



Learners quick guide to PayMyStudent

Before you start your application on the PayMyStudent portal, you must:

- Have applied for and been accepted on a course with Petroc
- Have a note of your Petroc student number
- Ensure that you have access to your college email address

If you are unsure of these details, please contact the Advice and Guidance Team for more details on:

Barnstaple Advice and Guidance Team

☎ (01271) 852422

✉ guidancecentre@petroc.ac.uk

Tiverton Advice and Guidance Team

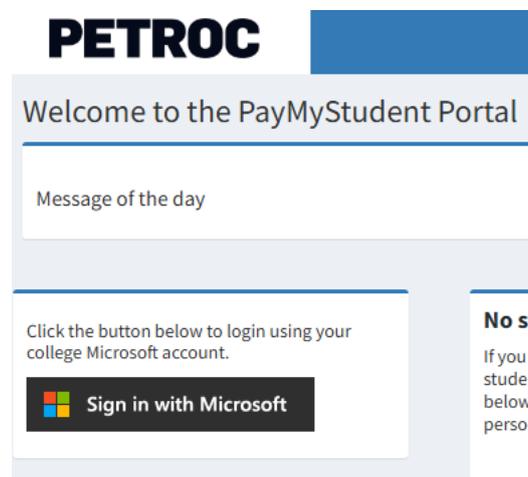
☎ 01884 235245

✉ guidancecentretiverton@petroc.ac.uk

- 1) To apply for the bursary, learners will need to log in to their PayMyStudent portal.

You can do so by clicking onto the following link:

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



Click the black 'Sign in with Microsoft' button and log in with your Petroc Microsoft account, with your college email address (studentnumber@petroc.ac.uk) and the password you have created.

If you haven't previously logged into your Petroc account, your password will be Petroc. Capital D, lower case o, lower case b, followed by your six-digit date of birth e.g. Petroc.Dob051207. You will then need to change your password to one you will remember. Please ensure you don't share this with third parties. The password must be a minimum of 12 characters and must contain at least one capital letter, lowercase letter, number and special character.

Welcome

Welcome to the PayMyStudent portal. To apply for the 16-19, 19+ or FE Advanced Learner Loan bursary, for transport (and transport funding) or for 'Care to Learn' or 19+ childcare funding, please follow the instructor

[Click here to proceed with your application for the bursary, transport or childcare](#)

[Click here to add or amend your bank details \(essential for bursary payments\)](#)

[Click here to upload evidence](#)

- 2) When you are logged into your PayMyStudent portal, click the blue 'click here to proceed with your application for the bursary' button to begin the bursary application process.

Check that your personal details displayed on the next page are accurate, and if so, click the 'Next' button in the bottom right-hand corner of the screen.

Should any personal details need changing, please contact the Advice and Guidance Team using the details on Page 1 of this document

The next page will guide you through a number of questions. These will appear in blue until you have answered them, at which point they will turn green

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 continue

Are you in one of the following categories? **Required**

In Care

A Care Leaver

In receipt (yourself) of Income Support or Universal Credit

In receipt (yourself) of Employment and Support Allowance (ESA) or Universal Credit, and also in receipt (yourself) of Disability Living Allowance (DLA) or Personal Independence

None of the above

Do you live with parent(s)/ guardian(s) and if so, how many parent(s)/ guardian(s) do you live with, excluding any siblings you may have? **Required**

This question is designed to help us to identify the overall number of income avenues we need to calculate for your household, in order to assess your entitlement to the bursary.

Yes - I live with one parent/ guardian

Yes - I live with two parents/ guardians

No - I live independently

Please answer all questions shown before selecting the 'Next' button in the bottom right-hand corner.

- 3) The next page will ask you to upload all required evidence types based on the answers you have provided, in order to proceed with your bursary application

Question: In order to assess your eligibility for the bursary, we need to identify all forms of income and/ or benefit to your household. Please select all options that apply.

Your answer: Universal Credit with income below £7400

All of these evidence documents are required:
You may only upload a maximum of 12 files

[Click here to upload your Full Universal Credit award statements \(last 3 months are required\)](#)



Please screenshot all details contained within your 3 latest payment periods on your online UC portal, including the recipient's name, address, payment dates, the amount received, the breakdown of how it has been calculated, any deductions applicable and any earnings received within each payment period.

The Guidance Centre Team will determine your estimated annual income by adding the amount of Universal Credit received each period to the amount of income earned each period, to calculate an overall income for each of the three payment periods provided. This will be added together and multiplied by 4 to get an estimated annual income total, which will be used to assess if you meet the bursary criteria low income thresholds. Please ensure all details provided cover all of the elements as needed and are clearly visible.

Select the 'Click here to upload' button, then double-click the file you wish to upload. If you select the wrong file and wish to remove it, click the red recycle bin icon located just below the upload section.

If you don't have your evidence to hand at this stage, simply select the 'Next' button in the bottom right-hand corner. You can upload your evidence at a later stage from the front dashboard of your PayMyStudent portal by selecting the orange 'Upload Evidence' button.

- 4) Enter your bank details on the next page. **These must be your own personal bank details, and not those of a parent and/or guardian.** If you do not have your own bank account and require support with this process, please contact the Wellbeing Team at: wellbeing@petroc.ac.uk.

Bank details

In order to be able to provide you with financial support provided by the bursary, we will require your bank details. Your bank account details must be entered on this page. Please ensure the details you've entered are correct and the account holder name matches the name shown on your bank card and statement page.

We encrypt all bank account numbers for security reasons, as a result we will only ever show you the last 4 digits of your account number on this page. At this stage, please leave all the fields blank and click the 'Next' button below.

Sort Code Account Number Bank Name Account Holder Name

Ball Number

If you don't have your bank details to hand at this stage, simply select the 'Next' button in the bottom right-hand corner. You can upload your evidence at a later stage from the front dashboard of your PayMyStudent portal by selecting the grey 'Amend or Upload my bank details' button.

- 5) The final page is an Application Summary page. Please check each section for the accuracy of your answers and the information submitted before placing a tick in the box at the bottom to confirm you have read and are in agreement to the declaration.

I declare that the information I have provided in this application is **true, complete, and accurate** to disciplinary action or prosecution.

I agree to abide by the terms and conditions of the bursary scheme as set out by the College, and to

I understand that payments will be based on **actual need, participation costs and individual circumstances**

I understand that it is my responsibility to inform the College immediately if any of the information provided is incorrect.

By signing this declaration, I confirm that I have read, understood, and agree to the above.

I have read and agree to the terms of the bursary declaration as stated above.

Signee Name/s

A member of our Advice and Guidance Team will process your application and will communicate with you via email and your PayMyStudent portal to guide you on the next steps and/or inform you of the outcome of your bursary application. Please ensure you regularly check both.