

## **Guide to Applying for FE Financial Support at UCB**

### **2023-24**

This is a guide on how to apply for financial support as a College student at UCB. Please read the guide below carefully.

***All correspondence 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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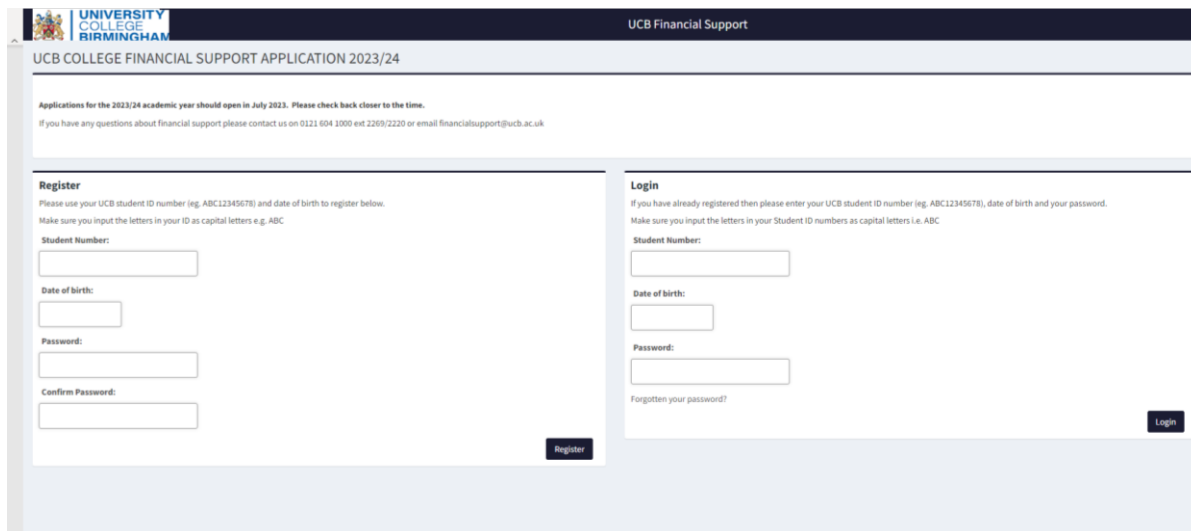
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## Registering and Applying

All applications for financial support must be submitted online. The UCB Pay My Student portal can be found by clicking the link below:

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

You will be taken to the screen below:



The screenshot shows the 'UCB Financial Support' application portal. At the top, there is a navigation bar with the University College Birmingham logo and the text 'UCB Financial Support'. Below this, the main heading reads 'UCB COLLEGE FINANCIAL SUPPORT APPLICATION 2023/24'. A notice states: 'Applications for the 2023/24 academic year should open in July 2023. Please check back closer to the time. If you have any questions about financial support please contact us on 0121 604 1000 ext 2269/2220 or email financialsupport@ucb.ac.uk'. The page is divided into two main sections: 'Register' and 'Login'. The 'Register' section includes instructions: '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'. It contains input fields for 'Student Number', 'Date of birth', 'Password', and 'Confirm Password', followed by a 'Register' button. The 'Login' section includes instructions: 'If you have already registered then please enter your UCB student ID number (eg. ABC12345678), date of birth and your password. Make sure you input the letters in your Student ID numbers as capital letters i.e. ABC'. It contains input fields for 'Student Number', 'Date of birth', and 'Password', followed by a 'Login' button and a 'Forgotten your password?' link.

## Returning Students

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

If you are having issues logging in, it may be that you need to change your password. 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 only register and apply for financial support once you are **fully enrolled**.

Enrolments take place for new students toward the end of August.

Type in your student ID number – using capital letters for your ID e.g. ABC, your date of birth, and a password you wish to use, then click register.

