



Information for Parent(s)/ Guardians(s) - Bursary Application

Starting college is an exciting time for any student. At Buxton and Leek College, we value the vital role Parent(s), Guardian(s) and Carers play at all stages in this process.

We hope you have had a chance to see the wide range of financial support that may be available to your child, and this section gives additional guidance and clarification which we hope you will find useful.



APPLICATION SYSTEM

The college has an online system for applying for financial support called PayMyStudent. This is cloud-based, so can be used on any device: PC, laptop, tablet, and mobile phone. Your child will receive more information about this as part of their Enrolment pack. Access to PayMyStudent is only available to your child once they have enrolled. There will be help and support available with this process once your child has enrolled.



COMMUNICATION

Due to new Data Protection requirements, we are only able to discuss a Bursary application with your child directly. If you act as your child's legal representative because they are unable to manage their own affairs, please provide evidence of this arrangement so we can add it to their PayMyStudent record. Any correspondence to your child will be made via email to their college email account. If your child has a query about their student bursary application, they can email financialsupportfund@blc.ac.uk



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BURSARY PAYMENTS

In order to receive college payments, your child will need to have a bank account in their own name. We are unable to make payments to other accounts unless you can provide evidence that you are legally eligible to do so.

Where possible, Bursary payments will be made in kind i.e. a meal card will be used for use in the onsite cafeterias.

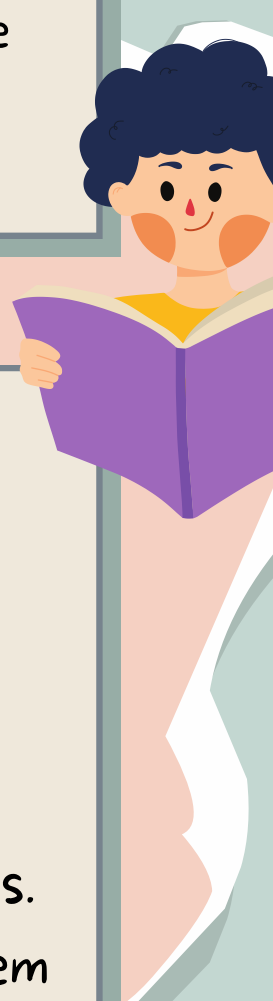
If we award any Bursary monies where we cannot pay it in kind i.e. for an external bus service – a fortnightly payment will be put in place

Bursary payments are only made in term time. No payments are made over Christmas, Easter or the October, February, and May half terms.

Your child can check on the progress of their payments/attendance directly from their PayMyStudent account.

Your child will need to have enrolled and attended for a minimum of two weeks before a direct payment will be released.

From week 4, payments will be made a week in arrears based on a 85% attendance requirement. Any issues relating to register marking should be discussed with the Progress Coach in the first instance.



SUPPORTING A FINANCE APPLICATION

Eligibility for financial support is assessed based on evidence of household income or being in receipt of certain qualifying benefits. Our online financial support application system PayMyStudent lists the evidence required against each question.

It is extremely important that we have a full copy of welfare benefit letters that detail exact entitlements.

We have produced a separate guide to PayMyStudent, which includes samples of evidence required.