

# Bursary Funds – Frequently Asked Questions

The Bursary Fund can help eligible students with the additional costs of studying, such as travel, equipment, uniform, compulsory trips and childcare.

Applications are completed online through the PayMyStudent Bursary Portal, where you can upload evidence, track your application, view letters and check payments in one place.

You can start your application here:

<https://escg.paymystudent.com/portal/>

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## How do I apply for a bursary?

Applying is simple and completed online through the **PayMyStudent Bursary Portal**.

Once logged in, you will be asked to:

- Complete the online application form
- Provide details about your household income and circumstances
- Upload supporting evidence

The portal will guide you through each step and tell you exactly what information is required.

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## How do I register for the PayMyStudent portal?

To register for the first time, you will need:

- Your **Student ID / Student Reference Number**
- Your **date of birth**

Once you apply to college, we generate a Student reference number for you. You will be able to find your student number on all communication we send you about your application - on letters and emails.

After registering, you will receive an **activation link by email**. Click this link to activate your account and log in.

If English is not your first language, you can use the **Google Translate button** available on the portal.

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## I applied last year – do I need to register again?

No. If you applied for a bursary last year, you can **log in using the same account details**.

If you have forgotten your password, use the “**Forgotten password**” link on the login page.

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## What evidence do I need to upload?

The portal will tell you exactly what **income evidence** is required based on the information you provide.

When uploading documents:

- Ensure they are **clear and complete**
- Make sure they are **recent (usually within the last three months)**
- Upload documents as **files or scanned copies**

Please note that **mobile screenshots cannot be accepted**.

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## How do I upload documents?

When completing your application, you will see a highlighted “**drop or upload files**” box.

Click this box to upload your documents from your phone, tablet or computer.

Providing clear and complete evidence will help **avoid delays when your application is assessed**.

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## Do I need my own bank account?

Yes. This is really important.

Bursary payments **must be paid into the student’s own bank account**. We cannot make payments to a parent, guardian or any other third party.

Most high street banks offer **bank accounts for students aged 16 and over**.

If your bank account is in a different name (for example, a birth name), you will need to provide supporting evidence such as a **deed poll document**.

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## What happens when I submit my application?

Before submitting your application, you will need to:

- Read the **terms and conditions**
- Tick the **declaration box**
- Type your name to confirm the declaration

Once submitted, you will receive a **confirmation message**. The page may appear to pause briefly while processing – this is normal.

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## Why am I being asked to complete a questionnaire?

Some applications require **additional information** based on the answers you provide.

If the system asks you to complete a questionnaire, please do so **as soon as possible**, as this information is required for your application to be assessed.

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## The portal won't let me register. What should I do?

We must have the **correct email address on our system** in order for you to register.

This should be the same email address you used when applying to the college.

If you are having problems:

- Check your **spam or junk folder** for the activation email
  - Contact the bursary team to check your details
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## I haven't applied or enrolled on a course yet. Can I still apply for a bursary?

You can apply for a bursary **once you have submitted an application, and once the bursary application opens** at the end of June - the summer before you **plan to study at East Sussex College**.

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## You asked me for more evidence. Has my application been refused?

No.

If we request further evidence, it simply means we need **additional information or updated documents** before we can complete the assessment.