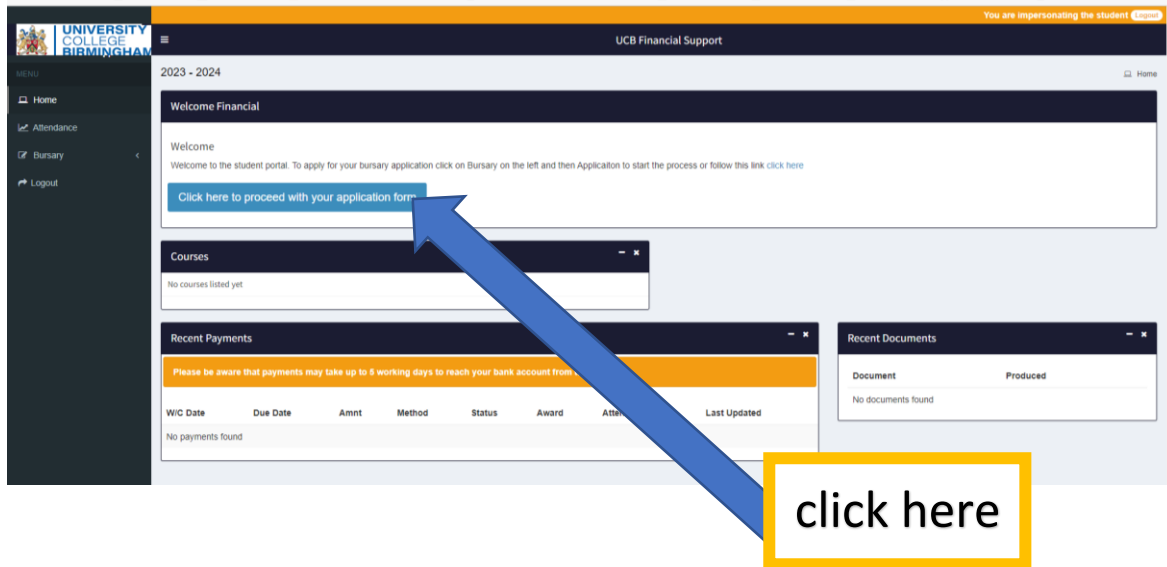
You will then be sent an activation email. This will go to the email addresses you gave to the College at enrolment. Please be aware this may be your student email, you can access this through your portal or the UCB app.

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

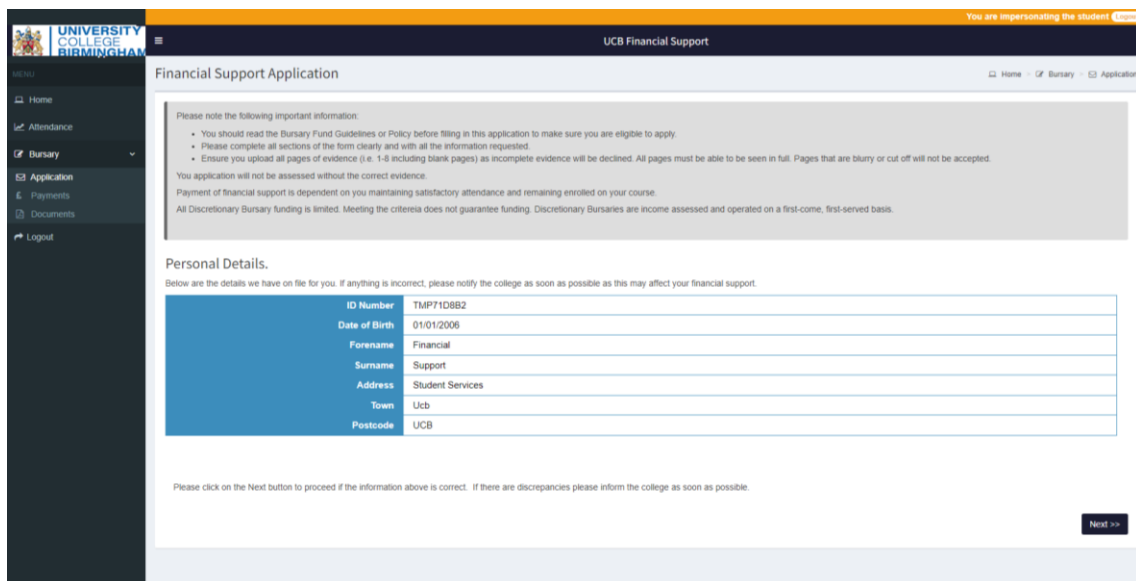
Once you have clicked the link in the activation email you will be able to log in by clicking the link below:

