

# **How to Complete a Bursary Application on PayMyStudent**

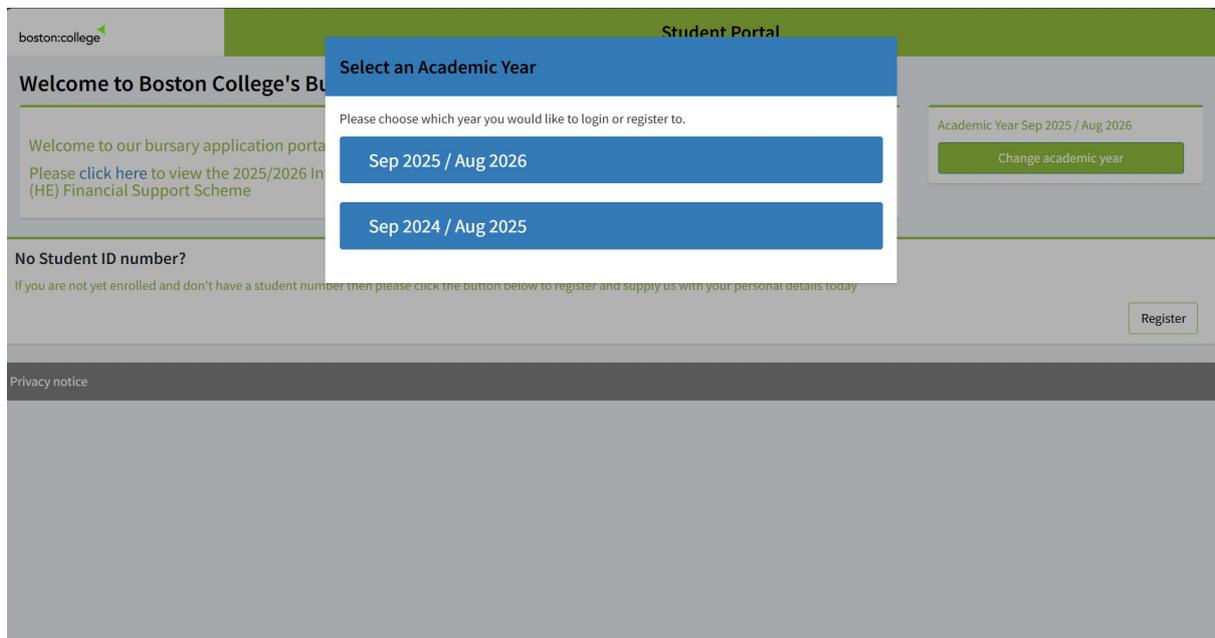
## **Step 1:**

Head to the Boston College website and click on Student Support. On a laptop/computer, this will be at the top heading of the page. On mobile, you will have to click the 3 lines in the top right corner of the page.

From here, click “Financial Assistance”. Once you have loaded on to the next page, click whichever category you are eligible for. Once you have selected the group that applies to you, you will see a link for PayMyStudent. Please select the link.

## **Step 2:**

You will then be presented with the following page;



The screenshot shows the Boston College Student Portal interface. At the top left is the 'boston:college' logo. The main heading is 'Student Portal'. Below this, there is a 'Welcome to Boston College's Bursary Application Portal' section. A central dialog box titled 'Select an Academic Year' is open, asking the user to choose a year for login or registration. It offers two options: 'Sep 2025 / Aug 2026' and 'Sep 2024 / Aug 2025'. To the right of the dialog, there is a section for 'Academic Year: Sep 2025 / Aug 2026' with a 'Change academic year' button. Below the dialog, there is a 'No Student ID number?' section with a 'Register' button. At the bottom left, there is a 'Privacy notice' link.

Please select “Sep 2025 / Aug 2026”.

### **Step 3:**

You will then be presented with a page to either register, or login. New learners, please register your account. If you are a returning learner, please login with your previous login details.

<h4>Register</h4> <p>If you have applied or are enrolled at the College, please use this form to register to apply for bursary.</p> <p><b>Student Number:</b></p> <input type="text"/> <p><b>Date of birth:</b></p> <input type="text"/> <p><b>Password:</b></p> <input type="text"/> <p><b>Confirm Password:</b></p> <input type="text"/> <p><a href="#">Register</a></p>	<h4>Login</h4> <p>If you have already registered then please enter your student number, date of birth and your password.</p> <p><b>Student Number:</b></p> <input type="text"/> <p><b>Date of birth:</b></p> <input type="text"/> <p><b>Password:</b></p> <input type="text"/> <p><a href="#">Forgotten your password?</a></p> <p><a href="#">Login</a></p>
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Once this has been completed, you will be shown the message below.

### Welcome

Please note the following important information: You should read the 2025/2026 - Information for Applicants to make sure you are eligible to apply and see what support you may receive.

Please complete all sections of the form and make sure you upload copies of the evidence we need.

