

GUIDANCE ON APPLYING FOR THE BURSARY FUND ONLINE

Information and access to the bursary online application can be found on the Croydon College Website.

Log onto the online portal using the link: [Financial Support - Croydon College](#)

On the 16 – 19 and 19+ Bursary Fund you will see the eligibility criteria. Information on how bursary applications are assessed is detailed in ‘How will My Award Be Decided’



Croydon College prides itself on offering inclusive learning and recognises that some students need additional financial support to enable them succeed at college.

The following bursary schemes are available to students on FE programmes with a gross household income of less than £30,000 per year.

✓ [The 16 – 19 Discretionary Bursary Fund](#)

✓ [The 16 -19 Vulnerable Bursary Fund](#)

✓ [The 16-19 FE Free College Meals Scheme](#)

✓ [The 19+ Discretionary Bursary Fund](#)

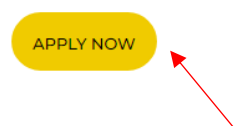
✓ [The Advanced Learner Loan Bursary Fund](#)

The information provided on your application will enable us to determine which fund you are eligible to receive support from, and the amount of support you are eligible for.

The funds are available to support with college costs only and based on individual circumstances. Funds are limited and each application is processed on a first come first served basis once a student's enrolment is confirmed.

Our Student Services team are responsible for the administration of the College's bursary funds for students and other government schemes.

How to apply



Near the bottom of the page is where you access the Croydon College bursary application portal.

On the top right-hand corner, you can select the language of your choice

To begin registration, input your student ID number and date of birth.
Enter a password. Confirm the password.
Click the Register button.

The screenshot shows the 'Student Bursary Portal' for Croydon College. At the top right, there is a 'Select Language' dropdown menu and a 'Powered by Google Translate' logo. The main heading is 'Croydon College bursary application portal' with a subtitle 'Welcome to Croydon College's Online Bursary Applications system' and 'Academic year 2021/22'. The page is divided into two sections: 'Register' and 'Login'. The 'Register' section includes fields for 'Student Number', 'Date of birth', 'Password', and 'Confirm Password', with a 'Register' button at the bottom. The 'Login' section includes fields for 'Student Number', 'Date of birth', and 'Password', with a 'Login' button at the bottom and a 'Forgotten your password?' link. Red arrows point from the text above to the language selector and the 'Register' button.

A notification (like the one below) will be sent to your email account.

Thank you.

Please now activate your account by clicking the following link

<https://croydon.paymystudent.com/portal/activate.asp?22be5aa0e032dfb0d3e82c4f5bf9d962>

You will now enter your student number, date of birth and password on the Login section of the page.

Press Login.

This screenshot is identical to the one above, showing the 'Student Bursary Portal' registration and login page. A red arrow points from the text 'Press Login.' to the 'Login' button in the bottom right corner of the 'Login' section.

A notification (like the one below) will be sent to your email account.

Dear Student,

You are now registered with the online applications system at the college.

Kind regards
Student Finance

Croydon College

You can now access the student bursary portal.

The screenshot shows the 'Student Bursary Portal' for user Peter Rice. The interface includes a dark sidebar with a menu containing 'Home', 'Bursary', and 'Logout'. The main content area is titled '2021 - 2022' and features a welcome message: 'Hi Peter', 'Welcome to the student bursary portal. To make a bursary application click on 'Bursary' on the left and then 'Application' to start the process or follow this link click here', and a blue button labeled 'Click here to proceed with your application form'. Below this are two widget sections: 'Recent Payments' and 'Recent Documents'. The 'Recent Payments' section contains a warning: 'Please be aware that payments may take up to 5 working days to reach your bank account from the due date' and a table with columns: 'W/C Date', 'Due Date', 'Amnt', 'Method', 'Status', 'Award', and 'Last Updated'. The table currently shows 'No payments found'. The 'Recent Documents' section has columns for 'Document' and 'Produced' and also shows 'No documents found'. The top right of the page includes a 'Select Language' dropdown and a 'Powered by iTranslate' logo.

Your personal details will be displayed. Please ensure these are correct and if necessary, contact Student Services to amend before proceeding.
Select the campus where you will be studying.

Student Bursary Portal

Financial Support Application

Please note the following important information. You should read the Bursary Fund Guidelines to make sure you are eligible to apply.
Please complete all sections of the form and make sure you provide us with copies of the evidence we need. Your application will not be assessed without the correct evidence.
The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.
Payments of all bursaries are dependent on you maintaining attendance of 85% or above on all your courses and behaving appropriately in College.

