FE Financial Support

APPLICATION GUIDE

For College Students
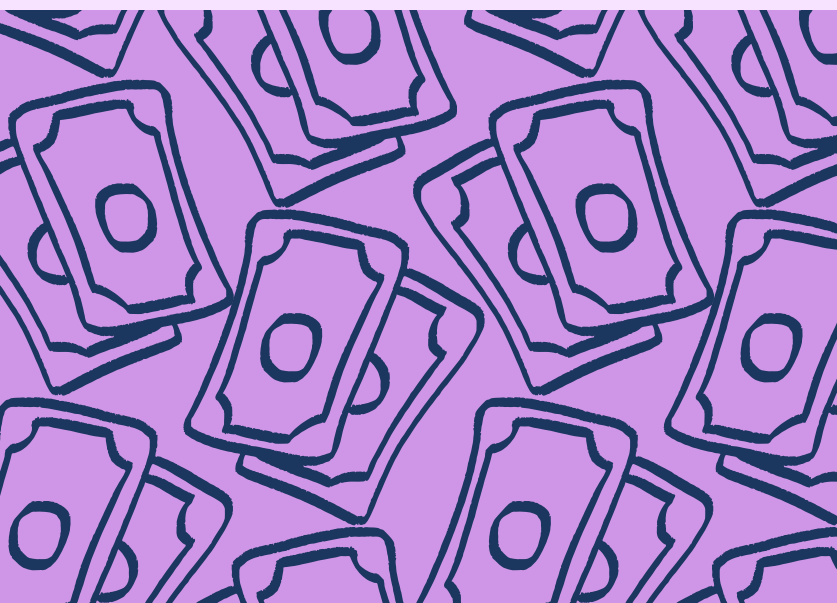
- Childcare
- Travel Support
- Meal Support
- Uniform Support

This is a guide on how to apply for financial support as a College student at University College Birmingham.

- All communication about your application and funding will be done **via email**.

- Please check both your **student email** account and **personal email** account that is registered with the College regularly for any communication or updates.

Emails will be from pms@ucb.ac.uk.
You must read both the email and any attached documents.

Table of Contents

Registering and Applying

You can apply for financial support from the **1st August 2025** by clicking the link below:

University College Birmingham (paymystudent.com)

Returning Students

If you are a returning student and have made an application previously, you can log in straight away.

Can't log in?

- Please use the 'Forgotten Password' to create a new one. Financial Support /Student Services cannot reset your password.

- Please make sure you type your student ID in correctly using capital letters for the letters in your ID e.g. ABC.

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New Students

- If you are applying for the first time you will **need to register first**.

- You can register and apply for financial support on the **1st August.2025.**

- You will not be awarded with any financial support until you are **fully enrolled**.

Step 1 - Register

- Type in your:
  - Student ID number (using capital letters for your ID e.g. ABC12345678)
  - Your date of birth
  - A password you wish to use

  Then **click register**.

- **You will then be sent an activation email.**
  This will go to the email addresses you gave to the College at enrolment. Please be aware this may be your student email, you can access this through your portal or the UCB app.

- **Please check your junk and also allow time to receive the email.**

- Once you have clicked the link in the activation email you will be able to log in by clicking the link below:

University College Birmingham (paymystudent.com)

Starting a New Application

Step 2 – Check your personal details

Click here

Please check all the information on this page.

If there are any mistakes, contact student records or speak to your tutor.

Do not submit a bursary application if there are incorrect details on this page.

When you are done, click next.

Email: studentrecords.ucb.ac.uk

Childcare and Dependents

Add your children / dependents

At the start of the academic year, learners aged **under 20 on the 31st August** who have a child that needs childcare while they attend college can receive assistance through **Care to Learn**

For more information on the Governments Care to Learn scheme **click here.**

IMPORTANT - All students requiring childcare will need to apply through the College and this can be done by following the process below:

If you are 20+ and need childcare support

On this page you will need to add the names of your children and their dates of birth. You can add up to six children. **Please be aware that UCB can only provide childcare funding for a maximum of 2 children.**

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Eligibility Questions

Step 3: Answer all the required questions

Please read all of the information and questions carefully!
Make sure to answer truthfully and as accurately as possible.

