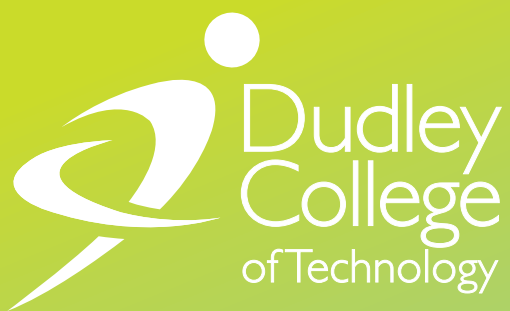




GET AHEAD

HOW TO APPLY FOR
**STUDENT
FINANCE**

dudleycol.ac.uk

Dudley College of Technology uses a system called PayMyStudent for all student finance applications. PayMyStudent is an easy-to-use online platform that enables eligible learners who have applied to study or are currently enrolled at Dudley College to apply for a range of financial support, subject to individual circumstances and eligibility criteria.

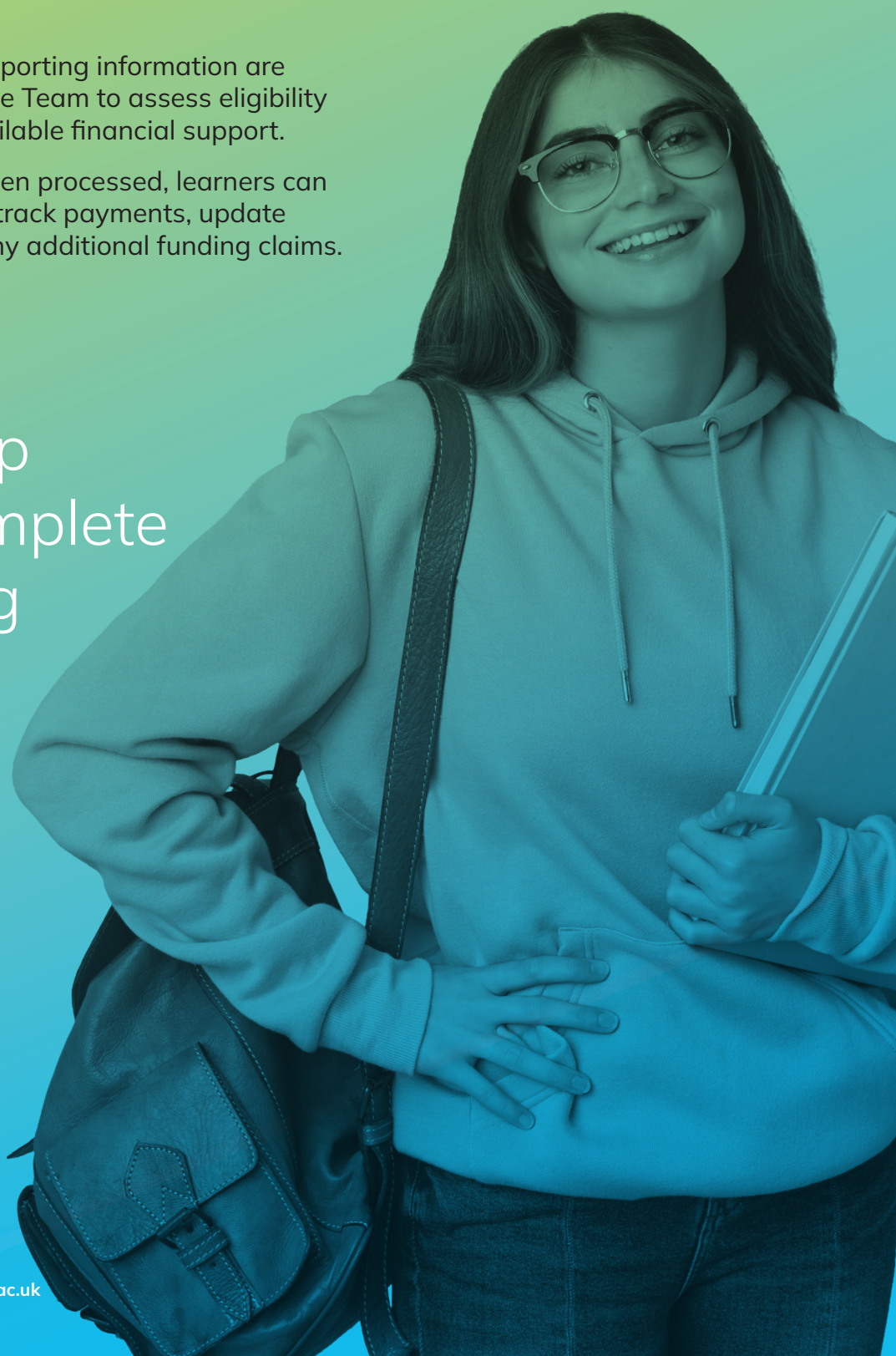
PayMyStudent can be accessed from any device, including a PC, laptop, tablet, or mobile phone.