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

## Starting Your Application



The screenshot shows the 'UCB Financial Support' portal. The main content area includes a 'Welcome Financial' section with a button labeled 'Click here to proceed with your application form'. Below this are sections for 'Courses', 'Recent Payments', and 'Recent Documents'. A blue arrow points from a yellow box containing the text 'click here' to the application button.



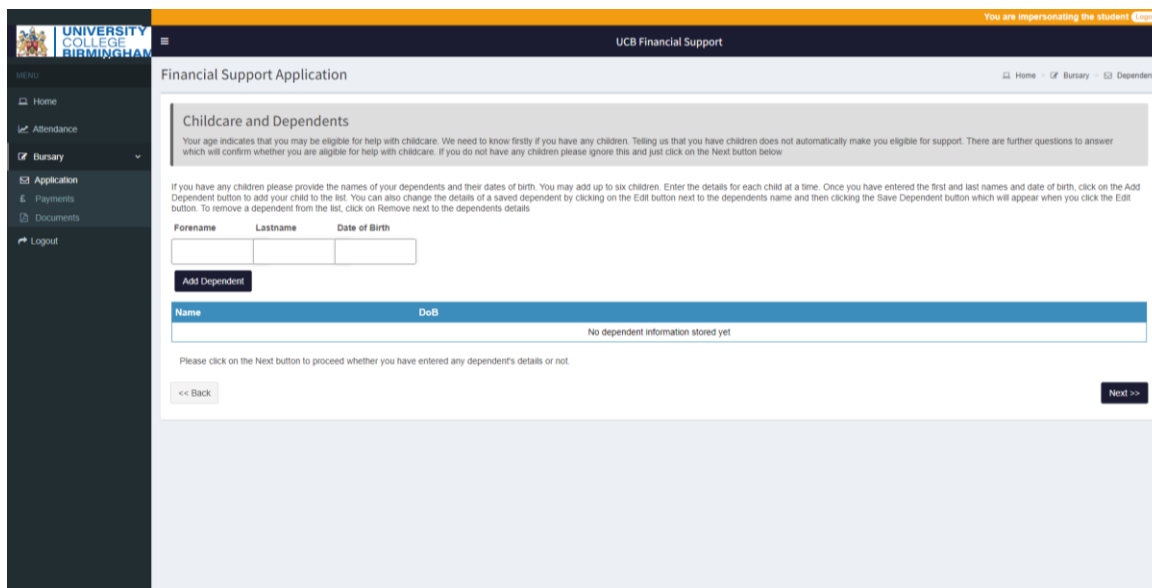
The screenshot shows the 'Financial Support Application' page. It includes a 'Please note the following important information:' section with bullet points. Below that is a 'Personal Details' section with a table of fields and a 'Next >>' button.

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

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.

## Childcare and Dependents



**Financial Support Application**

**Childcare and Dependents**

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.

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.

Forename	Lastname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Dependent**

Name	DoB
No dependent information stored yet	

Please click on the Next button to proceed whether you have entered any dependent's details or not.