Mistakes may cause your application to be delayed.

Evidence Submission

Step 4: Upload your household income evidence

- You need to upload your evidence of household income on this page.

- The evidence needed will depend on your answer to the sources of household income. You can upload photocopies, photos, pdf documents or screenshots.

- Use the 'click to upload' button.

- Read the details carefully to ensure you are uploading the correct evidence.

- Click upload as many times as you need to ensure the full/all documents are provided.

- You must submit all evidence in a readable format, and include all pages including blank pages. Failure to do so will result in your bursary application being delayed.

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Universal Credit Statements

If you selected Universal Credit as household income you need to upload the **most recent 3 months** of **full statements**.

A full statement looks like this:
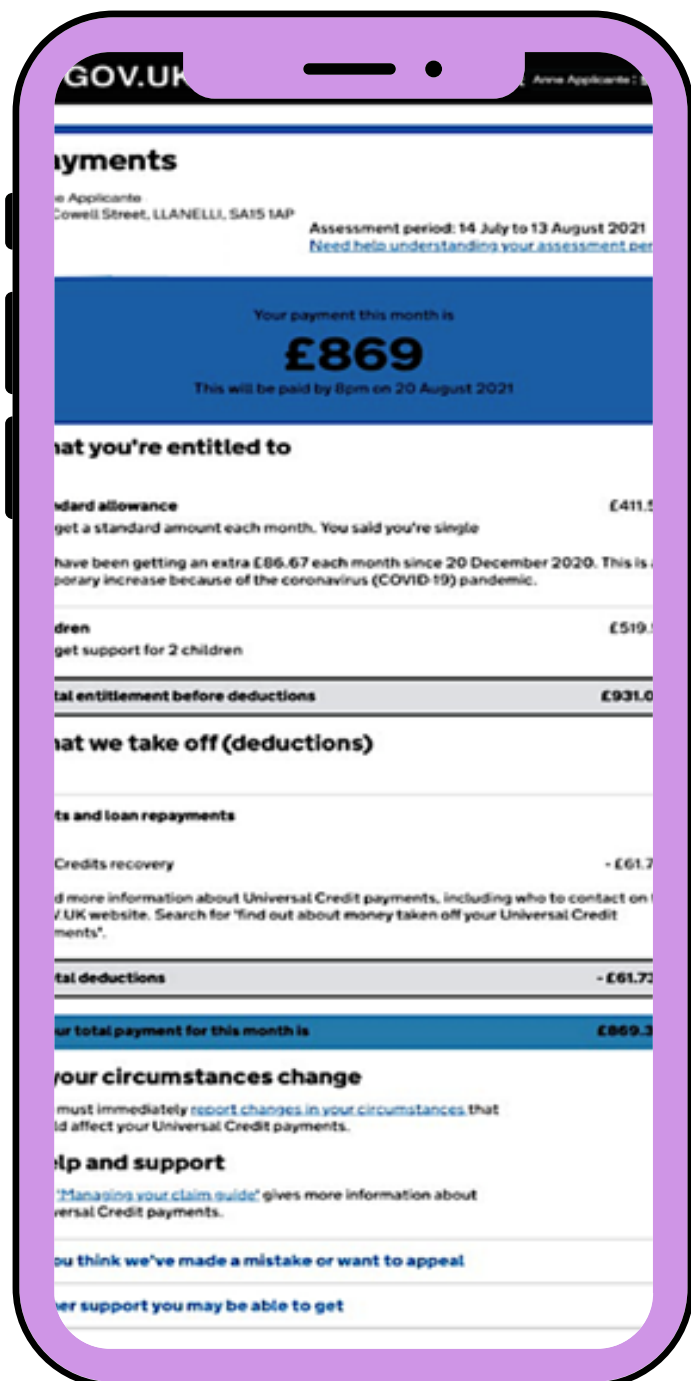
To get this statement please follow the steps below:

**1.** Log in to your Universal Credit Account – **Sign in to your Universal Credit account – GOV.UK (www.gov.uk)**

2. Click on the Statement Summary page

3. Find your most recent statement and click on it to open it

4. Below is an example of what your statement should look like.

5. Click 'Print this statement' and then choose the option 'Save as PDF'.

6. Save this document to your device (computer, laptop, phone).

7. You will then be able to upload it as a pdf file – repeat these steps for your other 2 statements

Other Evidence

You may also need to supply the evidence below:

