

## **Quick Guide to Applying for Financial Support 2020-2021**

Financial support is available to help students who have difficulties meeting the costs associated with studying at college and they meet the criteria. Please read and understand the Bursary Fund Guidelines before making your application. Please see link to read to the Bursary Guidance.

In order to be assessed for financial support you must complete an online application. You only have to complete **one** application for any of the following:

- **The Young Person Bursary**
- **The Enhanced Bursary**
- **The Adult Discretionary Bursary (which includes Advance Learner Loan)  
Childcare funding for students aged 19+)**
- **Further Education Free Meals**

### **Conditions of Payment**

All payments are subject to excellent attendance, good behaviour and satisfactory progress. Payments may be stopped or adjusted if your attendance falls below 90% or you are absent for more than a week due to being suspended, going on holiday or long periods of illness.

Any Bursary funds spent on supporting a student may be repayable to the College if the student leaves or is withdrawn before the end of the course.

Once all Bursary funds have been allocated we may refuse further applications. If we receive more applications than we have funding for then payments may need to be reduced to ensure all students have access to financial support.

Please note that you will need to provide evidence as part of your application so that your eligibility can be assessed.

## **Steps to applying for financial support**

To make an application for financial support online, you will need access to the internet. You will require log in details which you activate from your College and your ID number

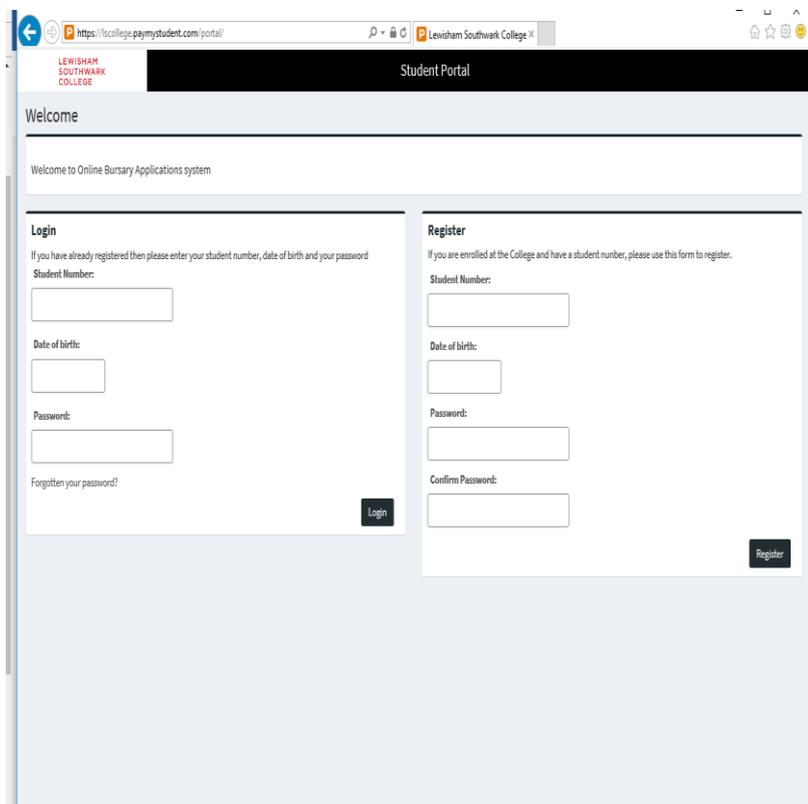
### **Step 1**

To make an application, you will need to access the following site on the internet:

<https://lscollge.ac.uk/bursary>

### **Step 2**

**Log in.** Using your student number (found on your college ID card) and use your College password



The screenshot shows a web browser window with the URL <https://lscollge.paymystudent.com/portal/>. The page title is "Student Portal" and the logo for "LEWISHAM SOUTHWARK COLLEGE" is visible. The main content area is titled "Welcome" and contains the text "Welcome to Online Bursary Applications system". Below this, there are two columns of forms: "Login" and "Register".

**Login**  
If you have already registered then please enter your student number, date of birth and your password  
Student Number:  
  
Date of birth:  
  
Password:  
  
Forgotten your password?

**Register**  
If you are enrolled at the College and have a student number, please use this form to register.  
Student Number:  
  
Date of birth:  
  
Password:  
  
Confirm Password:

Once registered, you will need to check your **COLLEGE** email for an activation link Please click submit.

