



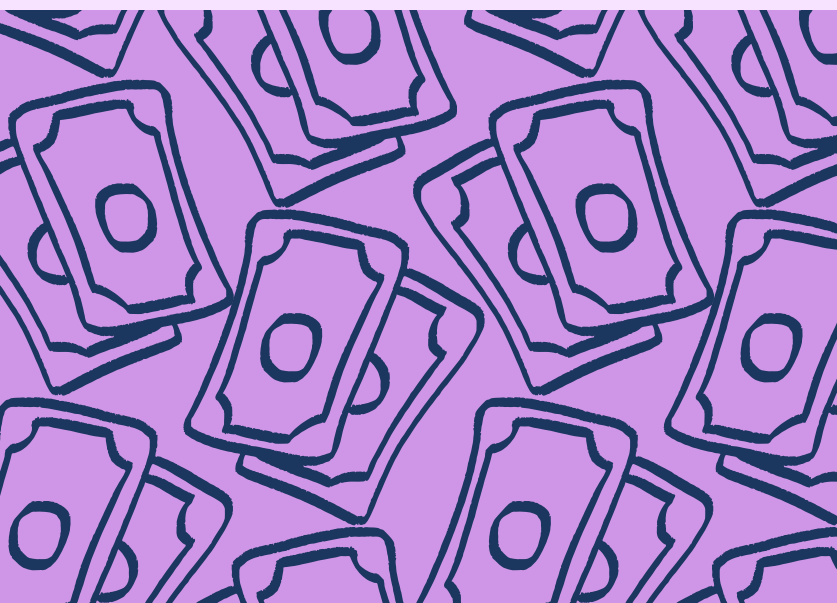
**UNIVERSITY  
COLLEGE  
BIRMINGHAM**

# **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](mailto:pms@ucb.ac.uk).

You must read both the email and any attached documents.

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# Registering and Applying

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

[University College Birmingham \(paymystudent.com\)](https://ucb.paymystudent.com)

University College Birmingham Financial Support

University College Birmingham COLLEGE FINANCIAL SUPPORT APPLICATION 2024/25

Applications for the 2024/25 academic year will open on the 1st August 2024

You can find a handy guide on how to apply for financial support by clicking the link below:  
If you have any questions about financial support please contact us on 0121 604 1000 ext 2269/2220 or email [financialsupport@ucb.ac.uk](mailto:financialsupport@ucb.ac.uk)

**Register**

Please use your UCB student ID number (eg. ABC12345678) and date of birth to register below.  
Make sure you input the letters in your ID as capital letters e.g. ABC

Student Number:

Date of birth:

Password:

Confirm Password:

**Login**

If you have already registered then please enter your UCB student ID number (eg. ABC12345678) and date of birth to login below.  
Make sure you input the letters in your Student ID numbers as capital letters i.e. ABC

Student Number:

Date of birth:

Password:

[Forgotten your password?](#)

**Register**

This website uses cookies to function but nothing that personally identifies you is stored in our cookies. [Read more](#)

14:08

ucb.paymystudent.com

UNIVERSITY COLLEGE BIRMINGHAM

UCB Financial Support

UCB COLLEGE FINANCIAL SUPPORT APPLICATION 2023/24

Applications for the 2023/24 academic year should open in July 2023 for returning students.

New students to UCB for 23/24 will be able to apply after they have fully enrolled in late August.

You can find a handy guide on how to apply for financial support by clicking the link below:  
[guide-to-applying-for-fe-financial-support-at-ucb.pdf](#)

If you have any questions about financial support please contact us on 0121 604 1000 ext 2269/2220 or email [financialsupport@ucb.ac.uk](mailto:financialsupport@ucb.ac.uk)

**Register**

Please use your UCB student ID number (eg. ABC12345678) and date of birth to register below.  
Make sure you input the letters in your ID as capital letters e.g. ABC

Student Number:

Date of birth:

Password:

## 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.



# 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 \(paymystudent.com\)](https://paymystudent.com)





# Starting a New Application

## Step 2 – Check your personal details

UNIVERSITY COLLEGE BIRMINGHAM

UCB Financial Support

2023 - 2024

Welcome Financial

Welcome

Welcome to the student portal. To apply for your bursary application, click [here](#) to start the process or follow this link [click here](#)

