



Pay my student

How do I apply?

How are you planning on getting to college?

For **new and returning** students, if you are hoping to travel via bus and your household income is less than £70,000, then you can apply for a travel bursary from the college.



Who can apply?

- You are able to apply for yourself, to complete the application you will need evidence of your household income to upload and complete the application.
- Your parent/carer may also apply on your behalf. If they are going to apply for you, please forward them the link below.

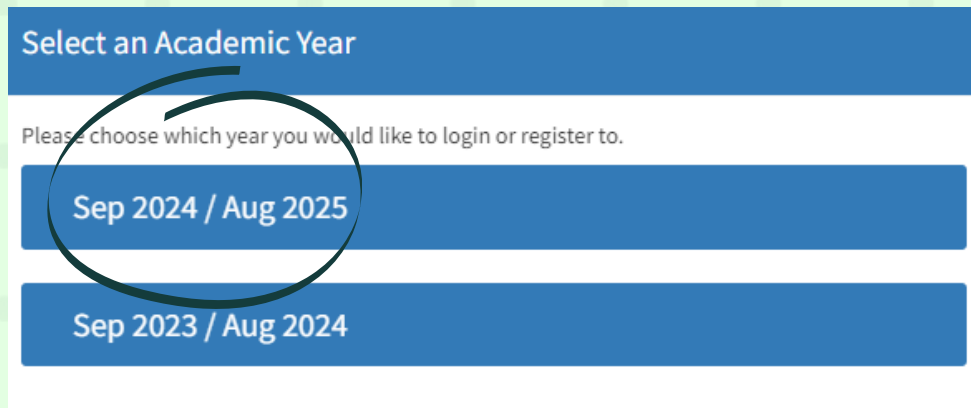
<https://truro.paymystudent.com/portal/>

Setting up your account.

Open the link below.

(<https://truro.paymystudent.com/portal/>)

Select the 24/25 Academic year.



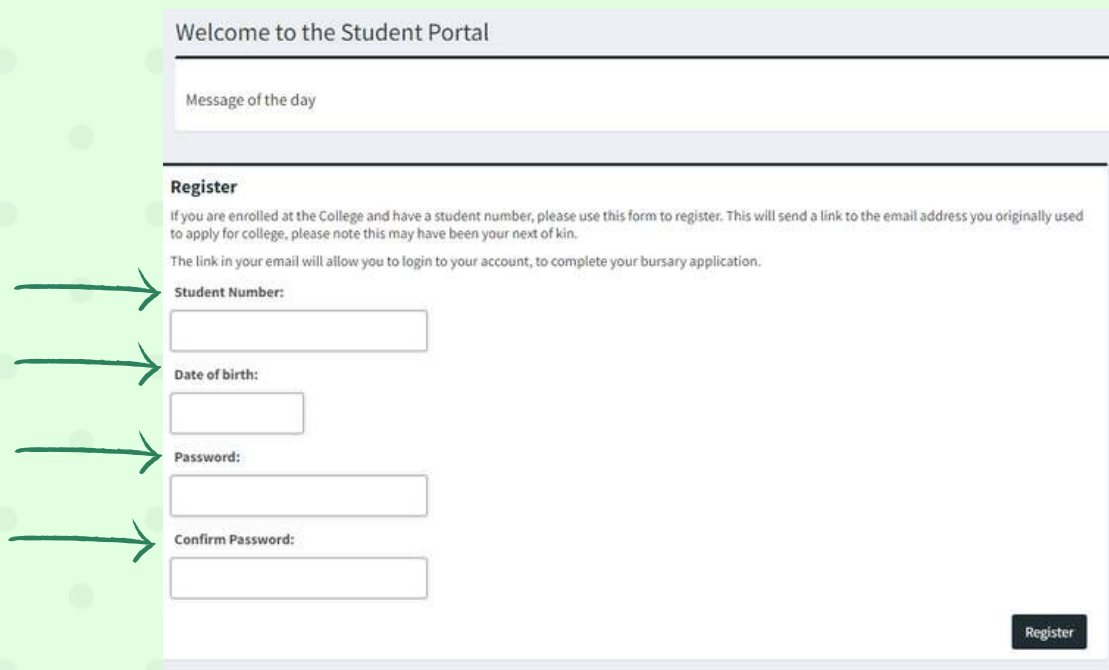
Select an Academic Year

Please choose which year you would like to login or register to.

Sep 2024 / Aug 2025

Sep 2023 / Aug 2024

Register with the following information: Student ID, Date of Birth, Create a Password and confirm your password.



Welcome to the Student Portal

Message of the day

Register

If you are enrolled at the College and have a student number, please use this form to register. This will send a link to the email address you originally used to apply for college, please note this may have been your next of kin.

The link in your email will allow you to login to your account, to complete your bursary application.

Student Number:

Date of birth:

Password:

Confirm Password:

Register

An email will be sent to the students personal email address and the email for the first next of kin that was used for the college application. Within this email there will be an activation link which will allow you to log in to the portal to start your application.

If you have already registered on Pay My Student, then log in here with your Student number, DOB, and the password you have created.

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?](#)

Login

Once logged in, you will see the following page.

Here, you need to fill in the form with the following information: student number, date of birth, name, address, town, country, postcode.

Personal Details

Below are the details we have on file for you. If anything is incorrect, please notify the college as soon as possible as this may affect your bursary payments

Student Number	
Date of Birth	
Name	
Address	
Town	
County	
Postcode	

[View My Details](#)

If you know the name of the Campus where you will be located, please select it from the list otherwise please leave it as selected

Truro College

**The next page will ask for details of your parent/carer/next of kin.
Fill these in and then click next in the bottom right corner.**

Parent/Guardian Details
Please provide your parent or guardian's details below.

