

# How to apply for financial support



At Blackburn College all applications for financial support during your studies must be made through the PayMyStudent application portal. You will be required to answer a set of questions about your personal circumstances and provide evidence of your household income. Please be aware the funding we receive is limited and allocated on a first come, first served basis. It is not unusual for funds to be exhausted by October half term, so an early application is essential.

## Step-by-Step Application Instructions:

1. Go to the website: <https://blackburn.paymystudent.com/portal/>
2. If you are a new student you will need to register using your Student ID Number (if known) click on the appropriate register button.
3. If you are a returning student please use the log-in details from the previous year. If you can't remember your password please click the 'forgotten password' text and follow the instructions.
4. Once registered you will receive a timed activation link to your email address. Please click on this link to confirm your account and log in to complete your application. If you have not received this within 24 hours please contact [studentfinance@blackburn.ac.uk](mailto:studentfinance@blackburn.ac.uk)
5. Once activated you will need to log-in and complete your application.
6. Click on 'my bursary stuff' from the menu to the left of your screen. Then select 'application'.
7. Please work your way through the screens, reading all information and answering all questions carefully.
8. When prompted please upload your evidence to support your application. Your application will not be assessed without this. Evidence can be uploaded as either a scan or screenshot/photo graph of the original document. Please note that when supplying financial evidence we need to see all pages of the relevant document. This must be dated within the last 3 months and must show full name and address.
9. On the final page you will be asked to read and sign a declaration to confirm the information you have provided is true and accurate. Any funding provided is subject to government audit and as such, signing this declaration is legal and binding. If your circumstances change you must inform us immediately. You may also need to inform the Department for Work Pensions about any student finance funding you receive.

## Once we have received your application

All applications are assessed on an individual basis and any support offered will be specific to the students circumstances. Support offered may include, help towards the costs of travel, food, childcare and kit/equipment. There are no cash bursaries for college students.

At peak times (August-November) assessments of completed applications can take upto 6 weeks, so you

may need to make provision for any associated costs until you receive your decision. If you have applied by the end of June and supplied all necessary evidence, you should receive your funding before the start of the new academic year. You will receive an email notification, once your funding is agreed, with further information.

We politely ask that you keep enquiries about submitted applications to a minimum during the 6 week assessment period as this slows down processing of applications and will not speed up the process. We recommend you regularly check your emails for updates during this time.