[Click here to proceed with your application form](#)

Click here

Courses

No courses listed yet

Recent Payments

Please be aware that payments may take up to 5 working days to reach your bank account from the due date

W/C Date	Due Date	Amnt	Method	Status	Award	Attendance	Last Updated
No payments found							

Recent Documents

Document

No documents found

UNIVERSITY COLLEGE BIRMINGHAM

UCB Financial Support

You are impersonating the student

Financial Support Application

Please note the following important information:

- You should read the Bursary Fund Guidelines or Policy before filling in this application to make sure you are eligible to apply.
- Please complete all sections of the form clearly and with all the information requested.
- Ensure you upload all pages of evidence (i.e. 1-8 including blank pages) as incomplete evidence will be declined. All pages must be able to be seen in full. Pages that are blurry or cut off will not be accepted.

Your application will not be assessed without the correct evidence.

Payment of financial support is dependent on you maintaining satisfactory attendance and remaining enrolled on your course.

All Discretionary Bursary funding is limited. Meeting the criteria does not guarantee funding. Discretionary Bursaries are income assessed and operated on a first-come, first-served basis.

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 financial support.

ID Number	TMP71D882
Date of Birth	01/01/2006
Forename	Financial
Surname	Support
Address	Student Services
Town	Ucb
Postcode	UCB

Please click on the Next button to proceed if the information above is correct. If there are discrepancies please inform the college as soon as possible.

Next >>

**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](mailto: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:**

The screenshot shows the 'UCB Financial Support' application interface. The main heading is 'Financial Support Application'. Below it, the section is titled 'Childcare and Dependents'. A message states: 'Your age indicates that you may be eligible for help with childcare. We need to know firstly if you have any children. Telling us that you have children does not automatically make you eligible for support. There are further questions to answer which will confirm whether you are eligible for help with childcare. If you do not have any children please ignore this and just click on the Next button below'. Below this, instructions say: 'If you have any children please provide the names of your dependents and their dates of birth. You may add up to six children. Enter the details for each child at a time. Once you have entered the first and last names and date of birth, click on the Add Dependent button to add your child to the list. You can also change the details of a saved dependent by clicking on the Edit button next to the dependents name and then clicking the Save Dependent button which will appear when you click the Edit button. To remove a dependent from the list, click on Remove next to the dependents details'. There are input fields for 'Forename', 'Lastname', and 'Date of Birth', followed by an 'Add Dependent' button. Below this is a table with columns 'Name' and 'DOB'. The table is currently empty, with a message 'No dependent information stored yet'. At the bottom, there is a 'Next >>' button and a '<< Back' button.

## 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.**



# Eligibility Questions

The screenshot shows the 'Financial Support Application' page on the University College Birmingham website. The page is titled 'Eligibility questions' and includes instructions: '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. Please read all the questions carefully and respond truthfully and accurately. Once you have answered all the questions, click Next to continue.' The first question is 'We need to know about the level of income in your household. Please choose the option which best fits your situation. Required'. It has five radio button options: '£0 to £27,000', '£27,001 - £31,000', '£31,000 - £35,000', and '£35,000 and above'. The second question is 'We need to know where the money in your household comes from. Required'. It includes instructions: 'Please read the options carefully and select ALL that apply to you. Students aged 19+ - please be aware you CANNOT select the first option that states your household income has not changed from last year. 16-19 Bursary Students ONLY'. It has four checkbox options: 'I received bursary funding from UCB last year and my household income has not changed - 16-19 Bursary Students ONLY', 'Employment', 'Self employed', and 'Universal Credit'.

## 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

UCB Financial Support

Financial Support Application

**Evidence of eligibility**

If you have access to a scanner or a smart phone or other digital camera, you can take copies of the required documents and upload them here. All evidence must be uploaded on this page. We cannot accept evidence sent by email or post.

We cannot process your application until you have provided all of the correct evidence.

If you need support uploading your evidence please click on the link below for a guide on how to do this.

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:** We need to know where the money in your household comes from.