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

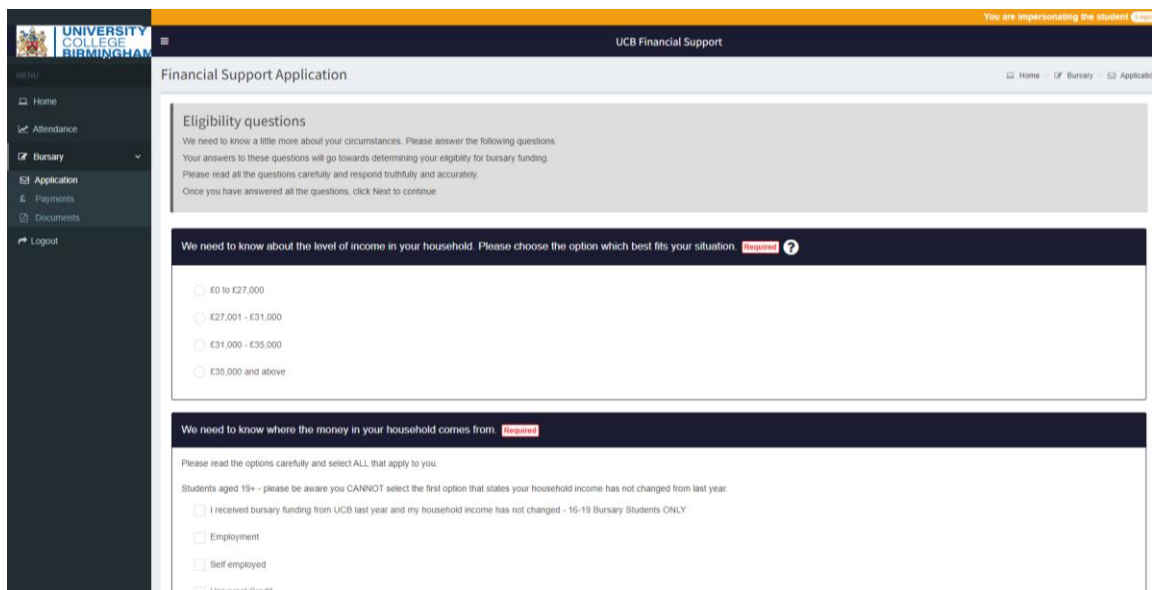
This page will only be available for those students aged 20+.

Learners aged under 20 on at the 31st August at the start of the academic year 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](#).

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 will not need to upload evidence on this page, but if you require childcare support you will need to upload either a birth certificate or a child benefit letter for each child you are applying for support with on the evidence page.

## Eligibility Questions



**Financial Support Application**

**Eligibility questions**

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.

**We need to know about the level of income in your household. Please choose the option which best fits your situation. Required ?**

£0 to £27,000  
 £27,001 - £31,000  
 £31,000 - £35,000  
 £35,000 and above

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

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 ONLY  
 Employment  
 Self employed  
 Universal Credit

Please read all of the information and questions carefully and answer truthfully and as accurately as possible.

Once you've completed the questions click next.

