

GET
AHEAD

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

The screenshot shows the Dudley College of Technology Student Portal. At the top, there's a black navigation bar with the college logo and the text 'Student Portal'. A 'Select Language' dropdown menu is highlighted with a red box, and a red arrow points to it from the text 'You can translate in your own language'. Below the navigation bar, the page is divided into several sections. On the left, there's a 'Welcome to the Student Portal' message, followed by a 'Message of the day' section containing privacy information and links to financial support guidelines. On the right, there's a section for the 'Academic Year Sep 2025 / Aug 2026' with a 'Change academic year' button. The main content area is split into two columns: 'Register' and 'Login'. Both sections have input fields for 'Student Number', 'Date of birth', and 'Password'. The 'Register' section includes a note about using the form if you have a student number. The 'Login' section includes a note about entering your student number, date of birth, and password if you are already registered. At the bottom of the page, there's a dark blue footer with a cookie notice and a 'Got it!' button.

You can apply for financial support from the 1st July 2025 by following the link below: [Dudley College \(paymystudent.com\)](https://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

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

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

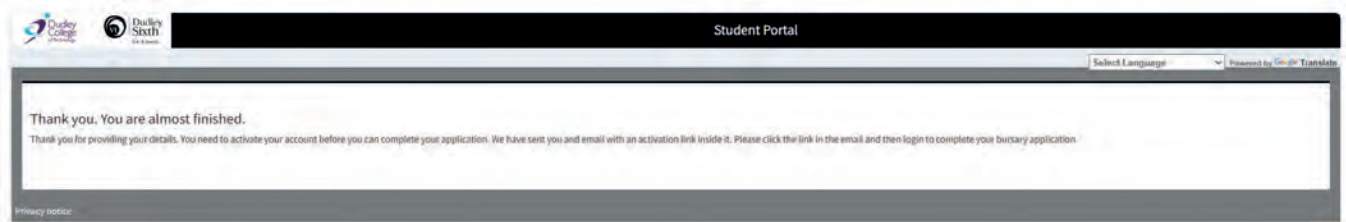
The screenshot shows the 'Student Portal' homepage. At the top, there are logos for 'Dudley College of Technology' and 'Dudley Sixth'. Below the logos is a 'Welcome to the Student Portal' message. On the right, there is a 'Select Language' dropdown and a 'Powered by Google Translate' link. A red box highlights the 'Academic Year Sep 2023 / Aug 24' dropdown menu, with an arrow pointing to it from the text 'You will need to select the academic year you are applying to here.' Below the welcome message, there are three main sections: 'No student number?', 'Register', and 'Login'. The 'No student number?' section has a red box and an arrow pointing to it from the text 'If you haven't had your student ID number yet, you can still register here.' The 'Register' section has a red box and an arrow pointing to it from the text 'If you have a student ID number, you can register here.' The 'Login' section has a red box and an arrow pointing to it from the text 'If you have a student ID number and are already registered, you can login here.'

If you haven't had your student
ID number yet, you can still
register here.

If you have a student ID number
and are already registered, you
can login here.

The screenshot shows the 'Personal details' registration form. It includes fields for Title (Mr), First Name (Joe), Last Name (Bloggs), Address (Dudley College of Technology), Town (Dudley), County, Postcode (DY14AS), Country (UNITED KINGDOM), Landline Number, Date of Birth (01/01/2009), Activation Method (Email), Email Address (joeblogg1@email.com), Mobile Number, Campus (Evolve), Password, and Confirm password. A blue callout box on the right says 'Add your details then click next.' Below the form, there is a 'Courses' section with a list of courses and an 'Add Course' button.

