

Financial Support

FE

## 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.

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## **Registering and Applying**

You can apply for financial support from the **1st August 2024** by clicking the link below:

University College Birmingham (paymystudent.com)

C A http://uch.awww.student.com/portal/		à ca 👩
J Portal - University C 👔 UCB directory.vlsx: 🚺 Financial support J 😰 PayMyStudent - Stu 🔹 Login - Way2Pay 🎦 19+1	Tavel and Trai 🚹 16-19 Ticket Portal 👊 FE Travel Support 2 🐧 Loan Laptop Sprea 🦉 DC Web   Account 😭 Kick-Start limit rem	Cther favorites
	University College Birmingham Financial Support	
Inversity College Birmingham COLLEGE EINANCIAL SUPPORT APPLICATION	2024/25	
Silversity college birningham college Financiae Soft orthar Felcarion	2024/25	
Applications for the 2024/25 academic year will open on the 1st August 2024	14:08	— • 📰 🖬
You can find a handy guide on how to apply for financial support by clicking the link below:	ucb.p	aymystudent.com
I you have any questions about financial support please contact us on 0121-604-1000 ext 2269/2220 or email financialsupport/giuc		SITY
	UCB Fir	nancial Support
grows Iase use your UCB student ID number (eg. ABC12345678) and date of birth to register below.	If you have already registered then please enter your UCB student ID number (eg. ABC1234562	
ike sure you input the letters in your ID as capital letters e.g. ABC	Make sure you input the letters in your Student ID numbers as capital letters i.e. ABC UCB COLLEGE F	INANCIAL SUPPORT
udent Number:	Student Number: APPLICATION 20	023/24
te of birth:	Date of birth: Applications for the 2023/	24 academic year should open in
	July 2023 for returning stu	idents.
assword:	Password: New students to UCB for 2	3/24 will be able to apply after they
	have fully enrolled in late	August.
onfirm Password:	Forgotten your password?	k below:
	guide-to-applying-for-fe-	inancial-support-at-ucb.pdf
	n you nave any questions contact us on 0121 60410 financialsupport@ucb.ac	00 ext 2269/2220 or email uk
incy notice		
	Register	
This website uses cookies to function but nothing that personally identifies you is stored in our cookies. R	Please use your UCB studen date of birth to register belo	t ID number (eg. ABC12345678) and w.
	Make sure you input the lett	ers in your ID as capital letters e.g.
Doturning St		
Returning St		
	Date of birth:	
f vou are a returning stude	nt and have made an	
. ,	Password:	
application previously you	can log in straight away	
ppileation previously, you		

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**.2024.
- 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

	UCB Financial Support
CMS   BIRMING	2023 - 2024
	2020 - 2024
L Home	Welcome Frencial
∠ Attendance	
If Bursary	Vielcome to the student notal. To apply for your hursary aneirate utility of the student process or failow this link rick here
r Logout	Click here to proceed with your application form
	Course - *
	No courses listed yet
	Recent Payments - * Recent Documents
	Revers to serve that assume to an international from to much ware back second from the day day.
	Document
	Wild Date         Due Date         Amnt         Method         Status         Award         Attendance         Last Updated
	No payments found
	UCB Financial Support
	Financial Support Application 💷 Home - 27 Bursary - 🖾 Automotion
1 Home	
£ Altendance	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.
r Bursary 👻	<ul> <li>Please complete all sectors of the term clearly and with all the information requested.</li> <li>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.</li> </ul>
3 Application	You application will not be assessed without the correct evidence.
Documents	Pagenets or instance application application or procession and application app
• Logout	
	Personal Details.
	Below are the details we have on the try you if anything is incomed, please notify the college as soon as possible as this may affect your financial support.
	ED Number TMP71D802
	Date of Birth 01012006
	Sumana Suppot
	Address Student Services
	Town Ueb
	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.

#### 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** via the Government.

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

## **Childcare for 20+ Students**

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				You are impersonating the student (Logo
COLLEGE BIRMINGHAN	-		UCB Financial Support	
NENU .	Financial Support App	olication		🖂 Home - 🕼 Bursary - 🖾 Dependent
Home Attendance Bussay	Childcare and Dep Your age indicates that you in which will confirm whether yo	endents wy be eligible for help with childcare. We need io know firstly if you have am are aligible for help with childcare. If you do not have any children prease	y childen. Telling us that you have children does not automatically make you elig sprore this and just circk on the Next button below.	ible for support. There are further questions to answer
Application     Payments     Documents     Logout	If you have any children please Dependent button to add your cl button. To remove a dependent Forename Lastname	provide the names of your dependents and their dates of birth. You may add hist to the tax. You can also change the details of a saved dependent by clic from the tax, click on Remove next to the dependents details Date of Birth	I up to six châdren. Enter the details for each châd at a time. Once you have enter ang on the Edd bullion next to the dependents name and then clicking the Bave C	ed the first and last names and date of birth, click on the Aod ependent bullon which will appear when you click the Edit
	Add Dependent Name Please click on the Next buffor	CoB n to proceed whether you have entered any dependent's details or not.	No dependent information stored yet	
	<< Back			Next >>

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.** 



		You are impersonating the student (ag
ERSIT EGE INGHA	UCB Financial Support	
	Financial Support Application	E Home > 27 Bursary > E3 Applicat
	1	
	Eligibility questions	
	Vie 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 truttifully and accurately.	
	Once you have answered all the questions, click Next to continue	
	We need to know about the level of income in your household. Please choose the option which best fits your situation. Report	0
	0 10 10 22 2000	
	627,001 - 631,000	
	C £31,000 - £35,000	
	C £35.000 and above	
	We need to know where the money in your household comes from.	
	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.	
	I received bursary funding from UCB last year and my household income has not changed - 16-19 Bursary Students CNLY	
	Employment	
	set employed	
	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.