To apply, learners simply need to create an account, complete the online application form, respond to any additional questions, and upload supporting evidence of household income.

Application details and supporting information are used by the Student Finance Team to assess eligibility for bursaries and other available financial support.

Once an application has been processed, learners can use their online account to track payments, update bank details, and submit any additional funding claims.

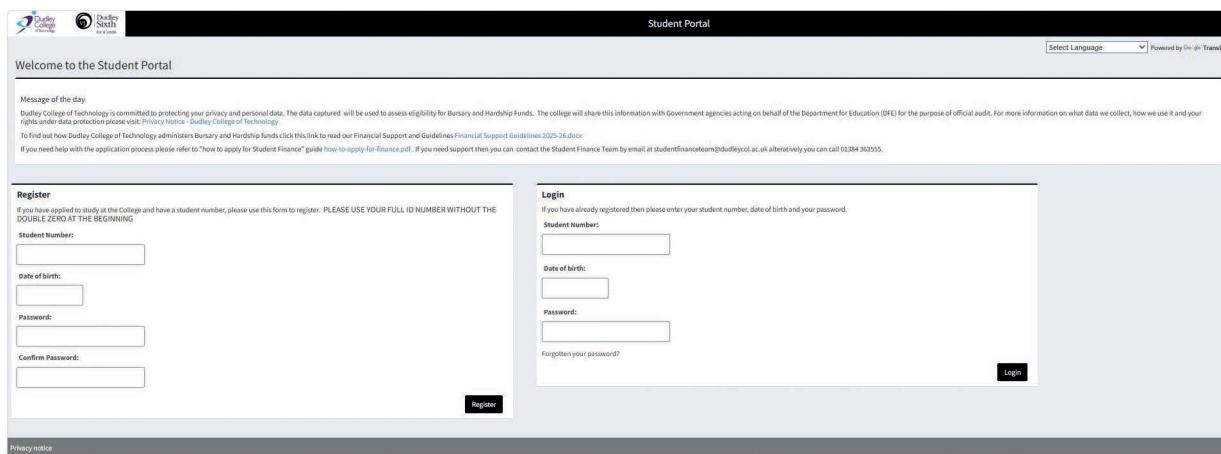
Follow the
step-by-step
guide to complete
your funding
application.



1. Create Your Account

Register using your ID/reference number, date of birth, and password. You will receive an email for you to verify your account.