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



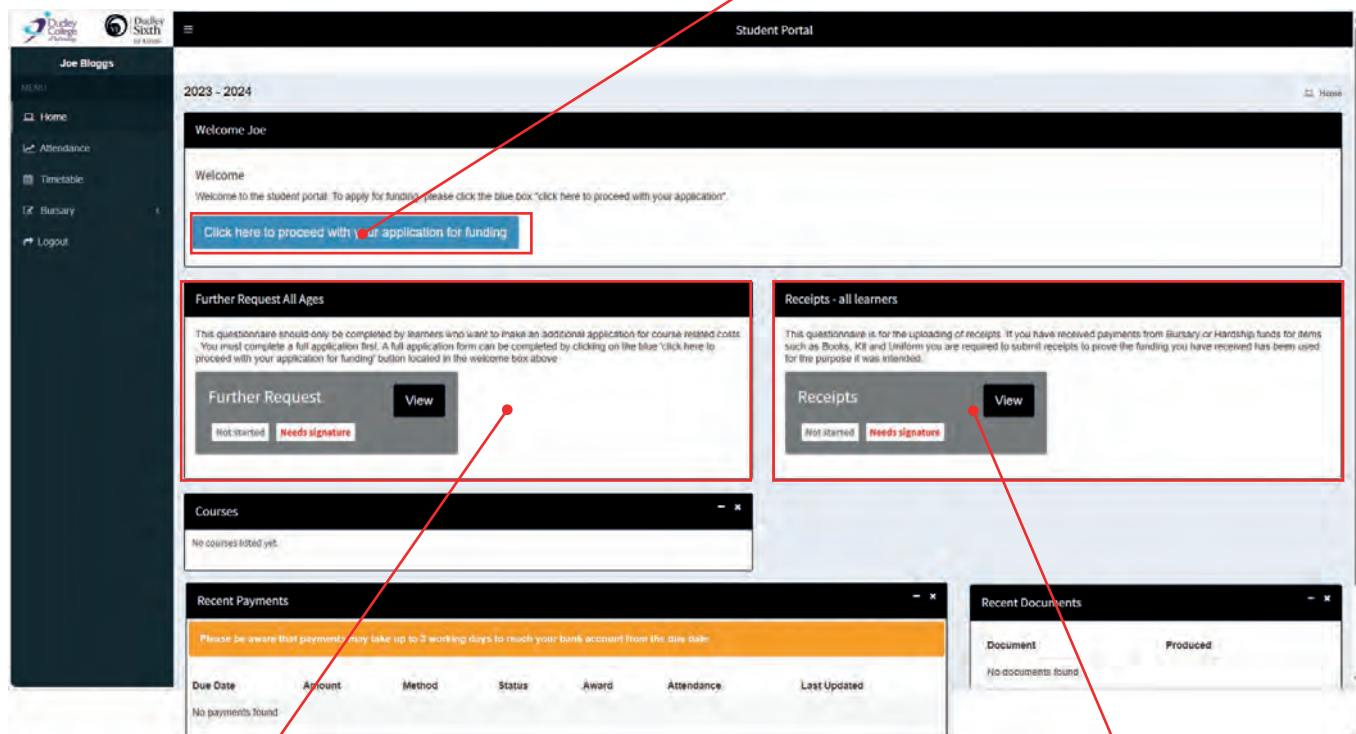
Your account will need to get verified by email before you can start your application.

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.

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

The screenshot shows the 'Childcare and Dependents' section of the Financial Support Application. It includes instructions on how to add dependents and a table for entering their details. The table has columns for Name and DoB. Below the table, there are 'Back' and 'Next' buttons.

Name	DoB
No dependent information stored yet	



Name	DoB	Edit	Remove
Matthew Bloggs	28/05/2021		

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

The screenshot shows the 'Eligibility questions' section. It includes a question about '16-18 estimated household income' and a question about 'We need to know where the money in your household comes from'. The 'Supported under the Immigration and Asylum Act' option is highlighted with a red box and a red arrow.

If you are an Asylum seeker, please tick this box. You will be prompted to share evidence like E-Visa, BRP/ARC Card, 2 receipts from 2 different days and Aspen Card

Answer all the required questions

Do any of the following categories apply to you? Required

Please choose from the list:

- ☐ In Care
- ☐ Care Leaver
- ☐ Unaccompanied Asylum Seeking Child
- ☐ Receiving Universal Credit (or you are right)
- ☐ Receiving both Universal Credit and PRPDU (or you are right)
- ☐ Young Carer
- ☐ None of the above

Do you require support with childcare? Required

You may be able to apply for funding for Childcare if you have children and you are under 25:

- ☐ Yes
- ☐ No

Who do you live with? Required

Do you live with your parents, are you married, do you live independently?