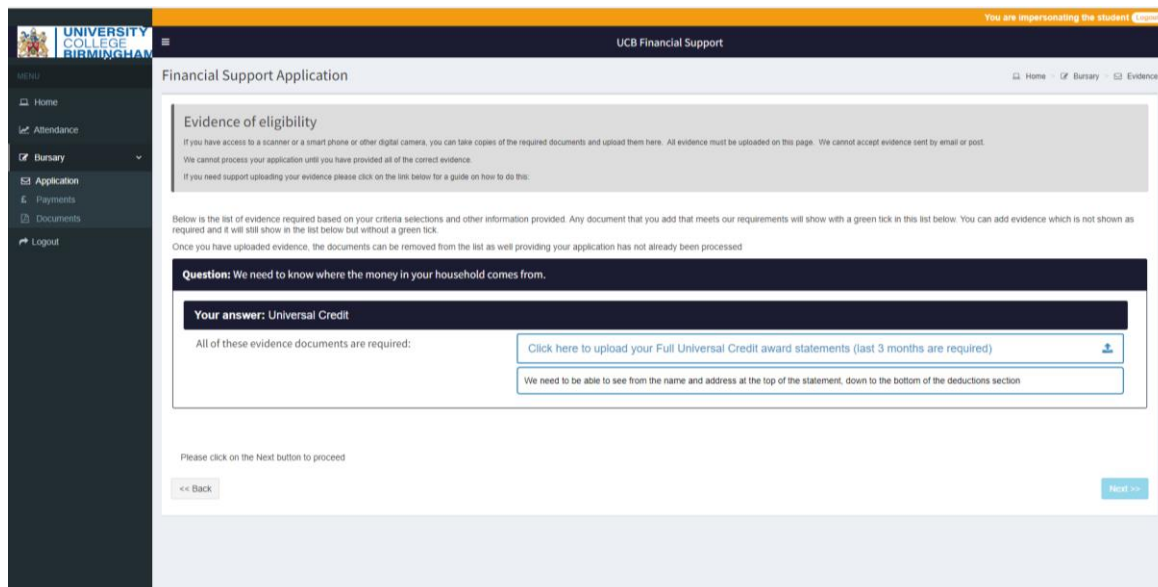
Please ensure you answer all the required questions.

IMPORTANT - If you have indicated that you take the bus, tram or train to College you will need to provide the names of the stops that you use to travel to and from college. Without this information we cannot provide you with a travel pass.

### IMPORTANT NOTICE FOR 16-19 RETURNING STUDENTS

If you are a returning student, aged 16-19 and received funding from the Discretionary Bursary Scheme last year if your household income situation has not changed you will **not** need to resubmit your evidence, provided your evidence from 22/23 was sufficient at the time, (See question number 2) 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.

### Evidence Submission



The screenshot shows the 'Financial Support Application' page for 'UCB Financial Support'. The main heading is 'Evidence of eligibility'. Below this, there is a question: 'Question: We need to know where the money in your household comes from.' The user's answer is 'Your answer: Universal Credit'. Below the answer, there is a list of required evidence documents with a 'Click here to upload your Full Universal Credit award statements (last 3 months are required)' button and a 'Next' button at the bottom right.

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.

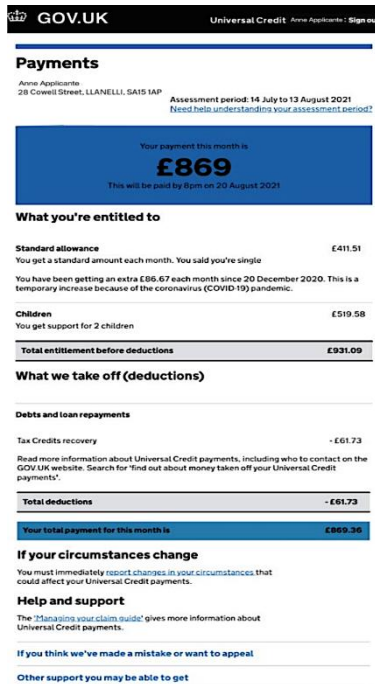
Read the details carefully to ensure you are uploading the correct evidence. Click upload as many times as you need to ensure the **full/all documents** are provided.

**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 Evidence

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:



**GOV.UK** Universal Credit Anne Applicante Sign out

### Payments

Anne Applicante  
28 Cowell Street, LLANELLI, SA15 1AP Assessment period: 14 July to 13 August 2021  
[Need help understanding your assessment period?](#)

Your payment this month is  
**£869**  
This will be paid by 6pm on 20 August 2021

#### What you're entitled to

<b>Standard allowance</b>	£411.51
You get a standard amount each month. You said you're single	
You have been getting an extra £86.67 each month since 20 December 2020. This is a temporary increase because of the coronavirus (COVID-19) pandemic.	
<b>Children</b>	£519.58
You get support for 2 children	
<b>Total entitlement before deductions</b>	<b>£931.09</b>

#### What we take off (deductions)

<b>Debits and loan repayments</b>	
Tax Credits recovery	- £61.73
Read more information about Universal Credit payments, including who to contact on the GOV.UK website. Search for 'find out about money taken off your Universal Credit payments'.	
<b>Total deductions</b>	<b>- £61.73</b>
<b>Your total payment for this month is</b>	<b>£869.36</b>

#### If your circumstances change

You must immediately report changes in your circumstances that could affect your Universal Credit payments.