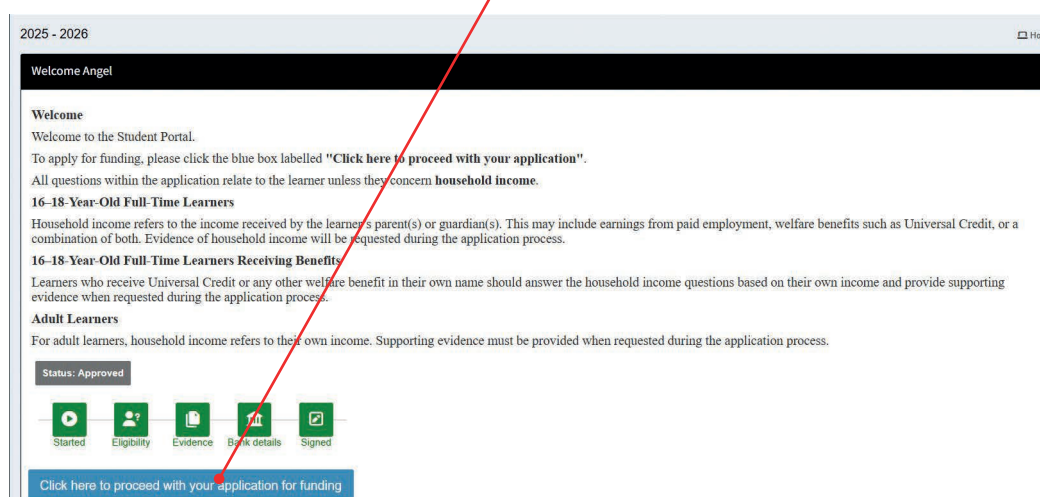
TIP: When registering, do not include the double zero (00) at the beginning of your ID or reference number.



The screenshot shows the 'Student Portal' interface. At the top, there are logos for Dudley College of Technology and Dudley Sixth Form, and a 'Student Portal' header. Below the header is a 'Welcome to the Student Portal' message. The main content area is divided into two sections: 'Register' and 'Login'. The 'Register' section includes fields for 'Student Number', 'Date of birth', 'Password', and 'Confirm Password', with a 'Register' button at the bottom. The 'Login' section includes fields for 'Student Number', 'Date of birth', and 'Password', with a 'Login' button at the bottom. A 'Forgot your password?' link is also present. A 'Privacy notice' link is at the bottom left.

2. Log In & Dashboard

Once you have verified your account you can log in. The application dashboard is displayed, and you can begin your application by clicking on the blue box.



The screenshot shows the 'Student Portal' dashboard. At the top, there is a '2025 - 2026' header and a 'Home' link. Below the header is a 'Welcome Angel' message. The main content area is titled 'Welcome' and contains a message about applying for funding. It includes sections for '16-18 Year-Old Full-Time Learners', '16-18 Year-Old Full-Time Learners Receiving Benefits', and 'Adult Learners'. At the bottom, there is a 'Status: Approved' box and a progress bar with five steps: 'Started', 'Eligibility', 'Evidence', 'Bank details', and 'Signed'. A red arrow points from the 'Click here to proceed with your application' link in the first section to the 'Click here to proceed with your application for funding' button at the bottom.

TIP: At the end of each page you will see the next button, click this and you will move between the pages of the application form.

3. Personal Details

Check your details are correct. If there are any errors please contact Dudley College of Technology Records department by email at records@dudleycol.ac.uk

Financial Support Application

Please note the following important information:
Learners/parents should complete all sections of the application form, making sure to provide Dudley College of Technology with copies of any relevant evidence.
Your application will not be assessed without the correct evidence. The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.
Payments of all bursaries and hardship funds are dependent on you maintaining timely attendance of 85% or above on all your courses, including Maths and English if necessary and behaving appropriately in college.
All 16-18 year-old learners studying a full-time programme will be supported with travel if an application is submitted. To be eligible for support from Bursary or Hardship funds the learner's application must be supported with evidence of household income.
Learners living in a household with income above Bursary threshold
Learners who live in a household with an income above the bursary threshold can still receive travel support and should submit an application form. Travel support for these learners is funded directly from Dudley College of Technology and not from government bursary funds.
Learners and parents who do not wish to share income evidence
Learners and their families who do not wish to share income evidence with Dudley College of Technology should still complete an application form, these learners will receive travel support for Term 1 only.

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 bursary payments

Date of Birth:	
Address:	
Post Code:	
Student Number:	
Forename:	
Surname:	

Courses
The courses you have applied for or have withdrawn from in the current academic are shown below. If anything is incorrect, please notify the college as soon as possible as this may affect your bursary payments

Course	Starts	Status
Tutorial	08/09/2025	Active
Work experience 3	01/09/2025	Active
Work experience 3	01/09/2025	Active
Netball	01/09/2025	Active
Sport Coaching, NCFE, Diploma, Level 3 (540)	03/09/2025	Active
Sport Coaching, NCFE, Diploma, Level 3 (540)	03/09/2025	Active
Tutorial	08/09/2025	Active
Netball	01/09/2025	Active

4. Application Questions

Answer all the questions about household income, this means the house you live in.