- ☐ 2 Parents
- ☐ 1 Parent
- ☐ Grandparent
- ☐ Relative
- ☐ Other (i.e. On your own)
- ☐ Married/Partnered
- ☐ Lone Parent

If you are eligible, what would you like to be considered for support for? Required

Please choose from the list below:

- ☒ 16/18 Travel
- ☒ Free college meals
- ☒ Books
- ☒ Stationery
- ☒ Educational Trip/Visit
- ☒ Uniform including sports kit and work boots
- ☒ UCAS
- ☒ Kit - Such as Hairdressing and Beauty Kits

Click here if you or your parents/guardians do not wish to share evidence of household income with Dudley College of Technology.

I understand that by not sharing my income evidence I will only receive travel support for term 1. This support is funded by Dudley College of Technology and not from government bursary funding.

I do not wish to share my income evidence with Dudley College of Technology.

- ☒ I am happy to provide my information

Please click on the Next button to proceed

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

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).

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. You may also have to take originals along to the college but providing copies now will speed up your application.

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.

Questions: 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 \(last 3 months are required\)](#)

Please upload your FULL Universal Credit statement for the last 3 months, must include name, address, any deductions and total paid in blue box

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 \(Section 20 letter from social worker/local authority\)](#)

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).

Financial Support Application

Bank details

In order to be able to provide you with the financial support provided by the bursary funds we will need your bank details. Your bank account number and sort code will be validated when you click on Next. Please make sure the details you enter are correct.

We encrypt all bank account numbers for security reasons and so will only ever show you the last 4 digits of your account number once the details have been saved. If you do not have a bank account or cannot provide your bank details right now then please leave all the holds blank and just click on Next.

Sort Code: 000000 Account Number: 00000000 Bank Name: Test Account Holder Name: Test

Roll Number: [Empty field]

If you bank with a credit union or building society you will also have a roll number. This is not the same as your account number and not your full 16 digit card number.

Please click on the Next button to proceed

<< Back Next >>

You can submit this at a later date and update your details at any time however not submitting your bank details at the time of application will delay receiving support.

Click next

! Please check your application to make sure all the details are correct. This includes reading the learner statement.

Student Portal

Financial Support Application

Application Summary

Thank you. Your application has been received. Please print and save your document in order to be able to track your application can be tracked.

Personal Details

Student Number	TMP064564
Date of Birth	01/01/2007
Name	Joe Bloggs
Address	Dudley College Of Technology
Town	Dudley
Postcode	DY1465

Eligibility questions

16-18 estimated household income:

£2,400 to £16,199

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

Please select all that apply. Remember to exclude details for all the relevant adults in your household. If you are a child in care or a care leaver, you are not required to update household income.

Universal Credit

Do any of the following categories apply to you?

Please choose from the list:

In Care

Do you require support with childcare?

You may be able to apply for funding via Care2Learn if you have children and you are under 20.

No

Who do you live with?

Do you live with your parents, are you married, do you live independently?

Guardian(s)

If you are eligible, what would you like to be considered for support for?

Please choose from the list below:

16-18 Travel

Free college meals

Books

Stationery

Educational Trip/Visit

Uniforms including sports kit and work boots

UCAS

Kit - Such as Hairdressing and Beauty Kits

Click here if you or your parents/guardians do not wish to share evidence of household income with Dudley College of Technology

I understand that by not sharing my income evidence I will only receive travel support for term 1. This support is funded by Dudley College of Technology and not from government bursary funding. I am happy to provide my information.

Bank details

Sort Code:	000000
Account Number:	****0000
Bank Name:	Test
Account holder name:	Test

Declaration

Learner Statement

I confirm all information given is to the best of my knowledge correct at the time of my application and I will notify a member of the student finance team of any changes.

I understand any false information given or failure to notify a change of circumstances will result in funding being stopped. Dudley College of Technology will take steps to recover any misappropriated funds. I will inform the student finance team if I withdraw from my course.

I confirm that I have read and understand the college data protection policy and agree to the processing of information held in this form in accordance with the policy.

I understand that I need a minimum termly attendance of 85% to be eligible for support and there is no guarantee of any allocation of funds.

My application needs to be thoroughly assessed before an allocation can be made. Only an official letter from the student finance team should be taken as an agreement to support my application. "Promises" or suggestions from other college staff hold no validity in relation to bursary allocations.