#### Help and support

The 'Managing your claim guide' gives more information about Universal Credit payments.

[If you think we've made a mistake or want to appeal](#)

[Other support you may be able to get](#)

To get this statement please follow the steps below:

6. 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)
7. Click on the Statement Summary page
8. Find your most recent statement and click on it to open it
9. Below is an example of what your statement should look like. Click 'Print this statement' and then choose the option 'Save as PDF'. Save this document to your device (computer, laptop, phone). You will then be able to upload it as a pdf file – repeat these steps for your other 2 statements



**GOV.UK**  
Universal Credit Anne Appicante : [Sign out](#)

[Home](#) [To-do list](#) [Journal](#)

## Payments

[Print this statement](#)

Anne Appicante  
28 Cowell Street, LLANELLI, SA15 1AP

Your payment this month is  
**£1,529**  
This will be paid by 8pm on  
23 August 2019

### How we calculate your payment

Your payment is based on what you've told us and covers the period **between 4 July and 3 August**.

**It is important to tell Universal Credit immediately about any changes in your circumstances that could affect your Universal Credit payments.**

[Report a change in my circumstances](#)

### Tax Credit Award Letter

You will need to upload **ALL PAGES** OF YOUR Tax Credit Award Notice for 2023/2024.

**ALL PAGES starting 06/04/2023 covering payments from 2023/2024.** If you only have a Tax Credit Award Review 2022/2023 you can submit this providing it shows payments for 2023/2024 and is the **FULL** document. We are not able to accept reviews with red lines.

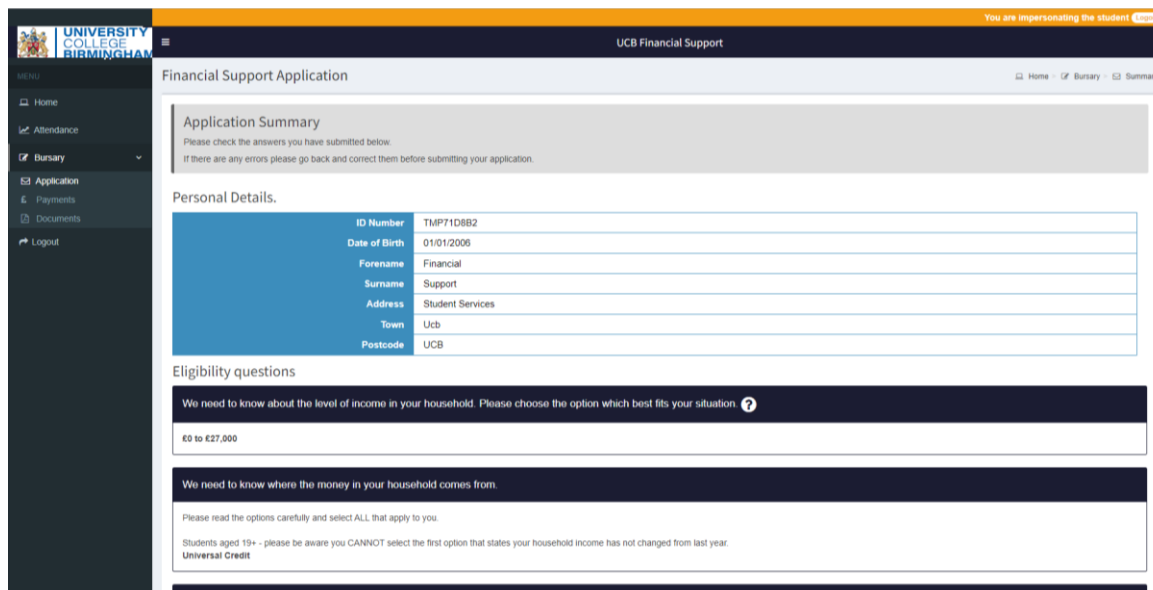
We cannot accept provisional Tax Credit Award letters.

