



HOW TO APPLY FOR STUDENT FINANCE

dudleycol.ac.uk

This is your Student portal where you will register for your account.

You can translate in your own language

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/elcome to the Student Portal		Select Language v Powered by Google Transla
Message of the day		Academic Year Sep 2025 / Aug 2026
Message of the day Dudley College of Technology is committed to protecting your privacy and personal data. The data ca will share this information with Government agencies acting on behalf of the Department for Educatio Collect, how we use it and your rights under data protection please visit: Privacy Netice - Dudley Colleg	on (DFE) for the purpose of official audit. For more information on what data we	Change academic year
To find out how Dudley College of Technolgy administers Bursary and Hardship funds click this link to Autoelines 2024/25	read our Financial Support and Guidelines POL-033 • Financial Support &	
f you need any assistance please contact the Student Finance Team by email at studentfinanceteam@	Ədudleycol.ac.uk alteratively you can call 01384 363555.	
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You can apply for financial support from the 1st July 2025 by following the link below: Dudley College (paymystudent.com)

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 July 2025
- You will not be awarded with any financial support until you are fully enrolled

You will need to select the academic year you are applying to here.

If you have a student ID number, you can register here.

College Sixth		Student Portal		
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al Technology			Dudley	
	hip funds click this link to read our Financ al Support and Guidelines POL-031 - I at studentfinanceteam@dudleycol.ac.uk alteratively you can call 01384 36355			
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not yet enrolled and don't have a student number then please button below to register and supply us with your personal	If you have applied to study at the College and have a student number, please use this form to register.	If you have already registered then please enter your date of birth and your password.	student number,	
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If you know the name of the Campus where you wikil be located, pelase select	t from the list otherwise please leave it as selected	
Campus *		
Evolve		
Create a secure password. Passwords must be a minimum of 8 characters.		
Password *	Confirm password #	
Courses		
We need to know what courses you are planning on enrolling for. You can add then click on Add Course to add it to the list below. Do this for as many course	is many courses as you need to. Start by typing part of the name of the course in the field below. We will try to locate relevant matches for as you are enrolling for.	or you. Click on the course to select it an
Sports		Add Course

Once you have entered your details you will see this screen.

う問題	Dutley Sixth	Student Portal	Select Language	· Provesed by Gentle Transla
Thank you.	You are almost finisl	red.		
Thank you for pro	oviding your details. You need	o activate your account before you can complete your application. We have sent you and email with an activation link inside it. Please click the link in the email and then login to complete your bursary application.		

Your account will need to get verified by email before you can start your application.

Click the link that has been sent to your email to activate your account.

Once your account has been activated you will receive an email and are now able to apply for funding.

Welcome to your PayMyStudent portal.

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Joe Bloggs	
ome	2023 - 2024
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To make an application, you will need to click here

You can put in a further request for additional funding, this is for the 16/18 Bursary Fund and Adult Hardship Fund. If you have been awarded bursary funding for Kit, Books and Uniform, you will need to send in receipts to prove that you have used the money for what it is intended for.

If you require help with childcare costs, please complete this section

Dudiey Sixth	Y =	Student Portal
Joe Bloggs		
	Financial Support Application	🖂 Home 🕼 Bursary 😔 Dependents
😐 Home		
🛃 Attendance	Childcare and Dependents	
Timetable	Your age indicates that you may be eligible for help with childcare. We need to know firstly if you have any children. To confirm whether you are aligible for help with childcare. If you do not have any children please ignore this and just	sling us that you have children does not automatically make you eligible for support. There are further questions to answer which will celick on the Next button below
Dr Bursary 😪		dren. 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
Application		dit button next to the dependents name and then clicking the Save Dependent button which will appear when you click the Edit button. To
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Matthew Bloggs		28/05/2021 Edit Remove

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If you DO NOT need help with childcare, please ignore and click next

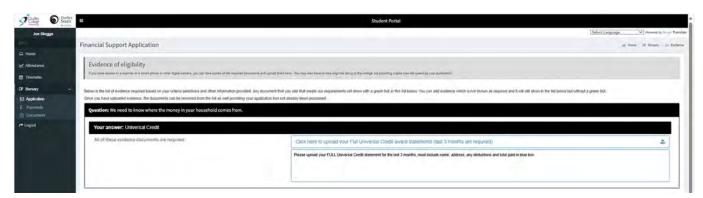
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	We need to know where the money in your household comes from. Required	
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Answer all the required questions

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Please click on the Next butter to proceed << Back		Net So

16/18 Year Olds - To retain your bus pass for the academic year, you must provide evidence of total household income. If you choose not to share this evidence, your bus pass will be cancelled on the 19th December (end of term 1).