Please tick the box below:

☒ I agree to the declaration as stated above

Signee Name/s

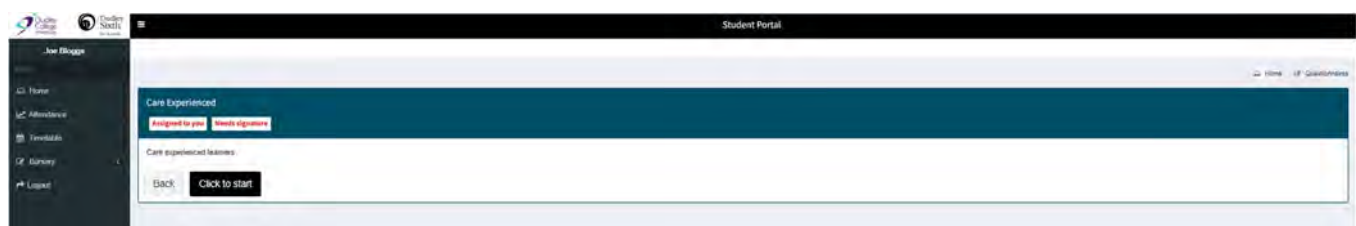
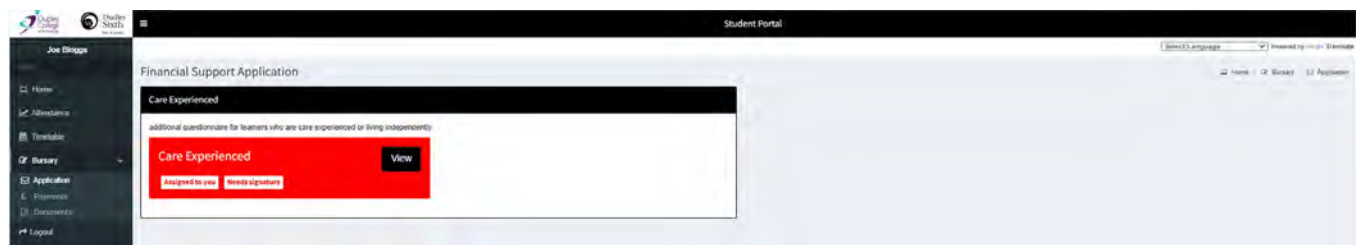
Joe Bloggs

<< Back Submit Application

You have now completed your main application form. Go back to the main page of your account portal and complete any relevant questionnaires.