**Activation**

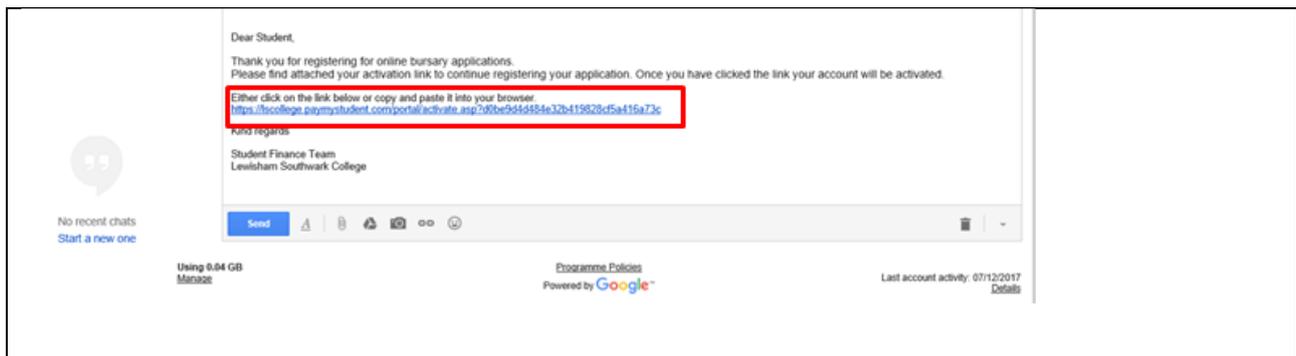
Please choose your preferred activation method. We will send an activation link to the corresponding email address or telephone number.

---

**Choose a method**

Email to 1234567\*\*\*\*\*ac.uk Submit

You will now be sent an email containing an activation link. The email has been sent to your college email address



Click the link in the email to activate your account and you will be able to complete your bursary application

## Guidance Notes for step 2

Your college email can be accessed via Gmail or the college EME.

**Email:** [studentnumber@student.lewisham.ac.uk](mailto:studentnumber@student.lewisham.ac.uk)

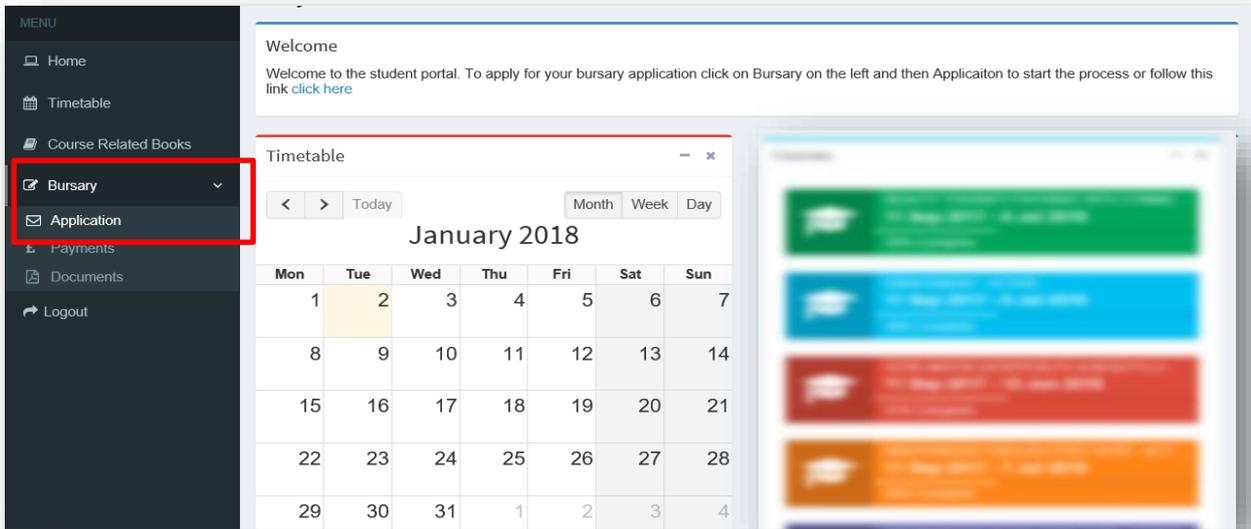
*example:* 1234567@student.lewisham.ac.uk