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

| | |
|----------------|-------------------|
| Student Number | TMP73ADAB |
| Date of Birth | 10/11/2004 |
| Forename | Peter |
| Surname | Rice |
| Address | 28 Canute Gardens |
| Town | London |
| Postcode | SE16 2PN |

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

Croydon

Please click on the Next button to proceed if the information above is correct. If there are discrepancies please contact the bursary team as soon as possible by email on:
Croydon Campus students: bursary@croydon.ac.uk
Coulsdon Campus students: bursary@coulsdon.ac.uk

Next >>

Students who are 16 – 19 will be asked to enter Parent/Guardian details.

Student Bursary Portal

Financial Support Application

Parent/Guardian Details
Please provide your parent or guardian's details below.

Due to your age, we need to collect your parent's details. Please fill in the form below.

Personal Details

Title * First Name * Last Name *

Address *

City/Town *

County

Post Code *

Country *
UNITED KINGDOM

Contact Details

Telephone Number

Email Address *

<< Back

Next >>

Students who are 16 – 19 will select from the following eligibility questions. Students will be assessed on the income of all adults in the household.

The screenshot shows the 'Financial Support Application' page on the 'Student Bursary Portal'. The user is identified as Peter Rice. The page contains several sections of eligibility questions, each with a 'Required' label. The questions are:

- Eligibility questions:** We need to know a little more about your circumstances. Please answer the following questions. Your answers to these questions will go towards determining your eligibility for bursary funding. Once you have answered all the questions, click Next to continue.
- Household Income:** Please select your household income level from the options below. Students will normally be assessed on the combined income of the adults living within the household. (Required)
 - Below £16,190
 - £16,191 - £19,891
 - £19,892 - £25,000
 - Over £25,000
- Income Sources:** To apply for a bursary, we need to know what your household income is made up. Students will normally be assessed on the combined income of the adults living within the household. (Required)

Please tick all of the following that are sources of income for your household.

 - Employment
 - Self Employment
 - Universal Credit
 - Income Support
 - Jobseekers Allowance
 - Employment and Support Allowance
 - Child Tax Credit
 - Working Tax Credit
 - Housing Benefit
 - Company or Private Pension
 - Pension Credit
 - Supported under Part VI of the Immigration and Asylum Act 1999
 - PIP/DLA
- Circumstances:** Please confirm which of the following circumstances apply to you (Required)
 - I am in Care
 - I am a Care Leaver
 - I receive Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in own name as well as Employment and Support Allowance (ESA) or Universal Credit in own name
 - I live independently and am in receipt of Income Support or Universal Credit in my own name
 - I live with my parents/guardian
- 16+ Zip Oyster card:** Do you have a 16+ Zip Oyster card? (Required)

Please note: If you are aged 16 or 17 and live in London, a 16+ Zip Oyster card gives you free travel on buses and trams. If you are aged 16 on 31st August and in full time education, you are also eligible for the 16+ Zip Oyster card for free travel on buses and trams.

 - Yes
 - No
- Additional travel costs:** Do you have additional travel costs that are not covered by your 16+ Zip Oyster card? (Required)

Please note: If you live over 2.5 miles from your campus of study, and have travel costs that are not covered by the 16+ Oyster Zip card, you may be eligible for support with additional travel costs.

 - No
 - Yes
- Free College Meals:** If eligible, would you like to receive Free College Meals? (Required)

If you are aged 16-18 (or aged 19-25 with an EHCP) as of 31st August, you may be eligible for Free College Meals. If awarded, an allowance of £3.50 per day will be loaded to your college ID card to spend in the College canteen.

 - No
 - Yes
- Bank Statement:** To complete your bursary application, we will need to see a copy of a statement for the bank account you want payments to be made to. (Required)

You will be asked to upload the bank statement on the next page.

 - I agree
- Laptop/Internet:** Do you have access to a laptop or device with internet access at home? (Required)
 - Yes
 - No

At the bottom of the form, there is a instruction: 'Please click on the Next button to proceed'. Navigation buttons include '<< Back' and 'Next >>'.

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.

Financial Support Application

Evidence of eligibility

If you have access to a scanner or a smart phone or other digital camera, you can take copies of the required documents and upload them here. You may also have to take originals along to Student Services, but providing copies now will speed up your application.

Below is the list of evidence required to support your application based on your previous answers. Once you have successfully uploaded a document, a green tick will be shown. You can add evidence which is not shown as required and it will still show in the list below but without a green tick. Once you have uploaded evidence, if you need to remove a document to resubmit a different one you can do so, providing your application has not already been processed as in this case it will be locked.

Question: To apply for a bursary, we need to know what your household income is made up. Students will normally be assessed on the combined income of the adults living within the household.