### Other Evidence

*If you are not in receipt of Tax Credits or Universal Credits, please supply the applicable documents required below:*

- Employment Support Allowance (ESA) award letter dated after 5<sup>th</sup> April 2023 – **ALL PAGES**
- Income Support (IS) award letter dated after 5<sup>th</sup> April 2023 – **ALL PAGES**
- Job Seekers (JSA) award letter dated after 5<sup>th</sup> April 2023 – **ALL PAGES**
- Pension/Pension Credit (State or Private) award letter dated after 5<sup>th</sup> April 2023 – **ALL PAGES**
- Tax Return for 2022/2023 (self-employed) **plus** Accountants letter (**Stamped, signed and dated**)
- Wage slips for the most recent 3 months OR a P60 from April 2023

## Submitting Your Application



**Financial Support Application**

**Application Summary**

Please check the answers you have submitted below.  
If there are any errors please go back and correct them before submitting your application.

**Personal Details.**

ID Number	TMP71D8B2
Date of Birth	01/01/2006
Forename	Financial
Surname	Support
Address	Student Services
Town	Ucb
Postcode	UCB

**Eligibility questions**

We need to know about the level of income in your household. Please choose the option which best fits your situation ?

£0 to £27,000

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

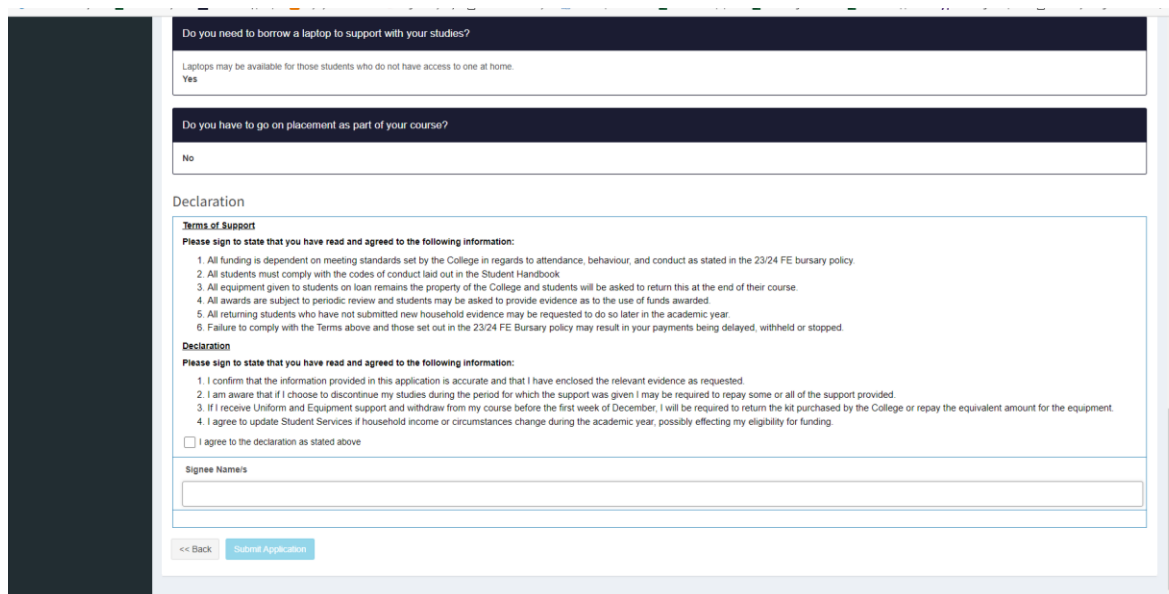
Please read the options carefully and select ALL that apply to you.

