

# 1 VISIT THE WEBSITE

Type: [buc.paymystudent.com](https://buc.paymystudent.com) into your web browser.

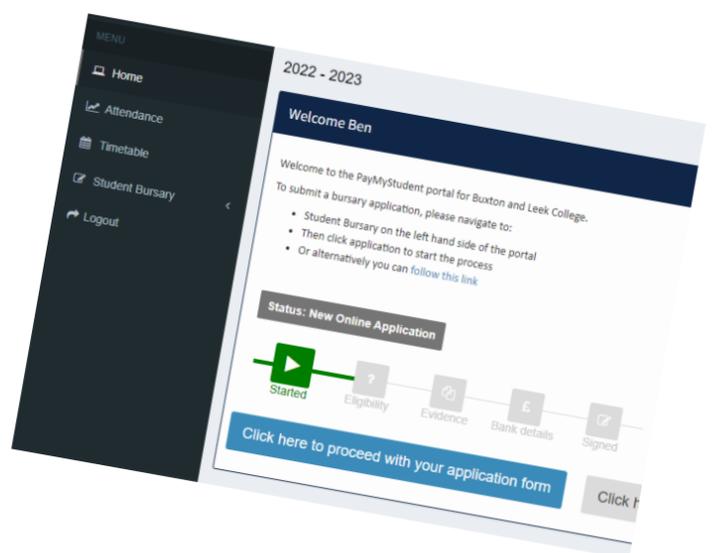


# 2 LOGIN

Remember - If this is your first time applying online using the portal, you will need to register for an account.

# 3 BEGIN APPLICATION FORM

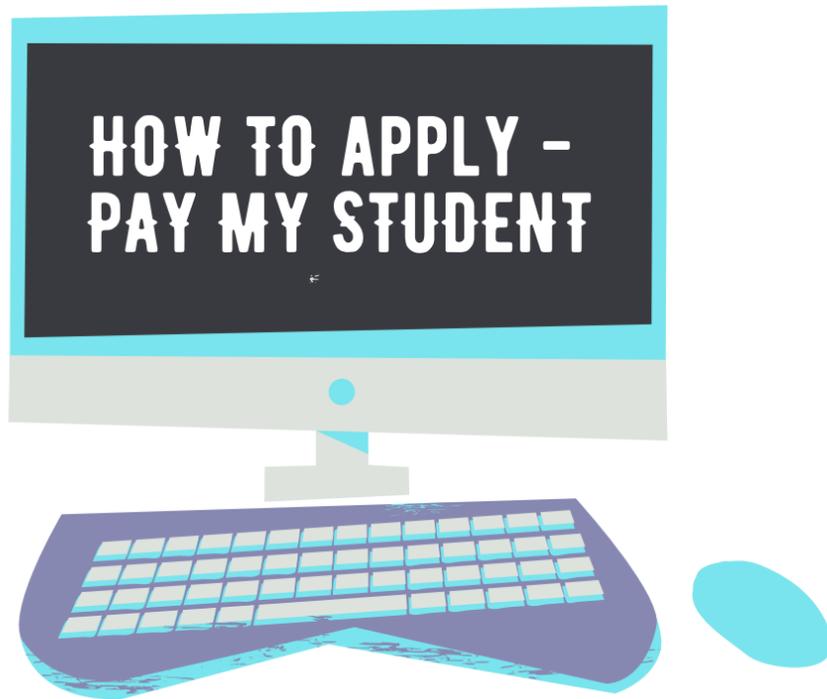
Within the homepage welcome message, follow the link to the application form.



# 4 WHAT WILL I BE ASKED

Based on your enrolment record, you will be asked questions tailored to your age.

This will be about your personal circumstances such as who you live with, what financial support you need and your Household Income



# 6 BANK DETAILS

In line with Government Guidance - You will need to enter your own bank details in order to receive any Bursary Support directly this Academic Year.

This must not be your Parent(s)/ Guardian(s) details.

The name on your bank account must match the name you are enrolled with at the College.

The only exception to this will be where a Parent/ Guardian can evidence they are an Apointee i.e. via a PIP letter

# EVIDENCE 7

You will need to upload your evidence using this application form in order to be able to submit it. Please take photos of the evidence requested using a smart phone or a digital camera. Alternatively you can use a scanner. Evidence will need to be submitted in a specific format in order for your application to be processed - do not rush this step! 70% of applications are rejected first time due to missing evidence causing delays to all applications whilst it is being chased. Make sure you read our evidence checklist guide prior to this,

# 8 DECLARATION/ CONFIRMATION

When you have uploaded all of the evidence that is required, sign the declaration and submit your application. You will automatically receive a confirmation email confirming we have received it for processing - your application will be looked over to check it has everything we need within 3-5 working days.



## SUPPORT TEAM

Contact our Bursary Adviser  
[Financialsupportfund@blc.ac.uk](mailto:Financialsupportfund@blc.ac.uk)  
T: 01298 330 817