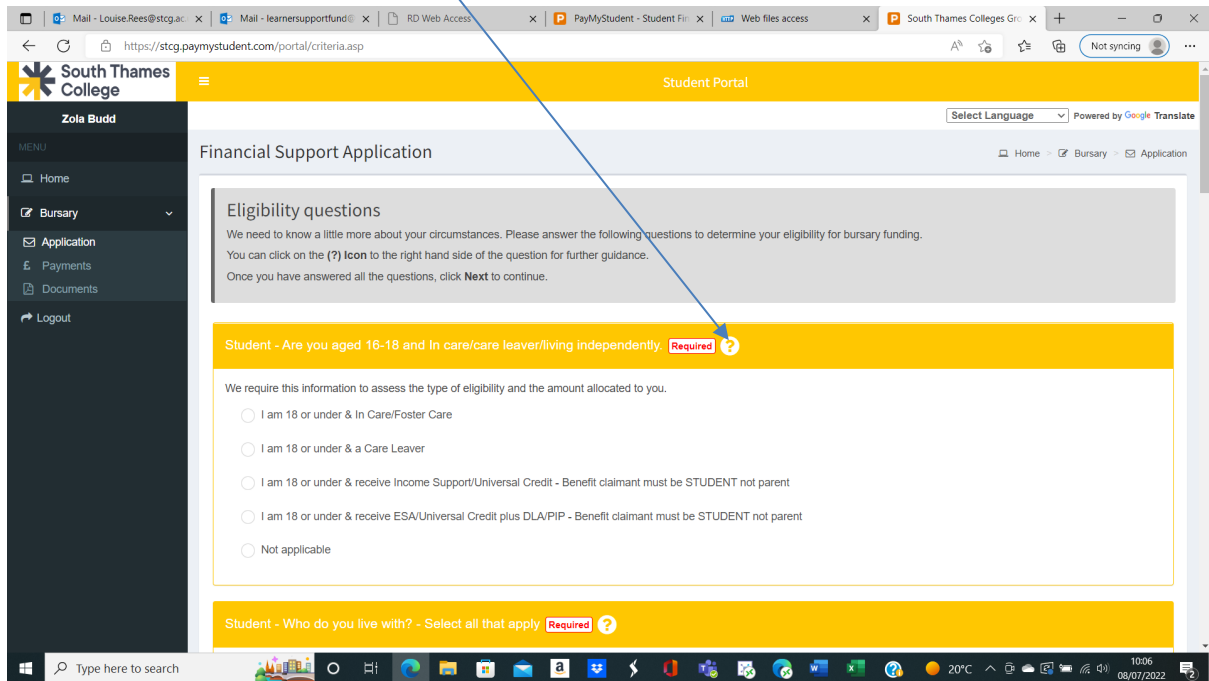


The following page will display your details held by the College. Please ensure these are correct and if necessary, contact the Student Support/Admissions at your Campus to amend before proceeding.

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.