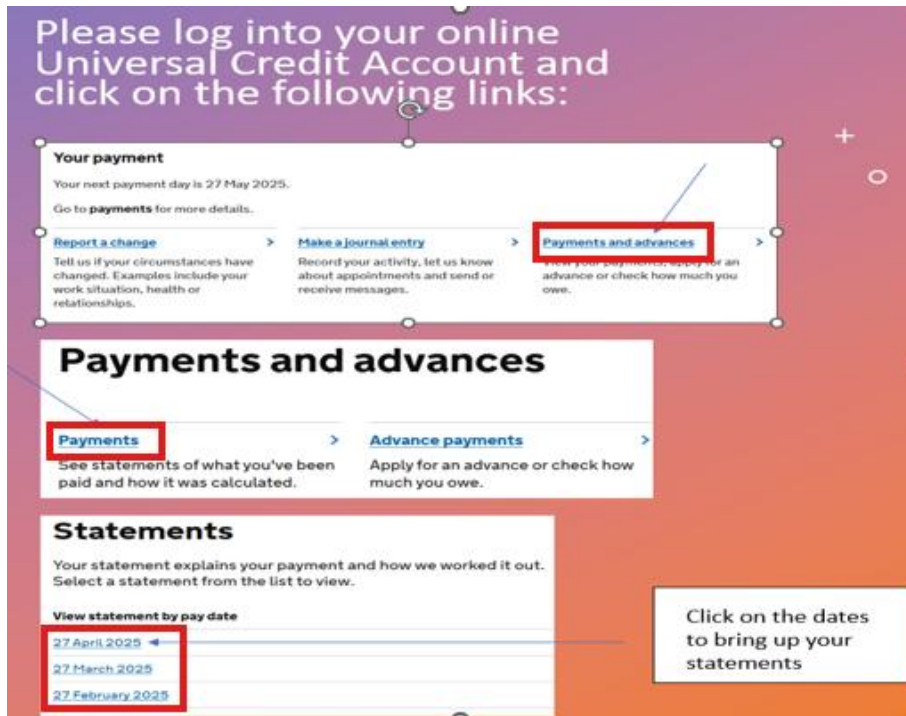
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# How do I provide Universal Credit statements?

To assess your application, we need **all calculation pages** for your last three **Universal Credit payments**.

On most phones you can:

1. Select **“Print this statement”**
2. Choose **“Save as PDF”**
3. Upload the file to the PayMyStudent portal



GOV.UK Universal Credit		What you're entitled to	What we take off (deductions)
<b>Payments</b>		<b>Standard allowance</b> £400.14 You get a standard amount each month. You said you're single.	<b>Take-home pay</b> -£223.06 <a href="#">Need help understanding take-home pay?</a> Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.
Name: [Redacted] Address: [Redacted] Assessment period: 22 June to 21 July 2024 <a href="#">Need help understanding your assessment period?</a>		<b>Housing</b> £698.36 <a href="#">Need help understanding your housing?</a> You said per month the total rent for your property is £694.03 and the service charges are £4.33. You will have to pay your housing costs to your landlord.	Earnings reported by your employer £809.57
Your payment this month was <b>£890</b> This was paid on 28 July 2024		<b>Children</b> £339.00 You get support for 1 child.	The amount we'll use to work out your Universal Credit is £809.57
What you're entitled to		<b>Limited capability for work and work-related activity</b> £423.27 You said your health affects you at work or prevents you from working.	
		<b>Total entitlement before deductions</b> £1,860.77	

# How long will my application take to be assessed?

Applications received before the end of August will begin to be assessed once enrolment starts. Applications are processed in the order they are received, so please be patient while we work through them.

You should allow up to 4 weeks for your application to be assessed from either:

- the start of your course, or
- the date your application is submitted with all the required evidence,

whichever is later.

There is no need to contact us to check on the progress of your application during this time. We will be in touch as soon as a decision has been made.

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## **I received Free School Meals previously. Will this continue automatically?**

No.

You must **reapply each year**. Free Meals are assessed as part of your bursary application and you will need to provide supporting evidence.

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## **Why do I have to apply again each year?**

Bursary funding is **allocated annually**, and both eligibility rules and household circumstances can change.

For this reason, **a new application is required each academic year**.

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## **I'm on a Higher Education (HE) course. Can I apply?**

Bursary applications for **Higher Education (HE) students** open in **October 2026**.

Further information will be published closer to the time.

For enquiries, please contact:

[hebursaries@escq.ac.uk](mailto:hebursaries@escq.ac.uk)

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## **Contact the Bursary Team**

**Eastbourne, Lewes & Newhaven**

[ebnlewes.bursary@escq.ac.uk](mailto:ebnlewes.bursary@escq.ac.uk)

030 300 39699

**Hastings, Ore Valley & ATC**

[hastings.bursary@escq.ac.uk](mailto:hastings.bursary@escq.ac.uk)

030 300 38546

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