**Password:** the password is your D.O.B e.g. 12MAY1983

Once activated, click on the blue link to return to the welcome page, where you can now login using your details

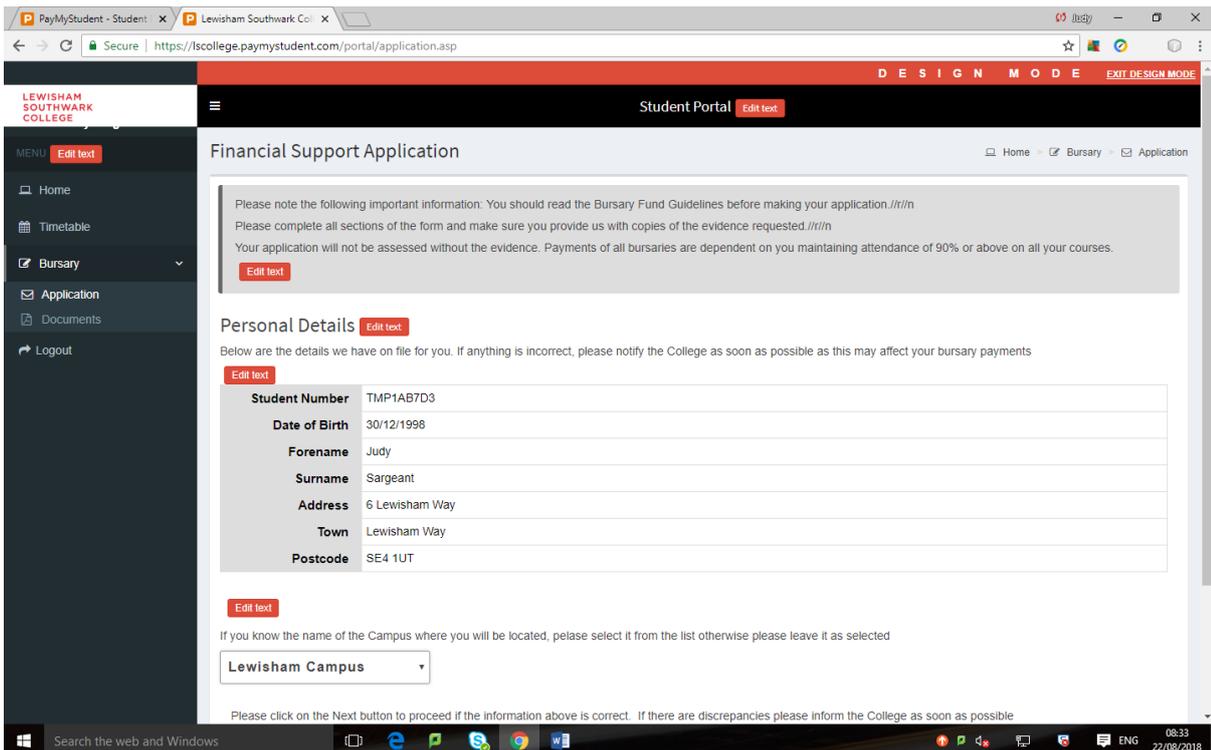
### Step 3

On the home page, click **bursary** and then on **application**.



### Step 4

Your personal details and course information will appear. Then click **next**



## **Step 5**

Now fill in all the relevant sections and click **next**

## **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

### **We need to know about the level of income in your household.**

£0 - £16,190

£16,191 - £21,000

£21,001 - £28,000

Over £28,000

### **We need to know where your money comes from**

Employment

Self-Employment

Universal credit

Job Seekers Allowance (JSA)

Employment Support Allowance (ESA)

Income support

Child Tax Credit

### **Which best describes your living situation?**

## Step 6

You will now need to provide us with the relevant evidence so that we can check your eligibility. The evidence you need will be detailed based on the information you have provided.

Follow the steps on the screen to upload your evidence. Alternatively, you can attend a financial support drop in session where a Guidance and Progression Officer can help you.

### Evidence of Household Income

Edit text

Edit text

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 the college but providing copies now will speed up your application.