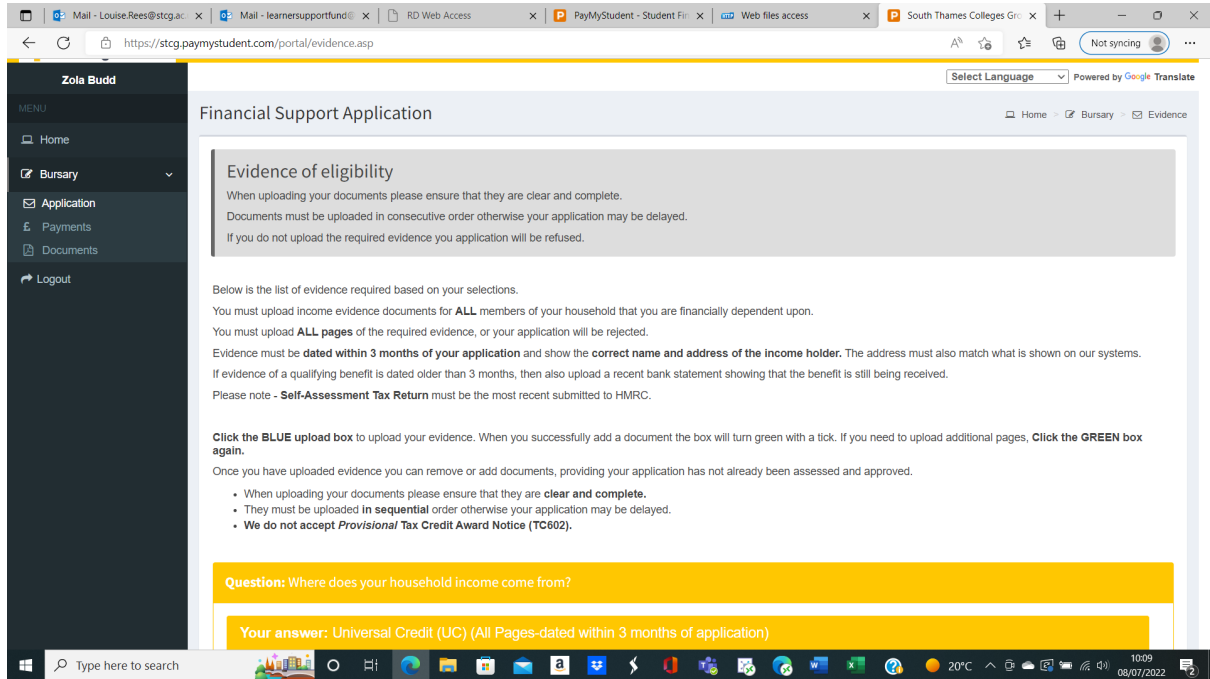


The screenshot shows a web browser window displaying the South Thames College Student Portal. The page title is "Financial Support Application". The user is logged in as "Zola Budd". The page contains a section titled "Eligibility questions" with instructions: "We need to know a little more about your circumstances. Please answer the following questions to determine your eligibility for bursary funding. You can click on the (?) Icon to the right hand side of the question for further guidance. Once you have answered all the questions, click Next to continue." Below this, there are two questions, each with a "Required" label and a question mark icon. The first question is "Student - Are you aged 16-18 and In care/care leaver/living independently." and the second is "Student - Who do you live with? - Select all that apply". The first question has five radio button options: "I am 18 or under & In Care/Foster Care", "I am 18 or under & a Care Leaver", "I am 18 or under & receive Income Support/Universal Credit - Benefit claimant must be STUDENT not parent", "I am 18 or under & receive ESA/Universal Credit plus DLA/PIP - Benefit claimant must be STUDENT not parent", and "Not applicable".

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.

Upload evidence of total household income. **Please note:** Follow the instructions carefully on how to upload your documents, making sure they are clear and in consecutive order. Evidence will only be accepted when all requested pages have been submitted in the advised format. **Not doing so will delay in the processing of your application and a request for re-submission of evidence.**



Then click Next

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 South Thames College Student Portal. The page title is "Financial Support Application". The user is logged in as "Zola Budd". 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	Account Holder Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the input fields, it says "Please click on the Next button to proceed". At the bottom left of the form area is a "<< Back" button, and at the bottom right is a yellow "Next >>" button.

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.

5. I understand that the College is under a duty to protect the funds it administers and to this end may use the information provided in this application to prevent and detect fraud.

6. I give my consent for the information in this application being disclosed to Walter St John's Educational Charity or any other body providing the College with Learner Support funding.

7. The College reserves the right to reclaim any monies provided should I withdraw or be excluded, before completion of my course.

8. I understand that payments of awards may be withheld if my attendance at college is below the minimum requirement of 85% across each **half term** for Childcare Bursary, **weekly** for Learner Support Fund. That I will be responsible for any outstanding charges to my Childcare Provider.

9. For Childcare Bursary applications, I confirm that I am the legal parent/guardian of the child/ren and that I have read and agree to the 'Childcare Bursary Guidance Notes for Students 2021/22'

10. I understand that I must inform the College if I change my childcare arrangements and that if I fail to do so then I will be responsible for any notice fees or charges payable.

11. I understand that if I take my child/ren to the childcare provision before the bursary has been confirmed I may be liable for fees incurred.

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.
Tick the above 'I agree to the declaration' box', complete the 'Signee' section below with your full name then click 'Submit Application'.
If you do not click 'Submit Application' your application will not be processed.