Income evidence usually relates to parents, guardians, or responsible adults in your household; learners living independently should upload their own income evidence. This section is also where you can indicate the financial support you wish to apply for.

TIP: Household income refers to the income of the adult(s) living in your home. Learners aged 16-18 who live independently, are care experienced, or receive Universal Credit in their own name should provide evidence of their income. Adult learners must provide evidence of their income and include the income of any other adults living in the household, such as a partner or spouse.

Important: Bursary and 19+ Hardship Funds are limited, and any support not included in your initial application may not be available or approved if a subsequent application is submitted.

Tip: Ensure you select all the types of financial support you wish to be considered for when completing your application.

Support categories are:

- Travel
- Childcare support
- Free College Meals
- Other course related costs – This category should be ticked if you want help with Kit, Uniform, books, Stationery etc.

Student Portal

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. Once you have answered all the questions, click Next to continue.

16-18 estimated household income: Required

£7,401 to £16,199

From the list, select what income is relevant to your household: Required

We need to know where the money in your household comes from. Please select all that apply. Remember to include 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 upload household income. Universal Credit

What is your residency status? Required

This is the status given to you by the Home Office. British Citizen

Who do you live with? Required

Please choose the relevant option to you: 2 Parents

Do any of the following categories apply to you? Required

Please choose from the list. None of the above

Have you been in the UK/EU/EEA for the last 3 years? Required

5. Upload Evidence

You must upload all requested evidence, as the documents required are based on the answers you gave in the main application section.

The evidence requested may include payslips, Universal Credit statements, proof of residency, or children's birth certificates.

TIP: Ensure you provide income evidence for all adults living in your household. Supplying complete evidence at the time of application will help prevent delays in processing your funding application.

Student Portal

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 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: From the list, select what income is relevant to your household.

Your answer: Universal Credit

All these evidence documents need to be uploaded

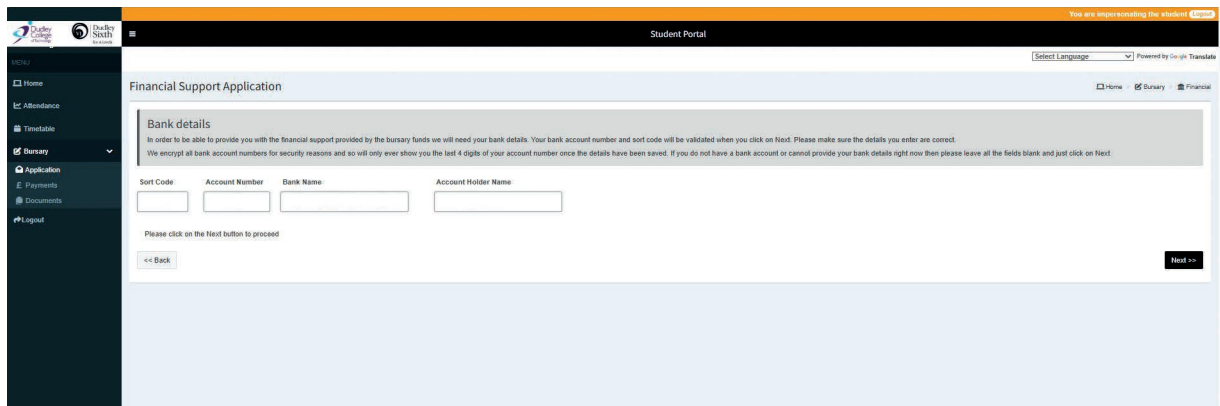
Click here to upload another page of your Full Universal Credit award statements (last 3 months are required)