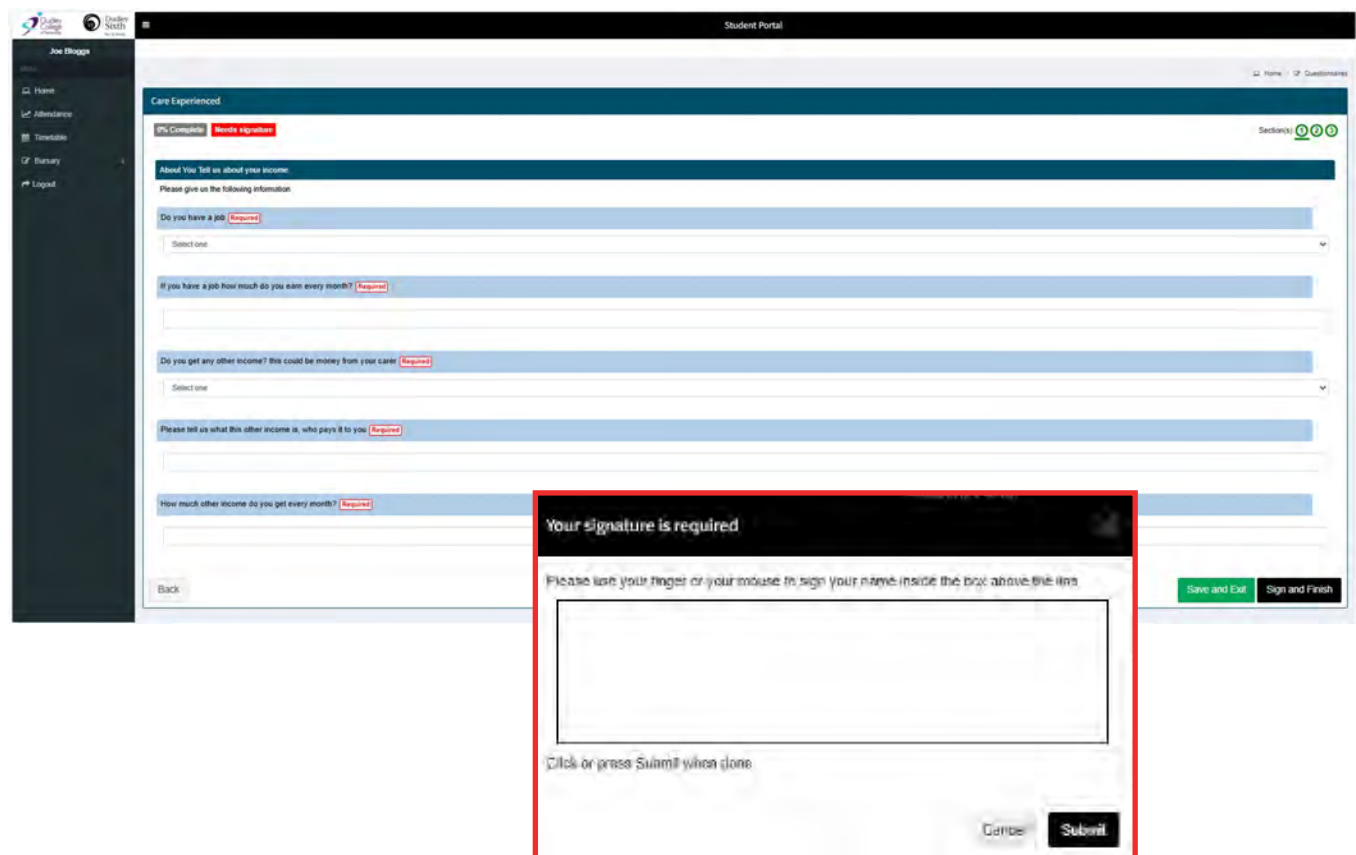
Additional Questionnaires

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



Click Start

After you have answered this questionnaire, please click sign and finish.