- **Employment Support Allowance (ESA)** award letter dated after 5th April 2025 – ALL PAGES

- **Free Meal Evidence** proof from your former school/college of previous meal entitlement

- **Income Support (IS)** award letter dated after 5th April 2025 – ALL PAGES

- **Job Seekers (JSA)** award letter dated after 5th April 2025 – ALL PAGES

- **Pension/Pension Credit (State or Private)** award letter dated after 5th April 2025 – ALL PAGES

- **Tax Return for 2024/2025 (self-employed)** plus Accountants letter (Stamped, signed and dated)

- **Wage slips** for the most recent 3 months **OR** a **P60** from April 2025
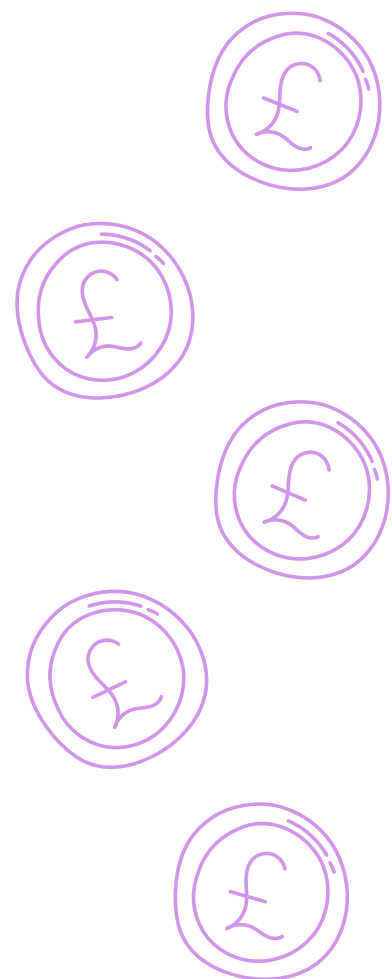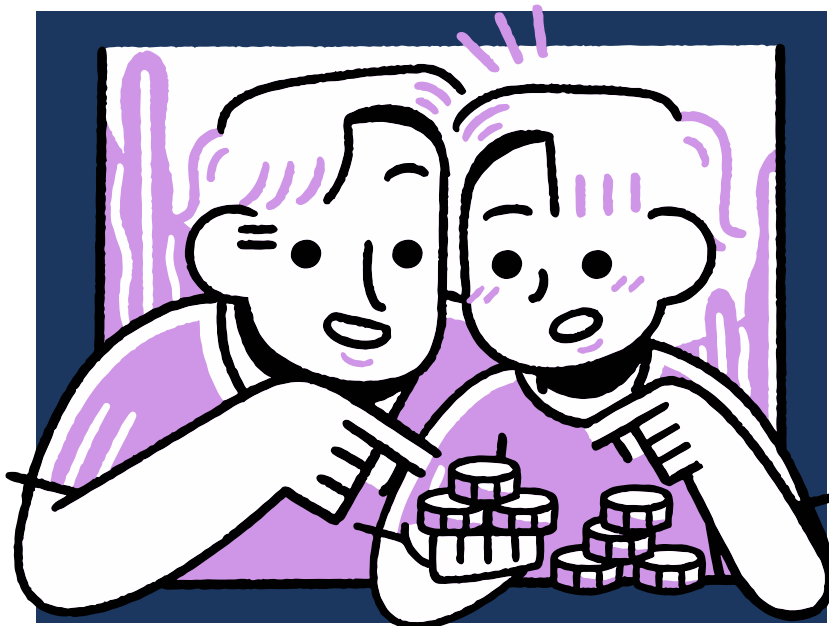
Submitting Your Application

Check your details

Please read the terms of support and declaration carefully before submitting your application.

Make sure you sign your **FULL NAME** here. This form must be signed by the student and a parent/guardian if under the age of 18.

Your application is now complete!

Please be aware applications can take up to 10 working days to process.

This will be longer if you have not provided the correct evidence or given false or inaccurate information.

It is the student's responsibility to ensure all information is correct and all evidence is submitted.

CONTACT US

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