

Bursary Guidance – Completing an Application for Financial Assistance

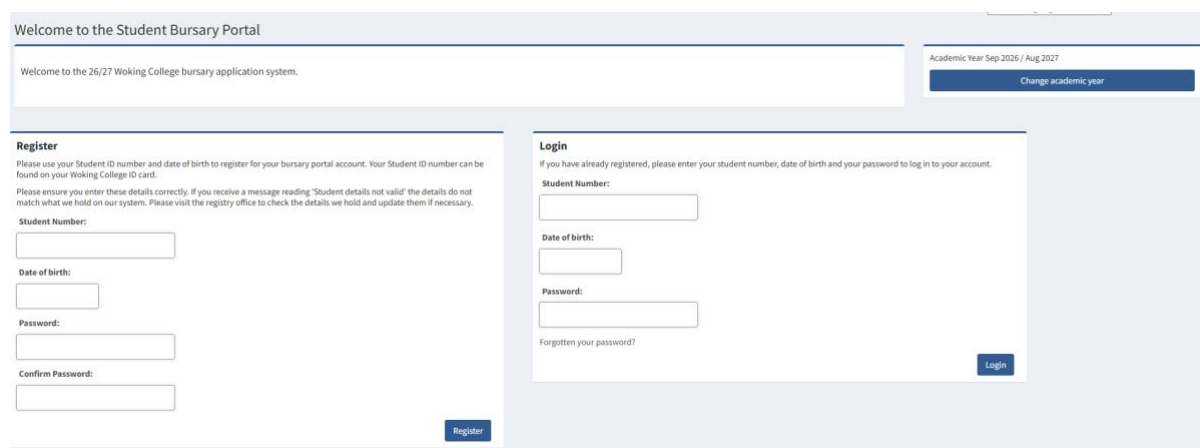
All enrolled students can apply for a Bursary via the **Student Bursary Portal**.

Before submitting an application, please read the information on the College website regarding eligibility for the **Discretionary Bursary** and **Vulnerable Bursary** schemes.

1. Create your account:

Register using your Student number (which can be found on your Woking College ID card), your date of birth and a password of your choice.

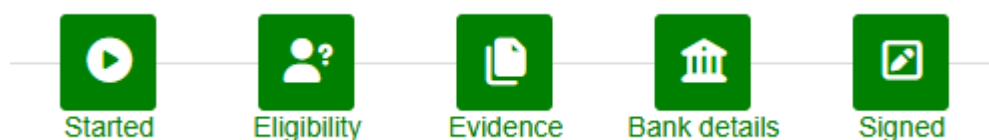
You will then receive an email to verify your account. Please click the activation link in the email.



The screenshot shows the 'Welcome to the Student Bursary Portal' page. At the top, it says 'Welcome to the 26/27 Woking College bursary application system.' and 'Academic Year Sep 2026 / Aug 2027' with a 'Change academic year' button. Below this are two main sections: 'Register' and 'Login'. The 'Register' section includes instructions to use the Student ID number and date of birth, and a note about ensuring details are correct. It has input fields for 'Student Number', 'Date of birth', 'Password', and 'Confirm Password', followed by a 'Register' button. The 'Login' section includes instructions to enter student number, date of birth, and password, with a 'Login' button and a 'Forgotten your password?' link.

2. Log in and view dashboard:

Once you have verified your account you can log in and begin your application. The application dashboard will show your progress as you move through the different sections.



3. Personal details:

Please check that your personal details are correct. If there are any errors, please visit the Registry Office (W28).

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	

4. Application questions:

Please proceed through the application, answering all questions fully and accurately.

5. Upload evidence:

You must upload all requested evidence, as the documents required are based on the answers you provide in the application.

Below is the list of evidence required based on your criteria selections and other information provided. Any document that you add that meets our requirements will show with a green tick in this list below. You can add evidence which is not shown as required and it will still show in the list below but without a green tick.

Once you have uploaded evidence, the documents can be removed from the list as well providing your application has not already been processed

Question: Please select all current sources of household income that are applicable. Evidence of all current income received in your household will need to be provided in the next section.

Your answer: Universal Credit

All these evidence documents must be uploaded

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

Please provide full statements from top to bottom, showing all allowances and deductions that are used to calculate the final payment amount. Statements are accessible from your Universal Credit online account.

Please do not upload screenshots unless they show a complete statement in one single screenshot. We suggest downloading your statements as a PDF.

If you are in receipt of Universal Credit you need to log into your Universal Credit account and go to 'Payments and Advances', then 'Payments'.

You will then see a list of dates showing where you have received Universal Credit. Click on one of these to view your statement.

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 to upload your evidence in the Student Bursary Portal.

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.

6. Bank details:

Please enter your bank account details. All payments will be made to the student's own bank account.

7. Review and submit:

Please check your answers (you can go back and amend any if necessary). Then read through and sign the declaration. Please provide your full name as an electronic signature.

Please note: If you make any amendments to your application you will need to re-sign the form prior to submitting your revised application. Applications submitted without all mandatory sections completed will not be considered for financial support.

8. Next steps:

Once your application has been submitted, it will be assessed by the Bursary Team. You can log in to the Student Bursary Portal at any time to track its progress and view any correspondence relating to your application.

Please check your emails regularly, as we may contact you to request additional information or ask you to complete a questionnaire.

Where payments are made from the Bursary Fund, government guidance requires recipients to provide evidence that the funds have been used for their intended purpose. You may therefore be asked to complete a questionnaire relating to travel or course equipment costs. Any requested questionnaire must be completed before payments can be made.

Please note that processing times may be longer during peak periods, particularly at the start of the academic year when application volumes are highest.