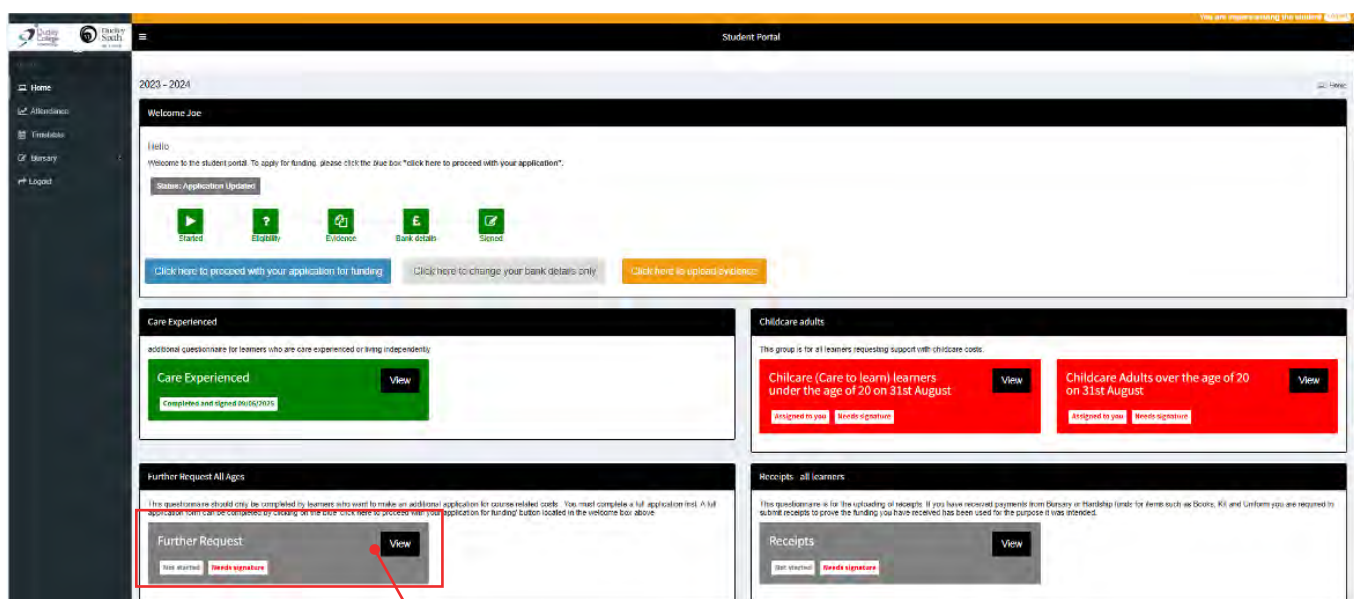
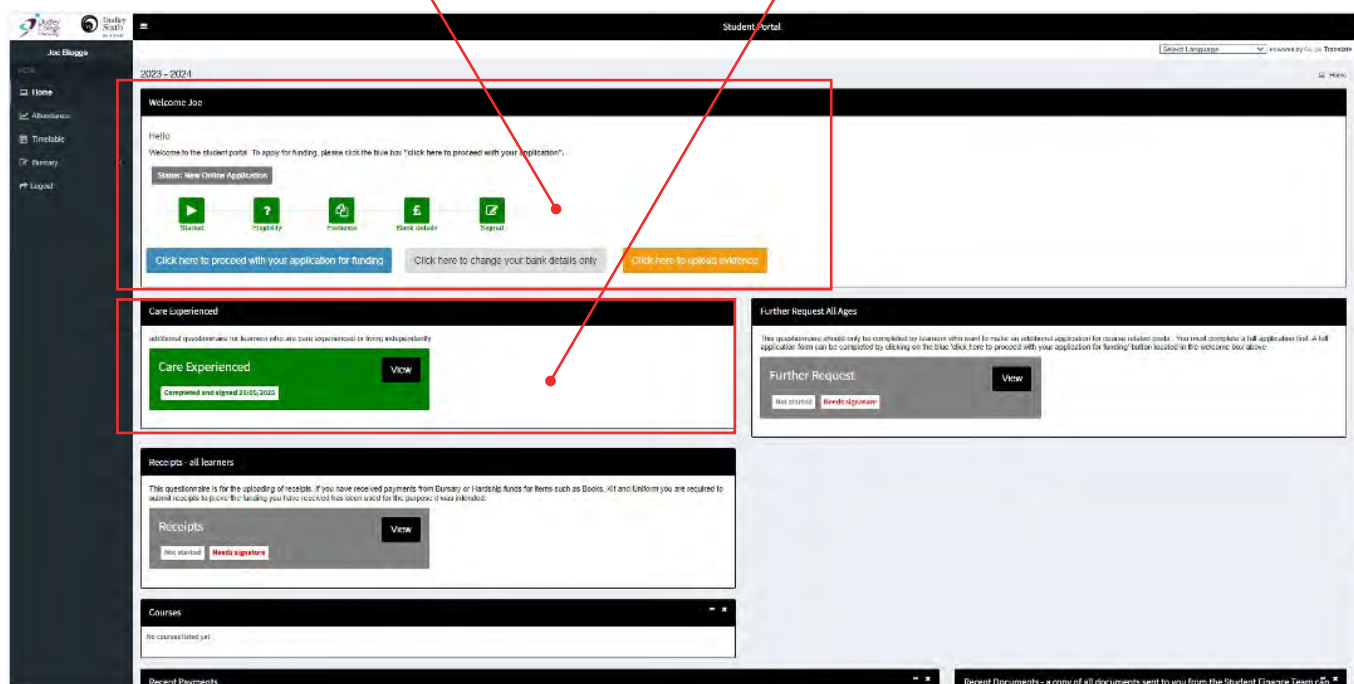


Sign and Finish

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.



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.

Please answer the following questions.

Student Portal

Further Request

Not Completed **Needs signature**

Sections: 0

Please answer all of the questions

Please choose from the following list **(Required)**

Select one

Give a brief description of why you are requesting additional support **(Required)**

Please upload supporting evidence i.e. receipts, invoices or changes residency status

Please wait for the upload to complete before pressing Save

Drop files here to upload

I confirm all the details I have given relating to this further request for additional support are to the best of my knowledge correct **(Required)**

Select one

Back Save and Exit **Sign and Finish**

Sign and Finish

Welcome Joe

Hello

Welcome to the student portal. To apply for funding, please click the button "click here to proceed with your application".

