



PayMyStudent

College Bursary Funds- Applying Online

How do I apply?

Application for the bursary fund is straightforward and easy using the PayMyStudent Bursary Portal. You can apply online and submit the evidence we need to assess your eligibility for funding. Once you have applied you also can access payment information and any documents we send you. **Please apply as soon as possible.**

Click on this link <https://escg.paymystudent.com/portal/>

- ✚ You will need to register first with your student reference number and date of birth. Your student reference number will be on letters and emails that we have sent to you about your college course.
- ✚ PayMyStudent will send you an activation link to the email address you gave us when you applied to the college. When you receive this email, click on the link to activate, you will then be able to login to start your application.

If you applied online last year you can login using the same details, if you can't remember your password there is a 'forgotten password' link you can use.

Application

- ✚ Once you have logged in, follow the link to proceed with your application. You will be asked details about your personal circumstances and the income for the household that you live in.

- ✚ The portal will tell you which evidence of income we need; you can easily upload this using your smartphone camera or files scanned onto your laptop/pc. To upload your evidence click in the highlighted box to 'drop or upload files'
- ✚ If English isn't your first language there is a Google Translate option, click on the drop down box on the top right of PayMyStudent and select your chosen language.

Bank Details

- ✚ To provide you with financial support we need your bank details. These have to be yours (students bank details), as we are not able to pay funds into a third party bank account. Your bank account number and sort code will be validated when you click on 'Next'.
- ✚ We encrypt all bank account numbers for security reasons, the portal will only ever show the last 4 digits of your account number once the details have been saved.
- ✚ If your bank account shows your name differently, eg. you have another name on your birth certificate, please let us know so we don't reject it. You will need to supply us with evidence of this before we can approve any payment.

Declaration and Submitting Your Application Form

- ✚ Ensure you read through the declaration and that you fully understand the terms and conditions of receiving a bursary before submitting your application. If you have any questions please get in touch with us, we will be happy to discuss them with you.
- ✚ Tick the box to declare that you agree to the declaration, then write your name in the box below. You can then click on 'Submit' to finish your application. You will receive confirmation that the application has been submitted, this sometimes takes a minute or so and may appear to freeze so don't worry if this happens.

Questionnaires

- ✚ Once you have submitted your application you may be asked to provide us with more information, depending on the information you provided in your bursary application. Make sure you do this as it might delay us assessing your for financial support if you don't complete the questionnaire.

Frequently asked questions

The portal won't let me register or says that the information I am providing is incorrect?

We need an email address on our system for you in order to activate your account, this will be the one you provided when you applied to the college. Email us with your details if you need us to check if we have an email address recorded for you. If you still cannot register let us know and we'll investigate further.

Its also worth checking the 'spam' or 'junk' folder on your inbox, as some email providers might divert our emails to either of these.

I haven't applied or enrolled for a course for 2021-22 yet, can I still apply for a bursary?

You can apply for a bursary once we have you on our system with an application to study at ESCG, make sure you apply to study with us as soon as possible to prevent delay.

You have returned my application and requested more evidence, does this mean you have refused my bursary application?

No, we haven't refused your application, we just need further evidence to assess you. It might be that the evidence you supplied has missing information or is not recently dated. We try to be clear when we write to you but if you don't understand what we need to see please get in touch with us, we'll be happy to explain.

You have asked for payment statements for my Universal Credit, I manage this on my phone and I don't get sent any letters. How do I provide this?

We need to see all the calculations that were used when your last 3 monthly payments were made. This will tell us if you are entitled to Free College Meals so it is important info for us to assess you. Depending on your phone you can usually save the payment statement by clicking on 'print this statement' then opting to save it as a PDF file. You should then be able to upload it to PayMyStudent.

I don't have a bank account in my name yet, can you pay my bursary to my parents account?

We have strict guidelines about how bursary payments are made, unfortunately we are not allowed to pay money to a third party bank account. Most high street banks offer bank accounts for 16 year olds.

I am on a Higher Education course at ESCG, can I apply for bursary funding?

We can only accept bursary applications for students on further education courses on PayMyStudent. If you are enrolled on a HE course, please contact the higher education team at hellohe@escg.ac.uk who will be happy to discuss how they can help you.

How long will it take to have my bursary application assessed?

We will start assessing applications received before the end of August as soon as enrolment is under way, we aim to let you know the outcome of your application approx 4 weeks after start of your course or date of receipt of your completed application whichever is the latest. Please note it may take a little longer at peak times (September)

I received free meals at school, does this automatically continue once I start college?

This doesn't automatically continue. We assess you for free meals as part of the online bursary application, and we need to see the required evidence in order to assess your eligibility for this. The portal will ask for the evidence we need to see as you work your way through it.

I applied for a bursary last year, why do I have to apply again? My financial circumstances are the same.

The government provides us with a new allocation of money each academic year to help students, guidelines for allocating this change and so do peoples financial circumstances. You will need to reapply each year.

If you need to contact us, you can email or call us. Here are our contact details

Eastbourne, Lewes and Newhaven students

Email: ebnlewes.bursary@escg.ac.uk Tel: 030 300 39699

Hastings, Ore Valley, ATC, Albion in the Community and distance learning courses

Email: hastings.bursary@escg.ac.uk Tel: 030 300 38546