

Guidance – Completing an Application for Financial Assistance

Please read through all relevant information on the College website, before you complete your application for Financial Assistance.

Section 1

Please press 'Next' to enter your personal details including your legal name, your residency status and address details. Please state your usual mode of transport between home and college and the courses you are studying. Enter valid contact details as these may be used to communicate important information regarding your application. If you have not been resident in the UK for 3 years, you will need to upload evidence of your immigration status, with any other required documents, in section 7.

Section 2

Select the Financial assistance you are applying for. You cannot apply for a Vulnerable Bursary **and** a Discretionary Bursary. Make sure you have read the corresponding information, and you apply for the Bursary you are eligible for. Bursary applications will automatically continue to Free Meals applications. You can also apply solely for Free Meals by selecting this option.

Section 3/4/5

Please ensure you answer all questions truthfully and take note of the evidence required for all questions you answer as 'True'.

Section 6

This is where you need to upload all required evidence to support your application. Please save the documents to the device you are using (it may be easier to do this before starting the application).

If you are in receipt of Universal Credit you need to log into your Universal Credit account [Sign in to your Universal Credit account - Universal Credit](#) and go to the 'Payments' section.

Your payment

Your next payment day is 27 May 2025.

Go to **payments** for more details.

- [Report a change](#) > Tell us if your circumstances have changed. Examples include your work situation, health or relationships.
- [Make a journal entry](#) > Record your activity, let us know about appointments and send or receive messages.
- [Payments and advances](#) > View your payments, apply for an advance or check how much you owe.

Payments and advances

- [Payments](#) > See statements of what you've been paid and how it was calculated.
- [Advance payments](#) > Apply for an advance or check how much you owe.

You will then see a list of months in which you have received Universal Credit. Click on one of these to view your statement.

Statements

Your statement explains your payment and how we worked it out.
Select a statement from the list to view.

View statement by pay date

[27 April 2025](#) ←

[27 March 2025](#)

[27 February 2025](#)

The statement will then display on your screen. You will have an option to download the statement, but this will look different, depending on your device.



Save the document to your device - this may be in your downloads, files or cloud - ready to retrieve and upload once you click the link in Section 7.

If you have difficulty downloading/uploading the evidence, you can take screenshots/photographs of every page of each required document and upload the photos to the link instead. Please note, you will need to provide **every** page of each document.

Section 7

Enter any additional information you would like to be considered alongside your application.

Section 8

Please enter the student's own bank account details. The Sort Code is a 6-digit number and the bank account is an 8-digit number. This can be found on your banking app or statement, and usually on your debit card.

Section 9

Please read through and electronically sign the declaration. Please note, if any evidence required belongs to a parent/carer, then the parent/carer must also sign the declaration.

Now **'Submit'** your application.