Due to your age, we need to collect your parent's details. Please fill in the form below. ✓

Personal Details

Title * **First Name *** **Last Name ***

Address *

City/Town *

County

Post Code *

Country *

Contact Details

Telephone Number

Email Address *

You will then be asked a series of questions to determine if you are eligible for the bursaries. Select the answers which apply to you. Make sure you have answered all the questions before continuing.

Financial Support Application /

Eligibility questions

You answer the questions at these financial support questions. Please answer the following questions. Your answers to these questions will go towards determining your eligibility for bursary funding. Once you have answered all the questions, click Next to continue.

We need to know about the level of income per year in your household. Please choose the option which best fits your current situation. **Required** ?

- ☒ £0 to £16,190
- ☐ £16,191 to £21,000
- ☐ £21,001 to £31,000
- ☐ £31,001 to £70,000

Do any of the following categories apply to you (the student)? **Required**

- ☐ Currently in care (local authority or foster care)
- ☐ Previously in care for at least 13 consecutive weeks after the age of 14
- ☐ I receive Income Support or Universal Credit in my own name because I am financially supporting myself
- ☐ I receive either Employment and Support Allowance (ESA) or Universal credit in my own name AND either Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own name
- ☒ None of the above

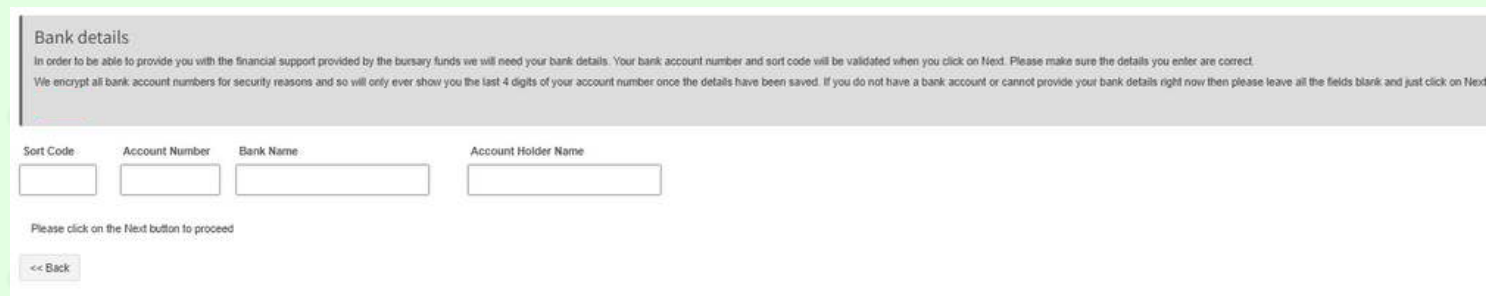
The next page requires you to upload evidence to prove your household income.
In the example below, we have uploaded 2 P60s.
See the list of accepted evidence below.




The screenshot shows a web interface for uploading documents. At the top is a blue header bar. Below it is a green button with the text "Click here to upload another page of your P60 from April this year" and a white checkmark on the right. Underneath the button is a white box containing a small document icon, the filename "Parent/carer 1 P60.jpg", and a red square icon on the right. Below this is another green button with the text "Click here to upload another page of your Payslips - last 3 months" and a white checkmark on the right. At the bottom is another white box containing a small document icon, the filename "Parent/carer 2 P60.jpg", and a red square icon on the right.

- **Universal Credit**– screenshots of at least the last three months statements. This must include your name, address, and a breakdown of your payments together with evidence of any earnings.
- **Working Tax Credit**– all pages of your current award, which must show your earnings.
- **Child Tax Credit**– all pages of your current award which must show your earnings.
- **P60 OR** evidence of last 3 months working income, plus any evidence of benefits received.
- **Self assessment Tax calculation OR** letter from your accountant, plus any evidence of benefits received.
- **Job Seekers Allowance**– this should be all pages, showing income and calculations.
- **Employment and Support Allowance**– this should be all pages, showing income and calculations.
- **Income Support**– this should be all pages, showing income and calculations.
- **Housing Benefit** –this should be all pages, showing income and calculations.
- **Private Pension or Pension Credit**– together with any other earnings or benefits received.
- **Savings/Investments/any other income**– please include in evidence.

Next, we will need your bank details to award any funding to you if you are eligible. Please add these bank details here. This includes your sort code, account number, bank name and account holder name.



Finally, you need to tick the box to confirm that all the information you have supplied is correct. Then add both the students name and the parent/carer name to the boxes provided. Once these are completed you will be able to submit your application using the 'Submit Application' button.



Your application will then be submitted to us for assessment. We will then assess it, if we need more evidence or the evidence you have supplied is insufficient, then you may receive another email from us requesting this.

Once we have assessed with all the correct evidence, we will inform you of any awards you may be eligible for. Please note, this could be as late as July due to the volume of applications that we receive.

Council Bus Passes and Taxis

If you are applying for a council bus pass, you can apply for the college bursary for financial support towards this

If the learner has an EHCP and you are applying to the council for assisted travel, you can also apply for the bursary for financial support with this.

***Returning students will need to reapply to the council and for the bursary for the next academic year ***



Deadline



To guarantee the processing of your application in time for the start of term, the deadline for applying is the 22nd August.

If this deadline is not met, you may not receive your bursary allocation before the start of term and will have to make your own arrangements to travel until your bursary application is approved

We advise you apply for your bursary as early as possible.