Status: Application Submitted

Start Eligibility Evidence Bank details Sign

Click here to proceed with your application for funding Click here to change your bank details only Click here to upload evidence

Care Experienced

additional questionnaires for learners who are care experienced or living independently

Care Experienced View

Completed and signed 06/06/2024

Childcare adults

This group is for all learners requiring support with childcare costs

Childcare (Care to learn) learners under the age of 20 on 31st August View

Childcare Adults over the age of 20 on 31st August View

Assigned to you Needs signature

Further Request All Ages

This questionnaire should only be completed by learners who want to make an additional application for course related costs. You must complete a full application first. A full application form can be completed by clicking on the link "click here to proceed with your application for funding" button located in the welcome box above

Further Request View

Not completed Needs signature

Receipts - all learners

This questionnaire is for the uploading of receipts. If you have received payments from DASH or Partnership funds for items such as Groceries, Kit and Uniform you are required to upload receipts to prove the funding you have received has been used for the purpose it was intended

Receipts View

Not completed Needs signature

Travel Support Industry Placements

This questionnaire should be completed by learners who need additional travel support to complete their work placement

Travel Support work Industry and Work placements View

Assigned to you Needs signature

If you need travel support for work placements, you can apply using this questionnaire.

Student Portal

Travel Support work Industry and Work placements

Assigned to you Needs signature

Additional travel placement form

Back Click to start

Click Start

Travel Support work Industry and Work placements

0% Complete Needs signature

Section(s)

Work Placement Details

Name of Work Placement **Required**

Address of Work Placement **Required**

Date work placement will start **Required**

Date work placement will end **Required**

How many week is your work placement for? **Required**

How many days each week will you attend your work placement? **Required**

If you travelled by bus would the journey from your home address to the work placement be more than 20 miles? **Required**

Select one:

Please answer the following questions.

If you travelled by bus would the journey from your home address to the work placement would it take longer than 1 hour? **Required**

Select one:

If you travelled by bus would the journey from your home address to the work placement would you need to leave your home before 7:30 am each day? **Required**

Select one:

If you travelled by bus would the journey home from your work placement mean you arrive at home later than 7:30pm? **Required**

Select one:

How much will it cost you each day? **Required**

How will you be travelling to your work placement each day? **Required**

Select one:

By submitting this form I confirm I want to be assessed for additional travel support I confirm all information given is correct at the time of my application. I understand that any false information given or failure to notify a change of circumstances will result in funding being stopped. I will inform the student finance team if I withdraw from my course. I confirm that I have read and understand the college data protection policy and agree to the processing of information held in this form in accordance with the policy. I understand that I need a minimum attendance of 90% to be eligible for support and there is no guarantee of any allocation of funds. My application needs to be thoroughly assessed before an allocation can be made. Only an official letter from the student finance team should be taken as an agreement to support my bursary application. 'Promises' or suggestions from other college staff hold no validity in relation to bursary allocations. **Required**

I agree

Please upload evidence of household income: **Required**

Please wait for the uploads to complete before pressing Save

Drop files here to upload

Back Save and Exit Sign and Finish

Sign and Finish

If you require childcare support please complete this questionnaire.

Click View

Financial Support Application

Childcare 16-18 Care to Learn

Learners under the age of on 31st August 2025

Childcare (Care to Learn) Learners under the age of 20 on 31.08.2025

Assigned to you Needs signature

View

Childcare (Care to Learn) Learners under the age of 20 on 31.08.2025

Assigned to you Needs signature

Care to learn applications

Back Click to start

Click Start

Please answer all the questions.

Please provide each child's details that requires childcare and upload a copy of each child's birth certificate you have listed.

Childcare (Care to learn) learners under the age of 20 on 31st August

95% Complete Needs signature

Please answer all questions

Childcare support

Funding will be provided for eligible learners who use OFSTED registered childcare providers ONLY. Informal or unregistered childcare will not receive support. Childcare costs are capped at £55 per full day per child or £32.50 per part day or per session. £100 is the weekly maximum any one learner will be funded regardless of number of children. You will be responsible for paying any fees above the capped rate.

Child 1 - Full name and age **Required**

Child 2 - Full name and age

Child 3 - Full name and age

Child 4 - Full name and age

Please upload copies of birth certificates for all your children you are applying for help with childcare costs **Required**

Please wait for the uploads to complete before pressing Save

Drop files here to upload

Please answer all the questions.