Signee Name/s

<< Back 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 Completed Date. This is the date when you FULLY completed AND submitted your application.

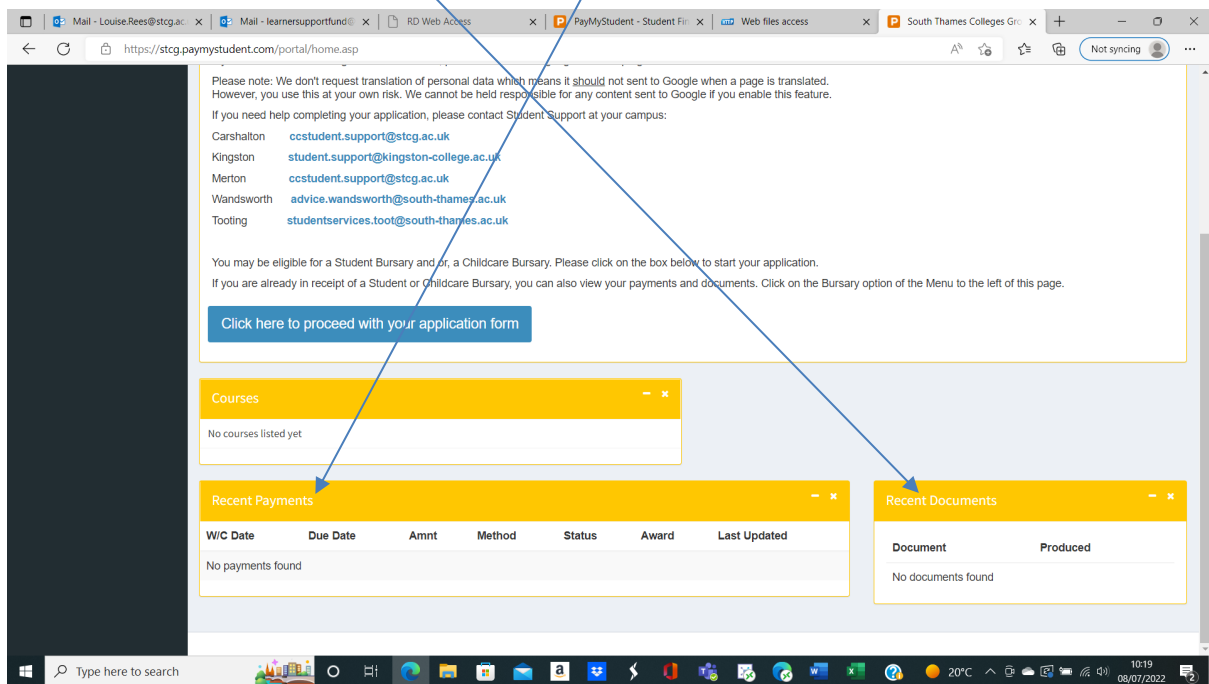
You will be notified of the outcome of your assessment which we aim to do within 5 working days, by email. If approved, your access to free meals will be flagged and available within 24 hours of receiving the letter.

A further assessment to calculate any funding will be done shortly afterwards and advised by email.

Other Information

You are also able to use this portal to view your payments, the Week Commencing date they are for, when 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 shows a web browser window with the URL <https://stcg.paymystudent.com/portal/home.asp>. The page content includes:

- A notice about Google Translate: "Please note: We don't request translation of personal data which means it should not sent to Google when a page is translated. However, you use this at your own risk. We cannot be held responsible for any content sent to Google if you enable this feature. If you need help completing your application, please contact Student Support at your campus:"
- Contact information for various campuses:
 - Carshalton: ccstudent.support@stcg.ac.uk
 - Kingston: student.support@kingston-college.ac.uk
 - Merton: ccstudent.support@stcg.ac.uk
 - Wandsworth: advice.wandsworth@south-thames.ac.uk
 - Tooting: studentservices.toot@south-thames.ac.uk
- A button: "Click here to proceed with your application form"
- A "Courses" section with the text "No courses listed yet".
- A "Recent Payments" table with columns: W/C Date, Due Date, Amnt, Method, Status, Award, Last Updated. The table is currently empty with the text "No payments found".
- A "Recent Documents" table with columns: Document, Produced. The table is currently empty with the text "No documents found".