Students aged 19+ - please be aware you CANNOT select the first option that states your household income has not changed from last year.

Universal Credit

Please read all of the information on this page carefully.

Check your answers to the questions are correct. If you see any errors please click 'back' and correct them before submitting your application. If you have information missing or incorrect information on your submitted application form it may delay your bursary application.



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:

- 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.
- All students must comply with the codes of conduct laid out in the Student Handbook.
- 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.
- All awards are subject to periodic review and students may be asked to provide evidence as to the use of funds awarded.
- All returning students who have not submitted new household evidence may be requested to do so later in the academic year.
- 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:

- I confirm that the information provided in this application is accurate and that I have enclosed the relevant evidence as requested.
- 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.
- 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.
- 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:

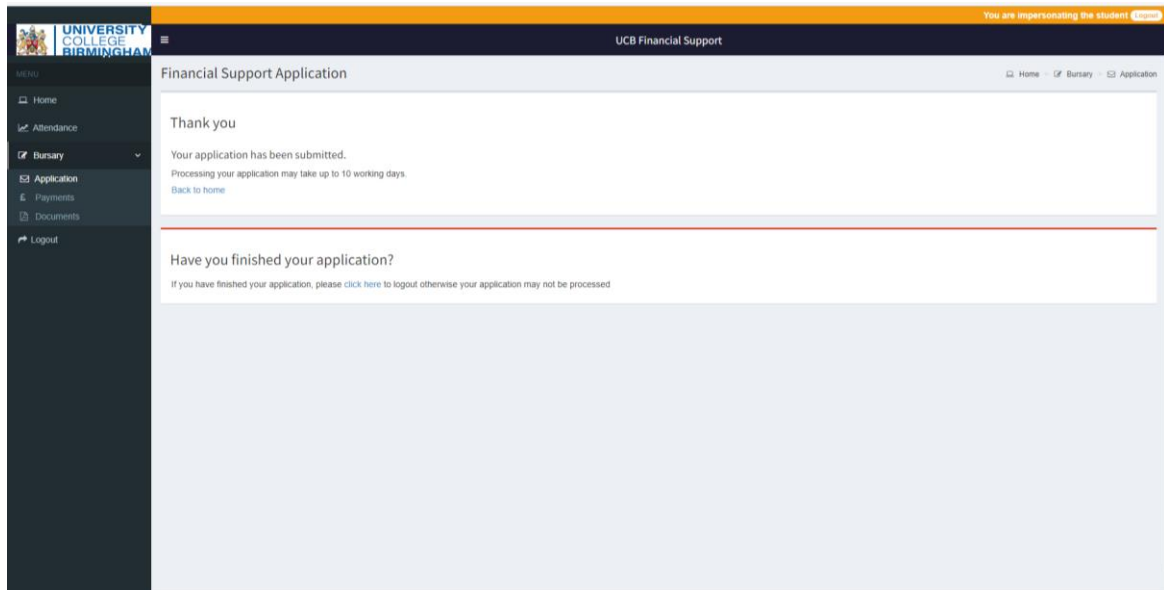
<< Back   Submit Application

Please read the terms of support and declaration carefully before submitting your application. You can also find the FE 23/24 Bursary policy here:

Make sure you sign your **FULL NAME** here. This form must be signed by the student.

Once you have done all the above click 'Submit Application'.





You have now submitted your application!

**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.

If we require more information as what you have provided is not enough, not correct or not readable, the assessment process will take another 5 working days from the time which you submit what we have asked for. It is the student's responsibility to ensure all information is correct and all evidence is submitted.