

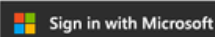
How do I apply for a college bursary?

STEP 1

**VISIT [STOKESFC.PAYMYSTUDENT.COM](https://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



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

**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 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 – Save statement as pdf from a desktop device.

JOB SEEKERS ALLOWANCE

Latest Award Letter (all pages) since April 2024 – you may need to go to the job centre to request this.

EMPLOYMENT & SUPPORT ALLOWANCE

Latest Award Letter (all pages) since April 2024 – you may need to go to the job centre to request this.

TAX CREDITS

Tax Credit Award Notice (all pages) dates April 2024 – April 2025.

PENSION/PENSION CREDITS

Award Letter (all pages) since April 2024.

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 2024.

INCOME SUPPORT

Award Letter (all pages) since April 2024 – 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 are 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.