The screenshot shows a digital form with three sections, each with a blue header bar and a red 'Required' label. The first section asks for the 'Address and phone number of Childcare provider'. The second section asks for the 'Email Address for Childcare Provider'. The third section contains three questions about government childcare funding for children aged 9-23 months, 2-3 years, and 3 years old, each with radio button options for 'Working families', 'Waiting Families', or 'I do not receive this support'.

Please read the terms and conditions

The screenshot shows the 'Childcare Terms and Conditions' page. It includes a 'Please read' header, a 'Please note' section, and a list of 14 terms and conditions. At the bottom, there is a checkbox labeled 'YES, I have read and understood the terms and conditions.' and a 'Sign and finish' button. Red boxes and arrows highlight the checkbox and the button.

Please tick after reading

Please click sign and finish

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:

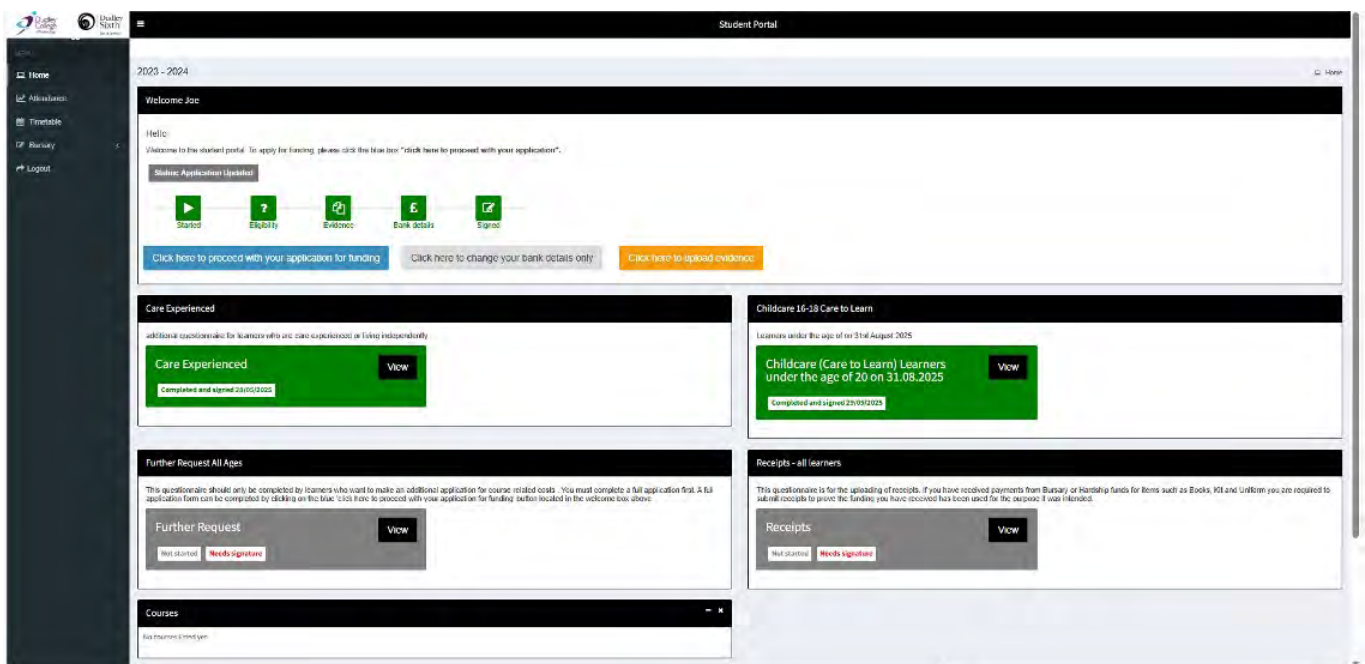
A confirmation of support email will be sent to both the learner and the childcare provider.

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



Hello

Welcome to the student portal. To apply for funding, please click the blue box "click here to proceed with your application".

Status: Application Updated



Started



Eligibility



Evidence



Bank details



Signed

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

[Click here to change your bank details only](#)

[Click here to upload evidence](#)

You have now completed your application and any required questionnaires. These are now in a queue and will be assessed in due course. You can continue to monitor the status of your application through your online portal, where you also have the option to update your bank details if needed. Once your application has been reviewed, we will send you a notification of the outcome by email.



Call us...

01384 363555



Email us...

studentfinanceteam@dudleycol.ac.uk



Visit us online...

dudleycol.ac.uk