Edit text

Below is the list of evidence required based on your criteria selections and other information provided. Any document that you add, that meets our requirements, will show with a green tick in this list below. You can add evidence which is not shown as required and it will still show in the list below but without a green tick.

You can remove uploaded evidence providing your application has not been processed. If you do this and do not upload the required evidence we will not be able to assess your application.

**Question:** We need to know where your money comes from

**Answer:** Job Seekers Allowance (JSA)

All of these evidence documents are required:

Click on a document type to upload a file

Universal credit award letter



nasfia hashem.docx



Job Seekers Allowance (JSA) letter



**Answer:** Child Tax Credit

All of these evidence documents are required:

Click on a document type to upload a file

Tax Credits Award letter



timi taiwo.docx



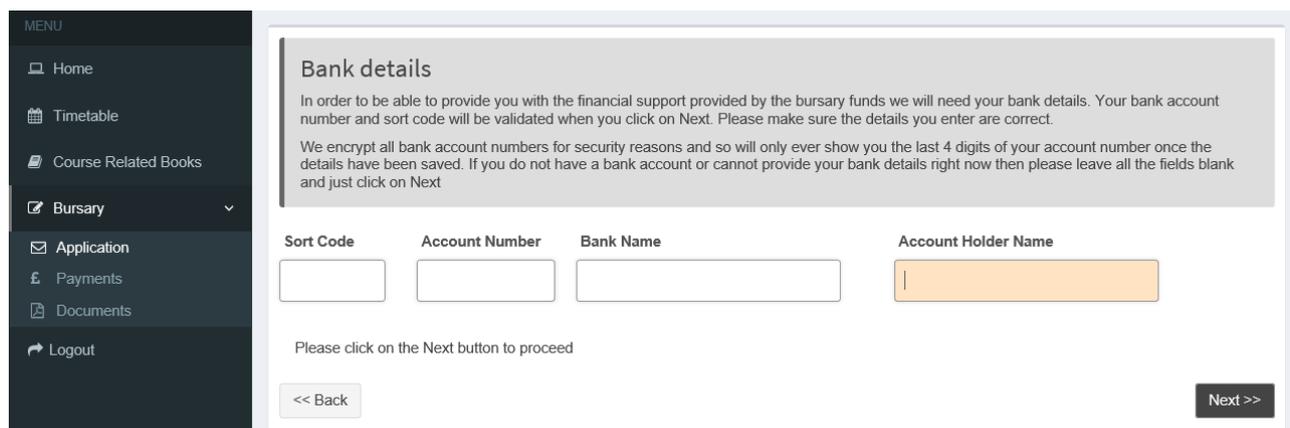
If for any reason, you cannot provide us with this information, then please bring your bank statement dated within three months, which clearly shows the benefits going into your account, to one of the Guidance and Progression Officers who can verify and fill out an alternative form

**ALL Evidence MUST be UPLOADED. Please DO NOT email them as they will not be accepted.**

## **Step 7**

Please provide the bank details of the account you wish your payments to be made.

(If you were a student last year your bank details will automatically appear) if you want to change your bank details you can re-enter your new account details.



**MENU**

- Home
- Timetable
- Course Related Books
- Bursary
- Application
- Payments
- Documents
- Logout

### 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

If you want to change your bank details in the future, please fill out a change of bank details form, which a Guidance and Progression Officer can give you.

## Step 8

On the application summary page, please check all of your details.

The screenshot shows a web browser window with the URL `lscollge.paymystudent.com/portal/finish.asp`. The page title is "Application Summary" with an "Edit text" button. A message states: "Thank you. Your application has been recorded. Please read the declaration below and then SUBMIT your application." Below this is another "Edit text" button.

The "Personal Details" section contains a table with the following information:

Student Number	TMP356B54
Date of Birth	16/04/2004
Forename	Diane
Surname	Bennett
Address	30 Barring Road
Town	Catrord
Postcode	SE12 6PQ

The "Eligibility questions" section contains three questions, each with a blue header and a white answer box:

- Question: "We need to know about the level of income in your household." Answer: "£16,191 - £21,000"
- Question: "We need to know where your money comes from" Answer: "Job Seekers Allowance (JSA)  
Child Tax Credit"
- Question: "Which best describes your living situation?" Answer: "Living with Parents/Grandparents or Guardian"

The bottom of the page shows the start of a fourth question: "Please tell us how many people over the age of 18 live in your household."

