

HOW TO COMPLETE THE BURSARY APPLICATION – A STEP BY STEP GUIDE

Once you have been offered a place, you can apply for a bursary as soon as applications open. Both parents/carers and students can complete the application.

Applications are made through the [PayMyStudent](#) portal

Registration

- Register for an account using the student membership number, eg ABC12345678 (please use capitals). This number can be found on any correspondence you have received from Runshaw. If you are unsure of this, please contact funding@runshaw.ac.uk Then enter the date of birth and create a new password. This is a different password to the Student Portal.
- Once you have registered, the student will be sent a link to activate the account via a choice of either text (SMS) message or email (don't forget to check your junk folder in case the email appears in there). If you apply before enrolment, the email will be the one used on your application form. After enrolment, this will go to your college email address.
- Click the link to take you back to the login page and login using your details and the password you created. (Do not worry if it says that the link has expired – continue to log in).

Welcome page

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

Financial Support Application

- Please check that all personal details are correct. If not, please continue with your application but contact college to ensure these are up to date.

[Next >>](#)

Parent/Guardian Details

- Please complete all details. Parent/guardians will be emailed all correspondence relating to the bursary.

[Next >>](#)

Childcare and Dependents

- Please complete this section if you wish to apply for support with childcare – adult students and students aged under 20 (Care to Learn).
- If you do not need childcare –

Next >>

Eligibility questions

- Please answer all questions
- Please only select this option if the student receives both PIP and Universal Credit in their own name

Disabled student with both PIP & Universal Credit in student's name

- Once completed

Next >>

Evidence of eligibility

- This is where you upload the relevant documents, depending on what type of income you have selected.
- Please note:
 - Bank statements are not accepted as forms of evidence of income.
 - If you are in receipt of Universal Credit, you must provide 3 months recent full statements. These must be downloaded in full – screenshots will not be accepted and your application will be rejected and returned if these are provided.
 - Instructions on how to download statements can be found on the main page [Financial Support — Runshaw College](#)
 - Any benefit letters provided must show the weekly/monthly amount received.
- Once all the necessary evidence has been provided –

Next >>

Bank details

- Most benefits are provided 'in kind' but occasionally we may need to refund you (prior agreement required).
- Bank details may be student's or parent/guardian's.

Next >>

Application Summary

- Check all details are correct.
- Complete declaration and sign

Submit application

Once application is submitted:

- You will receive an automatic confirmation email.
- After you have submitted your application, you will still be able to make any necessary changes until it has been approved by Student Services.
- We aim to assess your application within 10 working days.
- Once your application has been assessed, you will receive an email notification.
- Any email correspondence will go to both the student and the parent/guardian. If this is before enrolment, it will be the student's personal email and after enrolment, it will be the college email address.
- If approved, your confirmation letter will confirm what you are entitled to.
- If you are approved for a bus pass, you still need to make an application [Runshaw College - Application Portal](#).

Missing evidence

- If your application requires further evidence, please check carefully what is missing.
- Log back in on the initial application page to upload the missing evidence. [Runshaw College](#)
- If you cannot remember your password, you can reset it there.
- Once you have uploaded the new evidence, please ensure you work your way through the entire application and click Submit, to ensure it is re-assessed.