Your answer: Universal Credit

All of these evidence documents are required: [Click here to upload your Full Universal Credit award statements \(last 3 months are required\)](#)

Your answer: Housing Benefit

All of these evidence documents are required: [Click here to upload your Housing Benefit award letter](#)

Question: To complete your bursary application, we will need to see a copy of a statement for the bank account you want payments to be made to.

Your answer: I agree

All of these evidence documents are required: [Click here to upload your Bank Statement for account bursary will be paid into](#)

Please click on the Next button to proceed

[Back](#) [Next](#)

Benefit Award letters including Universal Credit & Tax Credits will only be accepted when all pages of the award letter are submitted in a clear format.

GOV.UK Universal Credit

Home **To do list** Journal

Statement

Your payment this month is **£1,422**
This will be paid by Bp on 02 July 2017

How we calculate your payment

Your payment is based on what you've told us and covers the period between 26 and 25

It is important to tell Universal Credit immediately about any changes to your circumstances that could affect your Universal Credit payments.

Report a change in my circumstances

| | |
|---|------------------|
| Standard allowance You receive a standard Universal Credit allowance each month | £251.77 |
| Housing You said that your rent is £700.00 per month | £700.00 |
| Children You get support for 2 children | £508.75 |
| Total before adjustments | £1,460.52 |
| Debts and loan repayments | |
| Tax Credits recovery | £37.76 |
| Call 0345 850 0293 to find out more about your debt and loan repayments. | |
| The total we take off for debts and loan repayments is | £37.76 |
| Total payment for this month | £1,422.76 |

HM Revenue & Customs

Helpline 0345 300 3900
Textphone 0345 300 3909
For our opening hours go to www.gov.uk/contact-hmrc

Tax Credits award for 06/04/2019 to 05/04/2020

MRS [REDACTED] National Insurance number [REDACTED]

Summary

Tax credit for the period - see Part 2

| | |
|--------------------|----------|
| Working Tax Credit | £3974.76 |
| Child Tax Credit | £7233.34 |

Amounts still to be paid to you for the period shown above - see Part 3

| | |
|---------------------------|----------|
| Working Tax Credit to MRS | £2379.71 |
| Child Tax Credit to MRS | £5007.60 |

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/hmrc/your-charter

Why we are writing to you

Thank you for the information you gave us about your tax credits claim. This award notice gives details of your tax credits award for the period 06/04/2019 to 05/04/2020.

What to do now

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete. It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

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Carefully enter your bank details. **Please note:** bank details must be in your own name. Please contact Student Services if you consent to your NOK / Carer or guardian providing bank details on your behalf.

The screenshot shows the 'Financial Support Application' page on the 'Student Bursary Portal'. The user is logged in as Peter Rice. The page title is 'Bank details'. A grey box contains the following text: 'In order to be able to provide you with the financial support provided by the bursary funds we will 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. 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. If you do not have a bank account or cannot provide your bank details right now then please leave all the fields blank and just click on Next.' Below this text are four input fields: 'Sort Code', 'Account Number', 'Bank Name', and 'Account Holder Name'. Below the fields is the instruction 'Please click on the Next button to proceed' and two buttons: '<< Back' and 'Next >>'. The top right of the page includes a 'Select Language' dropdown and 'Powered by Google Translate'. The top left shows the user's name 'Peter Rice' and a navigation menu with options: Home, Bursary, Application, Payments, Documents, and Logout.

Student Bursary Portal

Select Language Powered by Google Translate

Financial Support Application Home Bursary Financial

Bank details

In order to be able to provide you with the financial support provided by the bursary funds we will 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. 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. If you do not have a bank account or cannot provide your bank details right now then please leave all the fields blank and just click on Next.

| Sort Code | Account Number | Bank Name | Account Holder Name |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please click on the Next button to proceed

<< Back Next >>

On the application Summary page, it details the information you have entered on your bursary application. Please check the details are correct. Go back and amend if needed.

Please read the Croydon College declaration at the top of the page.

If you agree that the information entered is correct and you agree to the Croydon College declaration, tick **'I agree to the declaration as stated above'**.

Sign your name

Your parent / guardian signs their name

Submit Application

The screenshot shows a web-based application form titled 'Personal Details'. The form is divided into several sections, each with a blue header bar. The sections include:

- Personal Details:** Fields for Name, Date of Birth, Gender, Nationality, and Address.
- Parental Details:** Fields for Parent/Guardian Name, Address, and Contact Information.
- Emergency Contact:** Fields for Name, Address, and Contact Information.
- Declaration:** A section with a large text area for a declaration and a checkbox for 'I agree to the declaration as stated above'.
- Signature:** Fields for the applicant's signature and the parent/guardian's signature.

The form is displayed on a desktop screen with a dark sidebar on the left and a top navigation bar.