Then read the Declaration and if you agree, **Tick the box**, I agree to the declaration and sign your name. **Then click submit Application**. Ensure you click on the submit button otherwise it may not be sent.

2

Do you have a device with internet access for you to complete college work at home?

No

If you have applied for a discounted Oyster Card which card have you applied for?

16+ Zip Oyster Card

**Declaration** [Edit text](#)

I declare that all the information on this form is correct and agree that:

- I have read and understood the Bursary Guidance
- If I leave the College before the end of my course I will need to repay the bursary money I have received
- The bank account details provided are mine and I understand that the College cannot take responsibility if I have given inaccurate information
- I will tell the Student Finance Co-ordinator immediately of any change to my circumstances
- I understand that I am able to get help only while continuing to study the course at Lewisham College or Southwark College
- That filling in this form does not guarantee that I will get funding
- My Bursary may be withheld or reduced if my attendance is below 90%

[Edit text](#)

I agree to the declaration as stated above

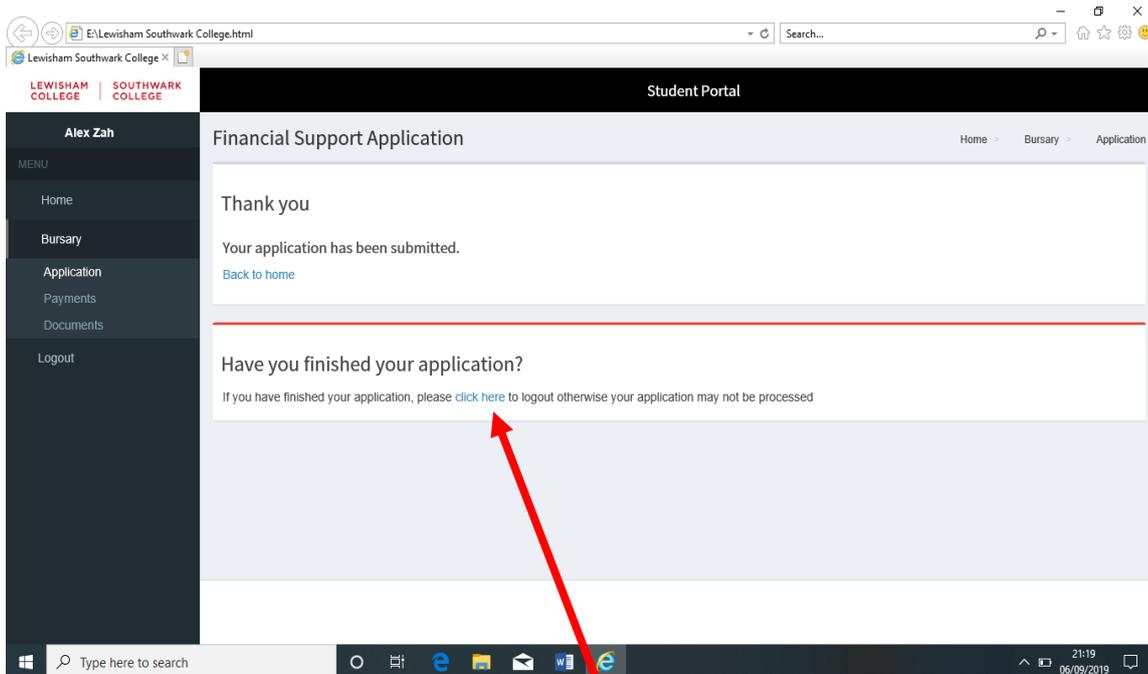
[Edit text](#)

Signee Name/s \* [Edit text](#)

**Diane Bennett**

Declaration previously agreed on 05/08/2020 10:48:33

<< Back **Submit application**



**Please remember to click here once the application has been submitted so that it can be processed.**

### **What happens next?**

To check the status of your application, you must check your College email.

It may take up to **2-3 weeks** for your application to be processed so please be patient.

If there is outstanding evidence, then you will receive an email specifying what's missing.

Once your application has been approved, an email will be sent to your College email.

If you need further assistance there will be drop in sessions for Financial Support .

Please see a Guidance or Progression Officer in Room T22 at Lewisham Way.