SIXTH *form* COLLEGE
CITY OF STOKE-ON-TRENT

STEP 1: HOW DO I APPLY?

VISIT **STOKESFC.PAYMYSTUDENT.COM** AND LOG IN USING YOUR MICROSOFT ACCOUNT.

Login using your Microsoft Account

You can login using your college Microsoft account. Click below to Sign in

[**::** Sign in with Microsoft]

YOUR LOGIN DETAILS ARE **YOUR COLLEGE EMAIL ADDRESS** (STUDENTID@SFC. POTTERIES.AC.UK) AND YOUR PASSWORD (THIS WILL BE THE SAME AS CEDAR)

STEP 2: HOW DO I APPLY?

WITHIN THE HOMEPAGE WELCOME MESSAGE FOLLOW THE LINK TO THE APPLICATION FORM.

AS YOU PROGRESS THROUGH THE APPLICATION YOU WILL:

1

BE ASKED FOR INFORMATION
This will be about your personal circumstances and the household that you live in.

2

NEED TO ENTER YOUR BANK DETAILS.
This must not be your parents/guardians details. The name on your bank account must match the name you have enrolled with at the college.

3

BE ADVISED WHICH EVIDENCE WILL BE REQUIRED TO SUPPORT YOUR APPLICATION.
You will need to upload your supporting evidence to complete the online application form. Please take photos of the evidence using a smart phone or a digital camera. Alternatively, you can use a scanner. Then you can upload them. Without the evidence that you have been asked for we will be unable to process your application. Please see the evidence guide on the next page for more information.

AN EVIDENCE GUIDE FOR SOURCES OF HOUSEHOLD INCOME

EMPLOYMENT
- P60 (April 2022-March 2023)
- Pay Slips (4 weekly or 3 monthly).

SELF-EMPLOYMENT
Most recent self-assessment tax calculation or a letter from your accountant detailing your income.

UNIVERSAL CREDIT
Last 3 months most recent payment information (all pages) – log on to your Universal Credit Account go to the payments tab – select the most recent date – this takes you to your monthly award statement – Screenshot all of the statement (the amount, the 'what you are entitled to' and 'what we take off' (deductions) sections.

JOB SEEKERS ALLOWANCE
Latest Award Letter (all pages) since April 2023 – you may need to go to the job centre to request this.

EMPLOYMENT & SUPPORT ALLOWANCE
Latest Award Letter (all pages) since April 2023 – you may need to go to the job centre to request this.

TAX CREDITS
Tax Credit Award Notice (all pages) dates April 2023 – April 2024.

PENSION/PENSION CREDITS
Award Letter (all pages) since April 2023.

OTHER INCOME
Rental income, Savings accounts, Private pensions etc.

ASYLUM SUPPORT
NASS receipt of payment, Support Letter (all pages).

PIP/DLA
Award Letter (all pages) since April 2023.

INCOME SUPPORT
Award Letter (all pages) since April 2023 - you may need to go to the Job Centre to request this.

For any supporting evidence that is, or can be, accessed online, please provide screenshots. For any evidence that you have a hard copy of, please scan them if you able to, or take a photo. If you take a photo of any evidence, please ensure that the image is clear enough to be used to process, as it may cause a delay in processing if not. Please ensure that you provide the **full version** of any evidence provided (e.g. All pages of the Tax Credits).

STEP 3: DECLARATION AND CONFIRMATION

WHEN YOU HAVE UPLOADED ALL OF THE EVIDENCE THAT IS REQUIRED PLEASE SIGN THE DECLARATION AND SUBMIT YOUR APPLICATION FORM.

YOU WILL THEN AUTOMATICALLY RECEIVE A CONFIRMATION E-MAIL CONFIRMING WE HAVE **RECEIVED** YOUR APPLICATION FOR PROCESSING.