**Returning Students – 16–19** 

## lf you...

- Are a returning student
- Are aged 16-19
- Received funding from the Discretionary Bursary Scheme last year
- Have the same household income situation as last year



- You will not need to resubmit your evidence, provided your evidence from 23/24 was sufficient at the time.
  - You will need to sign a declaration confirming this, which will be sent to you after you have submitted your application.
  - You may be asked to submit evidence of income at a later date.





UNIVERSIT		rou are impersonaung the souce	Copie
COLLEGE	. =	UCB Financial Support	
	Financial Support Application	🗅 Hone - 🕼 Burnary - 🖸	Evidence
	1		
tance	Evidence of eligibility		
	If you have access to a scanner or a smart phone or other digital camera, you can take copies of the	he required documents and upload them here. All evidence must be uploaded on this page. We cannot accept evidence sent by email or post.	
ration	If you need support uploading your evidence please click on the link below for a guide on how to de	o fine:	
			_
	Below is the list of evidence required based on your ortheria selections and other information	ation 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	in as
	Once you have uploaded evidence, the documents can be removed from the list as well	providing your application has not already been processed	
	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	í I
	Please click on the Next button to proceed		eat >>

#### 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**.

#### GOV.UI yments plicante -ILI Street, LLANELLI, SA15 1AP Assessment period: 14 July to 13 August 2021 Need help understanding your assessment pe £869 nat you're entitled to 6411.5 get a standard amount each month. You said you're single have been getting an extra £86.67 each month since 20 December 2020. This is rary increase because of the coronavirus (COVID-19) pandemi 6519. get support for 2 children tal entitlement before deductions £931.0 hat we take off (deductions) ts and loan repayments - £61.7 Credits recovery re information about Universal Credit payments, including who to contact on / UK website. Search for 'find out about money taken off your Universal Credit ents' tal deductions - 661.73 r total payment for this month is C869. our circumstances change must immediately report changes in your circumstances that Id affect your Universal Credit payments. Ip and support your claim guide' gives more information about ersal Credit payments. u think we've made a mistake or want to appeal r support you may be able to get

A full statement looks like this:

## To get this statement please follow the steps below:

1. Log in to your Universal Credit Account -<u>Sign in to your Universal Credit account -</u> <u>GOV.UK (www.gov.uk)</u>

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

8



You will need to upload **ALL PAGES** of your Tax Credit Award Notice for 2024/2025.

## We need to see ALL PAGES starting 06/04/2024 covering payments from 2024/2025.

If you only have a Tax Credit Award Review 2023/2024 you can submit this providing it shows payments for 2024/2025 and is the **FULL** document.

We are not able to accept reviews with red lines.

We cannot accept provisional Tax Credit Award letters.

## **Other Evidence**

You may also need to supply the evidence below, especially if you are not in receipt of Tax Credits or Universal Credits.

- Employment Support Allowance (ESA) award letter dated after 5th April 2024 ALL PAGES
- Free Meal Evidence proof from your former school/college of previous meal entitlement
- Income Support (IS) award letter dated after 5th April 2024 ALL PAGES
- Job Seekers (JSA) award letter dated after 5th April 2024 ALL PAGES
- Pension/Pension Credit (State or Private) award letter dated after 5th April 2024 ALL PAGES
- Tax Return for 2023/2024 (self-employed) plus Accountants letter (Stamped, signed and dated)
- Wage slips for the most recent 3 months OR a P60 from April 2024

## **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.

	un on and an annual set
Laptops may be available for thos Yes	students who do not have access to one at home.
Do you have to go on place	ment as part of your course?
No	
eclaration	
Terms of Support	
Please sign to state that you ha	re read and agreed to the following information:
<ol> <li>All funding is dependent of 2. All students must comply 3. All equipment given to stu- 4. All awards are subject to 5. All returning students who 6. Falure to comply with the 3. All returning students who 3. All returning students who 5. All returning students 5. All returning students who 5. All returning students w</li></ol>	n meeting standards set by the College in regards to attendance, behaviour, and conduct as stated in the 23/24 FE bursary policy. with the codes of conduct laid out in the Student Handbook seriodic review and students may be asked to provide evidence as to the use of funda awarded. have not submitted new household evidence may be requested to do so later in the academic year. Term above and theose for our in the 23/24 FE bursary policy may review in your payments being delayed, withheid or stopped.
Declaration	
Please sign to state that you ha	re read and agreed to the following information:
1. I confirm that the informat     2. I am aware that if I choos     3. If I receive Uniform and E     4. I agree to update Student	on provided in this application is accurate and that I have enclosed the relevant evidence as requested. 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 automent support and withdraw throm yocurse before the first week of Decortect , will be required to repay some or all of the support provided automent support and withdraw throm yocurse before the first week of Decortect , will be required to repay the College or repay the equivalent amount for the equipm Services if household income or circumstances change during the academic year, possibly effecting my eligibility for funding.
I agree to the declaration as e	aned above
Signee Name/s	
-	

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**



