



Pay my student

How do I apply?

Before you apply for your bursary, you need to choose your transport option. Please see our transport page for further information:

<https://www.truro-penwith.ac.uk/transport/>



Your bursary will be assessed based on your household income can provide you with contributions towards transport, Free School Meals, and essential kit and equipment.

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

See the link below for the Pay My Student portal.

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

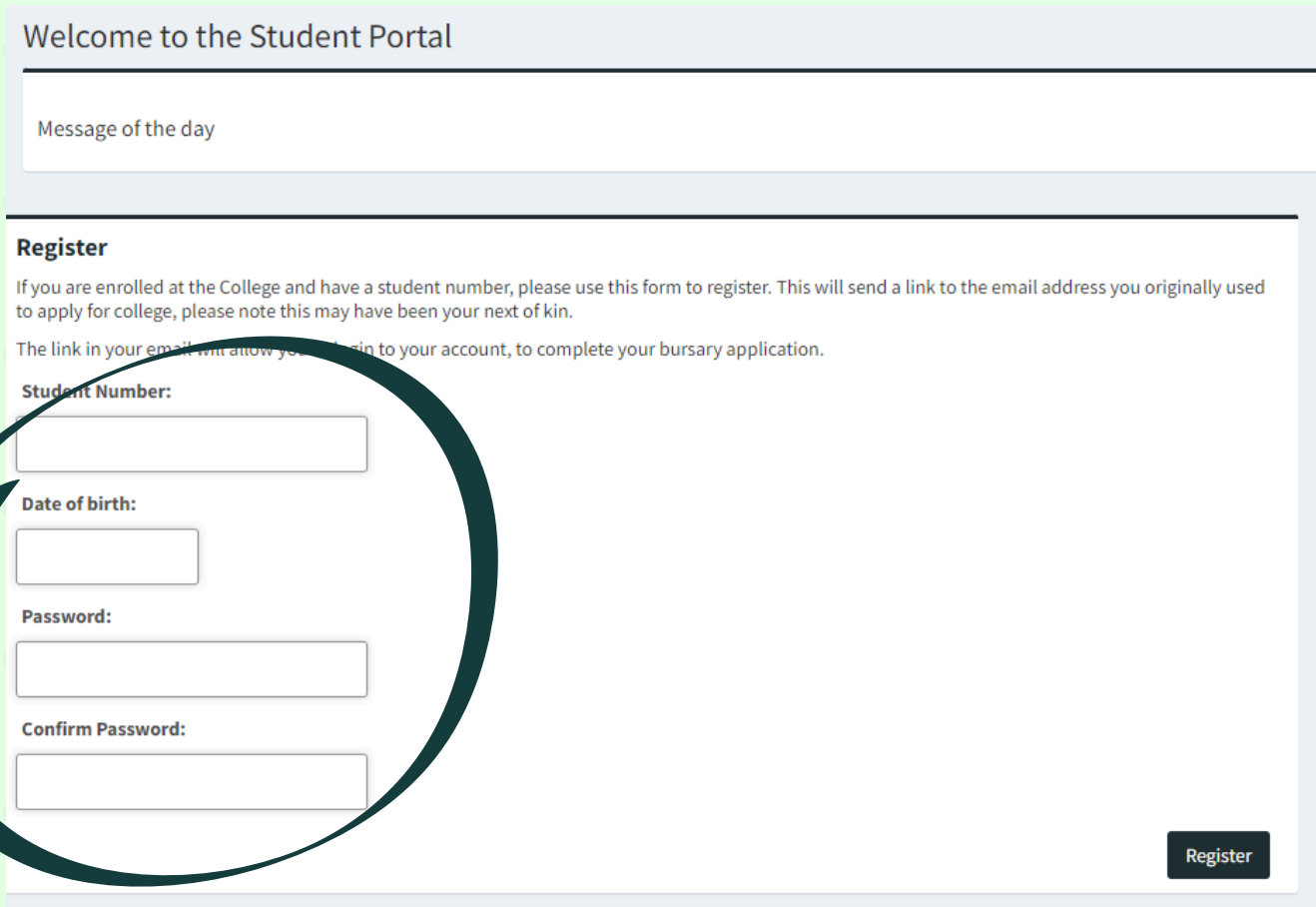
Setting up your account.

Open the link below.

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

Select the 25/26 Academic year.

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:

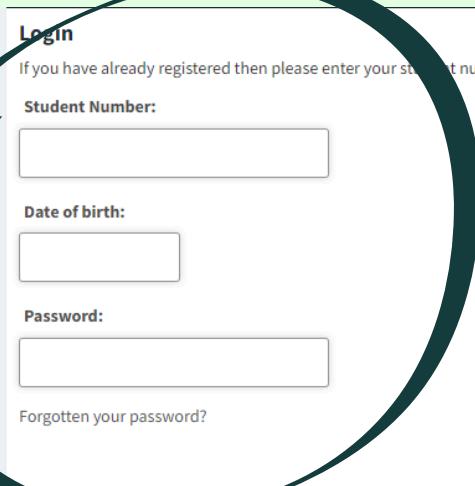
Password:

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	

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

Select...

Post Code *

Country *

UNITED KINGDOM

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

We need to know a little more about your circumstances. 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 is a white row containing a small document icon, the text "Parent/carer 1 P60.jpg", and a small 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 row containing a small document icon, the text "Parent/carer 2 P60.jpg", and a small red square icon on the right.

- **Universal Credit**– screenshots of at least the last three months statements. This must include your name, address, your main payment (in blue box) and any deductions/working income.
- **Working Tax Credit**– all pages of your current award, must show your earnings.
- **Child Tax Credit**– all pages of your current award, must show your earnings.
- **P60 OR evidence of last 3 months working income.**
- **Self assessment Tax calculation OR letter from your accountant.**
- **Job Seekers Allowance**– this should be all pages.
- **Employment and Support Allowance**– this should be all pages.
- **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.**
- **Savings/Investments/any other income**– please include in evidence.

Please be aware that if you do not include all necessary pages of a document or do not provide evidence of all types of your income, we will not be able to make our assessment. This will delay your application.

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.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please click on the Next button to proceed

[<< Back](#)

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.

Declaration

You agree that all the information is correct.

☒ I agree to the declaration as stated above

Student Name/s

Parent/Guardian signature

[<< Back](#) [Submit Application](#)

What happens next?

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 GCSE results day.

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.