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

img-2025702-wa0012.jpg uploaded 02/07/2025 at 19:03	Accepted by the college ✓
img-2025702-wa0011.jpg uploaded 02/07/2025 at 19:03	Accepted by the college ✓
img-2025702-wa0010.jpg uploaded 02/07/2025 at 19:02	Accepted by the college ✓
img-2025702-wa0009.jpg uploaded 02/07/2025 at 19:02	Accepted by the college ✓
img-2025702-wa0008.jpg uploaded 02/07/2025 at 19:02	Accepted by the college ✓
img-2025702-wa0007.jpg uploaded 02/07/2025 at 19:02	Accepted by the college ✓
img-2025702-wa0006.jpg uploaded 02/07/2025 at 19:02	Accepted by the college ✓
img-2025702-wa0005.jpg uploaded 02/07/2025 at 19:02	Accepted by the college ✓
img-2025702-wa0004.jpg uploaded 02/07/2025 at 19:02	Accepted by the college ✓

6. Bank Details

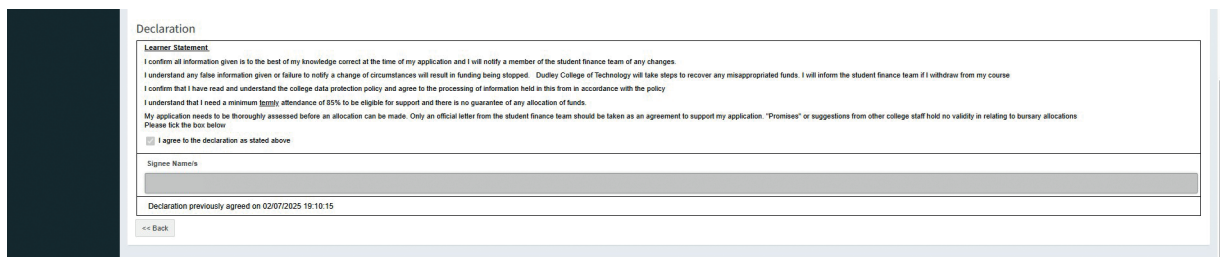
Add your bank details, if you don't have these to hand these can be completed later.



The screenshot shows the 'Financial Support Application' page on the 'Student Portal'. The page has a dark blue sidebar with navigation links: Home, Attendance, Timetable, Bursary, Application, Payments, Documents, and Logout. The main content area is titled 'Financial Support Application' and includes a 'Bank details' section. This section contains a warning message about the importance of correct bank details and a form with four input fields: Sort Code, Account Number, Bank Name, and Account Holder Name. Below the fields is a 'Next >>' button and a '<< Back' button.

7. Review & Submit

Check your answers, sign, and submit your application.



The screenshot shows the 'Declaration' section of the application form. It includes a 'Learner Statement' with several lines of text regarding the accuracy of the information provided and the learner's understanding of the college's data protection policy. Below the statement is a checkbox labeled 'I agree to the declaration as stated above'. There is also a field for 'Signee Name/s' and a timestamp indicating the declaration was previously agreed on 02/07/2025 19:10:15. A '<< Back' button is visible at the bottom left.

Learners are required to accept the Terms and Conditions and provide their full name as an electronic signature on all application forms before submitting their application.

TIP: You must agree to the declaration and sign your application before it can be assessed. Applications submitted without these mandatory sections completed will not be considered for financial support.

8. Childcare support

If you have requested childcare support, an additional application form must be completed to support your main application. This childcare form will be available on your application dashboard and must be completed before any childcare support can be considered for approval.

TIP: Learners should not arrange or begin using a childcare provider until they have received confirmation of support from the Student Finance Team. Any childcare costs incurred before support has been approved will be the responsibility of the learner.

9. Receipts for items purchased

The Department for Education requires learners who receive a cash award from the 16–18 Bursary or 19+ Hardship Funds to provide evidence that the money has been spent on its intended purpose.

TIP: Acceptable evidence includes receipts, bank statements showing the payments, or confirmation emails that clearly detail the items purchased.

Finally, should you make any amendments to your application form, you are required to confirm your continued agreement with the funds Terms and Conditions and re-sign the form prior to submitting your revised application.



Call us...

01384 363555



Email us...

studentfinanceteam@dudleycol.ac.uk



Visit us online...

dudleycol.ac.uk