



# PayMyStudent

## Application Notes

**PayMyStudent**

### **Why do I need to complete a PayMyStudent application?**

To be considered for student financial assistance from college including childcare costs, free college meals, bursary payment, travel costs and course fees.

**We encourage you to apply as early as possible after enrolling and being issued with your ID card as funds are limited and will be distributed on a first come first served basis.**

It is estimated that the funds could be exhausted by end of December 2021.

## You will need the following to complete your application:-

1. Your college ID card
  2. To be logged onto your college Moodle account with your student email. (You will be introduced to Moodle as part of your induction)
  3. Household Income evidence – this can be a P60 from a previous tax year, tax credit award letter, DWP award documents etc. dated within the last 6 months  
(Please note we require ALL pages of benefit evidence not just the covering page)
  4. Student own bank account details in full – we are unable to pay into anyone else's accounts
  5. Residency documents if applicable
- For students applying for childcare support you will also need:-
6. Current Council Tax bill
  7. Children's birth certificates
  8. Contract from OFSTED registered childcare provider of your choice specifying the weekly costs payable

## How to apply

Go to the website –

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

to register.

**Register**  
If you are enrolled at Blackburn College and have a student number, please use this form to register an application for student finance.

**Student number:**

**Date of birth:**

**Create password:**

**Confirm password:**

## Activating your account

Once you have registered an activation link will be sent to your College student email account (please note you are unable to use a personal email account for this application).

**Online bursary application activation email**  
Today at 13:09

Dear Victoria,

Thank you for registering for online bursary applications.  
Please find attached your activation link to continue registering your application. Once you have clicked the link your account will be activated.

Either click on the link below or copy and paste it into your browser.  
<https://blackburn.paymystudent.com/portal/activate.asp?c643d634f915f6ecb43e4231fd525>

Kind regards  
Student Finance Team  
Blackburn College

Once you have opened your activation email and clicked on the link it will take you to the log in page of PayMyStudent.

Log into your student email account and click on the activation link

**Welcome**

Welcome to the Blackburn College Online Bursary Applications system

**Login**  
If you have already registered then please enter your student number, date of birth and your password

**Student number:**

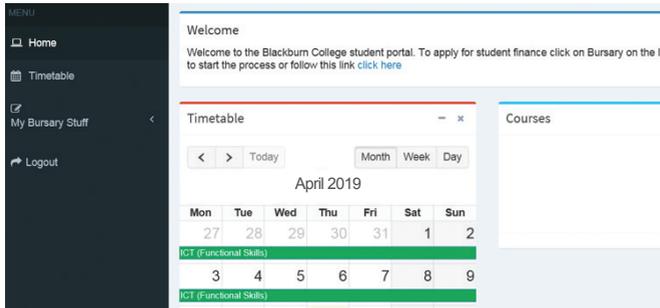
**Date of birth:**

**Password:**

Forgotten your password?

# Logging in and completing your application

Once you have logged in you will go to your student portal page which looks like this:



1. Click on 'my bursary stuff' then on application. You are now ready to apply.
2. Please read the application notes thoroughly and check all your personal details, which are automatically uploaded for you, are correct. Then click next.
3. Only complete the next page asking for children information if you are applying for childcare funding otherwise please just click next.
4. On the next page please indicate the type of learner you are (for example FE Learner).
5. Please complete all questions on the following pages accurately, ensuring you read them all carefully.
6. Once you have worked your way through the form please click next.
7. On this next page you will need to click on the evidence you are submitting. It will then take you to the bottom of the page to upload this.

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.

What was your household income for the tax year ending April 2019

ANY 1 of the following:  
Click a document type on the right to upload

- N/A - Upload A Signed Statement Stating You Have No Income
- Current benefits evidence dated within the last 6 months
- Copy of P60 for Tax Year ending April 2019
- Tax Credit Award Notice 2019/20

To upload documents you can either scan or take a photo and save on to your device.

Select the evidence document type to upload and then click Browse to select your file

Tax Credit Award Notice 2019/20

Browse...

Upload file

Please click on the Next button to proceed

8. Please continue to select the relevant evidence and upload until completed and click next.

On the second to last page you will be asked for YOUR OWN bank account details

### 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

Please click on the Next button to proceed

The next and final page will be a summary of your application. Please check all information provided is correct and then scroll down to the bottom and tick that you agree to the declaration, input your full name then submit your application.

I agree to the declaration as stated above

Signee Name/s

**Joe Bloggs**

<< Back      Submit Application

Please do not shut the browser down until your application has been submitted and you see the following message:

## Bursary Application

Thank you

Your application has been submitted.

[Back to home](#)

## What happens next?

Your completed application will be assessed for eligibility and you will be informed of the support that you are entitled to by email.

You are able to check the progress of your application by logging onto your PayMyStudent account.

If you need assistance with your application please book in to see a Student Finance Advisor in The Hub who will be happy to help.

**Either phone 01254 292929 or email [studentfinance@blackburn.ac.uk](mailto:studentfinance@blackburn.ac.uk)**