**Your answer:** Universal Credit

All of these evidence documents are required:

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

We need to be able to see from the name and address at the top of the statement, down to the bottom of the deductions section

Please click on the Next button to proceed

[<< Back](#) [Next >>](#)

## Step 4: Upload your household income evidence

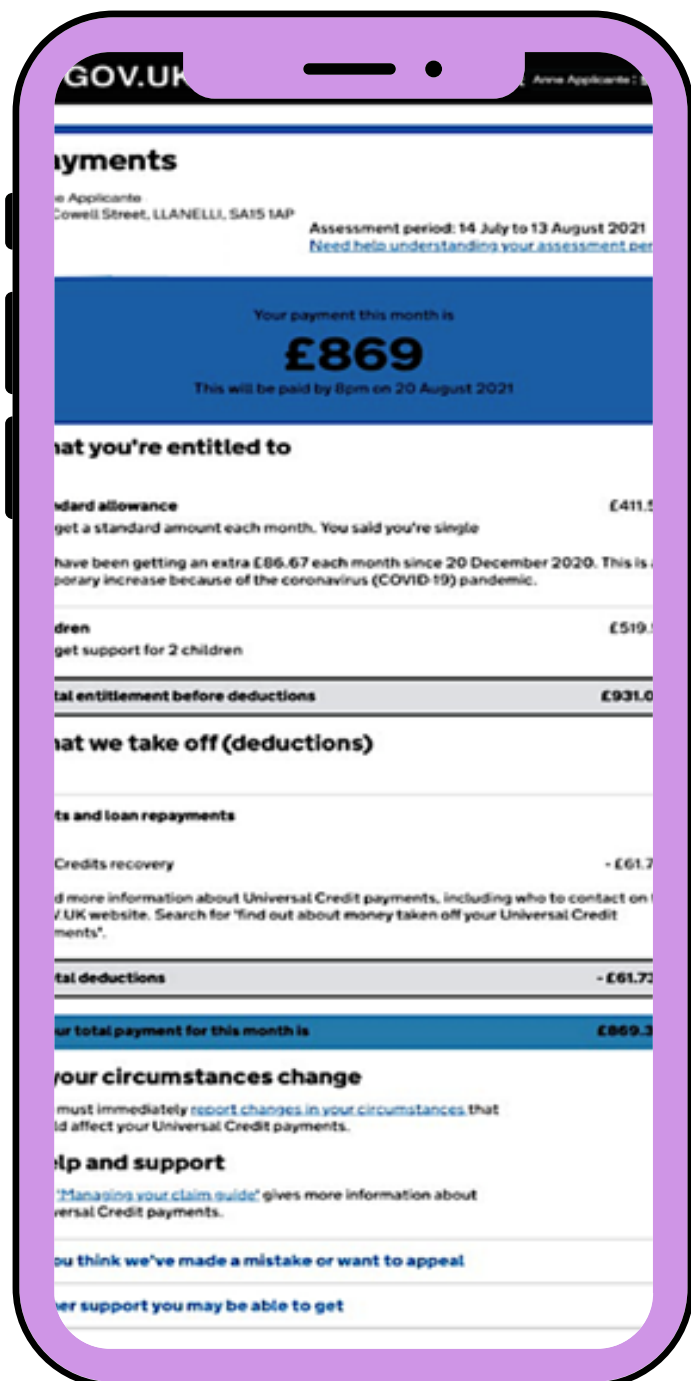
- ..... You need to upload your evidence of household income on this page.
- ..... The evidence needed will depend on your answer to the sources of household income. You can upload photocopies, photos, pdf documents or screenshots.
- ..... Use the 'click to upload' button.
- ..... Read the details carefully 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.