You will need to provide evidence. For instance, if you indicate that your household income is from Universal Credit, you must submit the three most recent full statements.

Failure to provide the correct evidence will cause a delay in processing your application.

Question: Do any of the following categories apply to you?		
Your answer: In Care		
All of these evidence documents are required:	Click here to upload your Proof of care status (Section 20 letter from social worker/local authority)	2
	This is for students that are in Care or Care leavers	

Another instance where you must provide evidence is if you are in care.

Please provide your bank details. We will only need your account number (8 numbers) and sort code (6 numbers).

Timelable correct	Home @ Bussary G Finance statis: Your bank account number and sort code will be validated when you click on Next. Please make sure the details you enter are ccount number once the details have been enved. If you do not make a bank account of cannot provide your bank details right new them
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Click next

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*	Personal Details			
	Student Number Date of Birth	TMP0E4564 01/01/2007		
	Name	Joe Bloggs		
	Address	Dudley College Of Technology		Declaration
	Town	Dudley		Declaration
	Postcode	DY14AS		Learner Statement
	Eligibility questions			I confirm all information given is to the best of my knowledge correct at the time of my application
	16-18 estimated household	income.		I understand any false information given or failure to notify a change of circumstances will result in
	\$7,401 to \$16,190			I confirm that I have read and understand the college data protection policy and agree to the proc
	£7,401 to £16,190			I understand that I need a minimum termly attendance of 85% to be eligible for support and there
	Concession of the local division of the loca			My application needs to be thoroughly assessed before an allocation can be made. Only an offici
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You have now completed your main application form. Go back to the main page of your account portal and complete any relevant questionnaires.

Additional Questionnaires

If you are care experienced or in need of childcare we will require more information from you.

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When you have filled in any extra questionnaires, your portal should look something like this.

This shows the status of your application and that it has been completed.

This is the extra questionnaire that has been sent to you, if it's green you do not need to do anything else.

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You can fill out a further request questionnaire if you require other support including Uniform, Kit, Stationery, books etc. 19+ - If you are studying an extra day and need travel support for this, it will need to be done here.

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If you require childcare support please complete this questionnaire.

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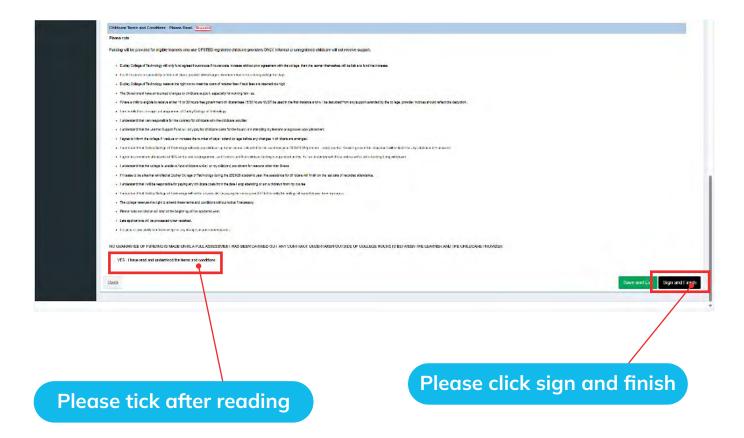
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Please read the terms and conditions



Summary of Childcare Support Process

Application Submission

The learner submits their childcare application to student finance.

1 Provider Contacted

Student finance will contact the learner's preferred childcare provider to confirm:

- Costings
- Availability

2. Learner Follow-Up

The learner must also contact their childcare provider to confirm the details.

3. Use of Government-Funded Hours

All government-funded childcare hours (e.g., 15 or 30 free hours) **must be used first** before any additional support from Adult Hardship Fund is applied.

4. Timetabled Days Only

Childcare support is only available for days when the learner has scheduled (timetabled) classes.

5. Confirmation of Support

Once all details are confirmed:

A confirmation of support email will be sent to both the learner and the childcare provider.

6. Important Notes

Attendance will be monitored to ensure childcare is used appropriately.

Do not use childcare before confirmation: If the learner uses childcare services before receiving the confirmation email, they will be responsible for any costs incurred.

When you have completed all questionnaires, your portal should look something like this

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Call us... 01384 363555

Email us... studentfinanceteam@dudleycol.ac.uk



Visit us online... dudleycol.ac.uk

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