# 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:

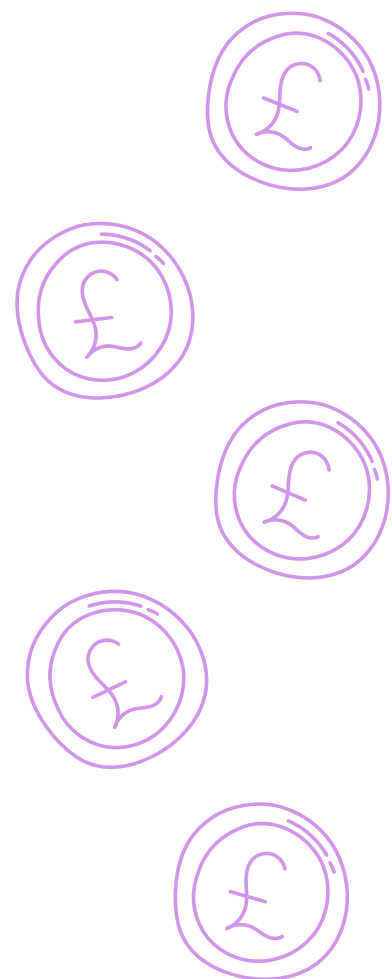
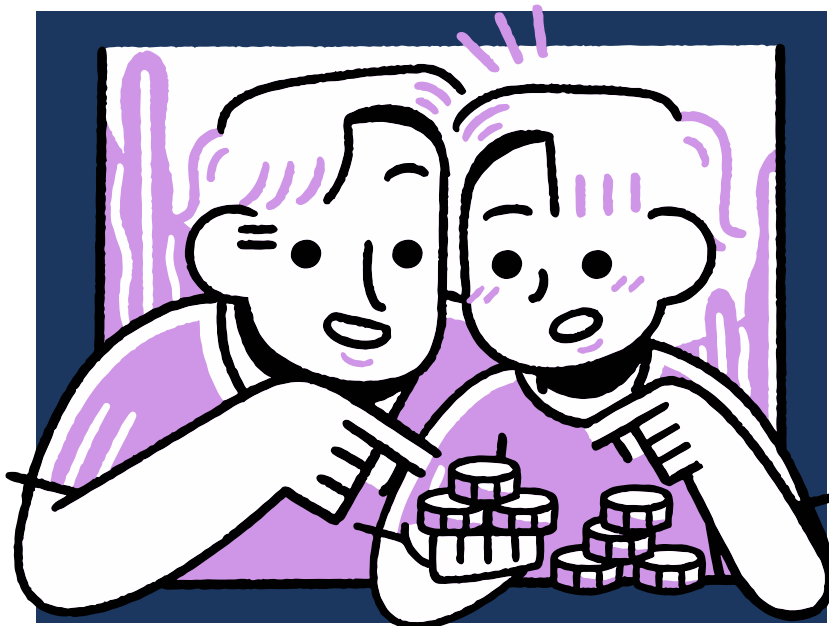
1. Log in to your Universal Credit Account – [Sign in to your Universal Credit account – GOV.UK \(www.gov.uk\)](https://www.gov.uk/sign-in-to-your-universal-credit-account)
2. Click on the Statement Summary page
3. Find your most recent statement and click on it to open it
4. Below is an example of what 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.

Do you need to borrow a laptop to support with your studies?

Laptops may be available for those students who do not have access to one at home.

Yes

Do you have to go on placement as part of your course?

No

Declaration

**Terms of Support**

Please sign to state that you have read and agreed to the following information:

1. All funding is dependent on meeting standards set by the College in regards to attendance, behaviour, and conduct as stated in the 23/24 FE bursary policy.
2. All students must comply with the codes of conduct laid out in the Student Handbook.
3. All equipment given to students on loan remains the property of the College and students will be asked to return this at the end of their course.
4. All awards are subject to periodic review and students may be asked to provide evidence as to the use of funds awarded.
5. All returning students who have not submitted new household evidence may be requested to do so later in the academic year.
6. Failure to comply with the Terms above and those set out in the 23/24 FE Bursary policy may result in your payments being delayed, withheld or stopped.

**Declaration**

Please sign to state that you have read and agreed to the following information:

1. I confirm that the information provided in this application is accurate and that I have enclosed the relevant evidence as requested.
2. I am aware that if I choose to discontinue my studies during the period for which the support was given I may be required to repay some or all of the support provided.
3. If I receive Uniform and Equipment support and withdraw from my course before the first week of December, I will be required to return the kit purchased by the College or repay the equivalent amount for the equipment.
4. I agree to update Student Services if household income or circumstances change during the academic year, possibly affecting my eligibility for funding.

☐ I agree to the declaration as stated above

Signee Name/s

<< Back Student Application

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



0121 232 4020



[f.support@ucb.ac.uk](mailto:f.support@ucb.ac.uk)