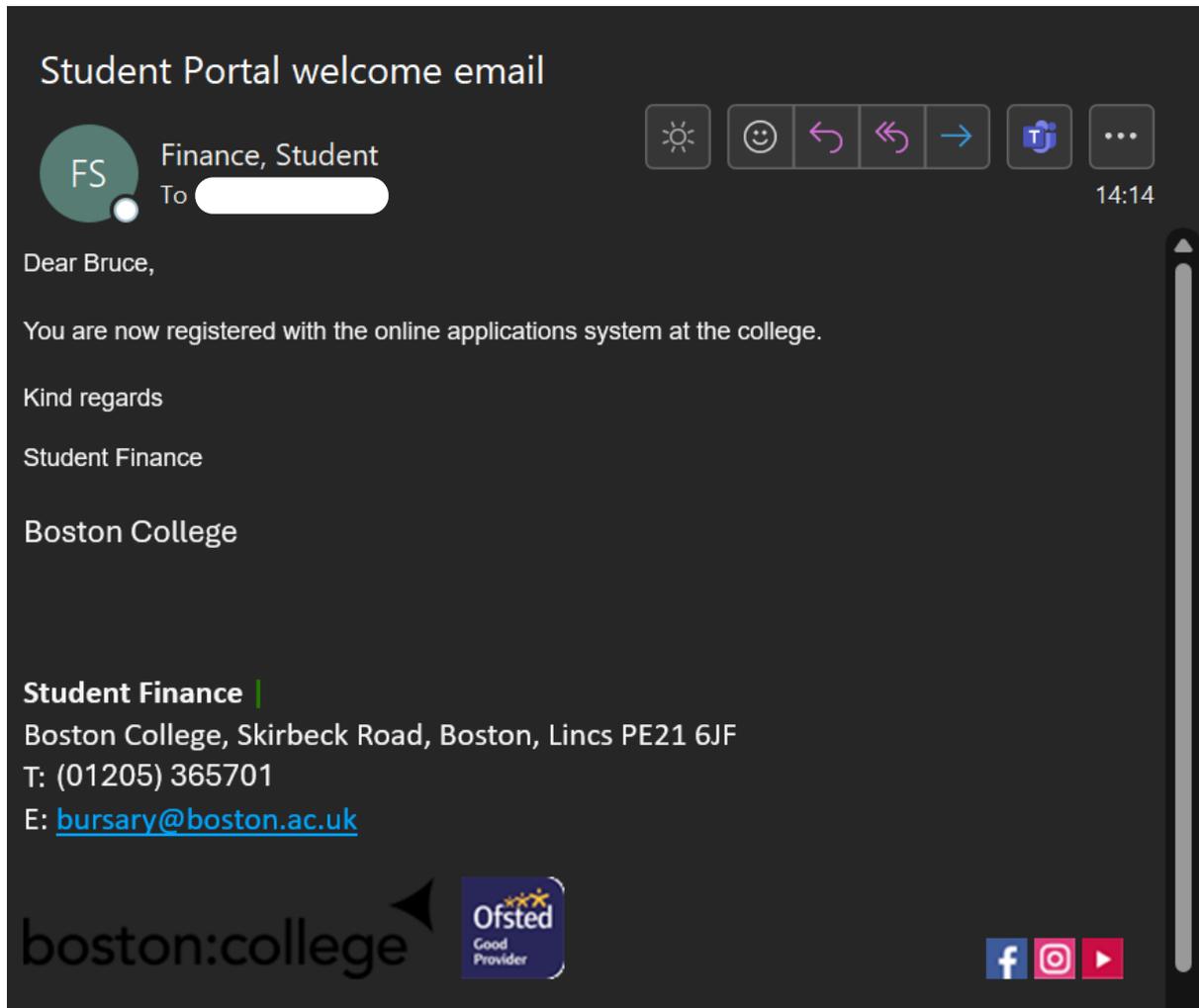
Your application will not be assessed without the correct evidence.

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.

Any award is dependent on your attendance and behaviour at college. If your attendance is below 90% it may affect future payments. In addition failing to maintain the standards set out in the Student Code of Conduct may also affect these payments.

**Step 4:**

You will then receive 2 emails. One will confirm that you have registered your account.

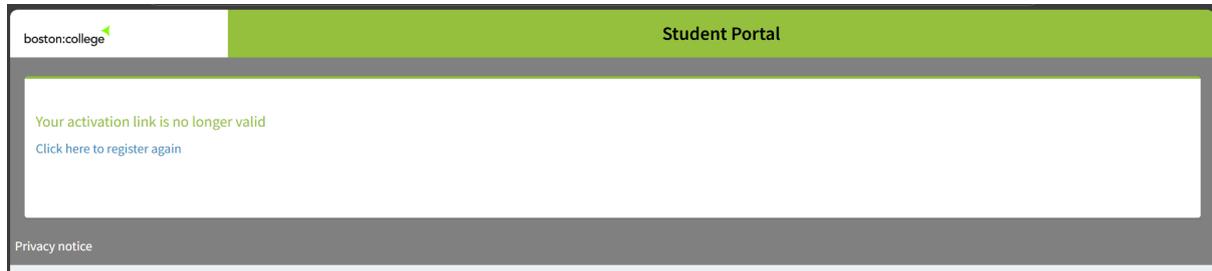


The second email will give you a hyperlink to follow to confirm the registration. Please see image for reference.

Please now activate your account by clicking the following link <https://boston.paymystudent.com/portal/activate.asp?4f4f669c9eb5e9badc6ded8147b6f792>

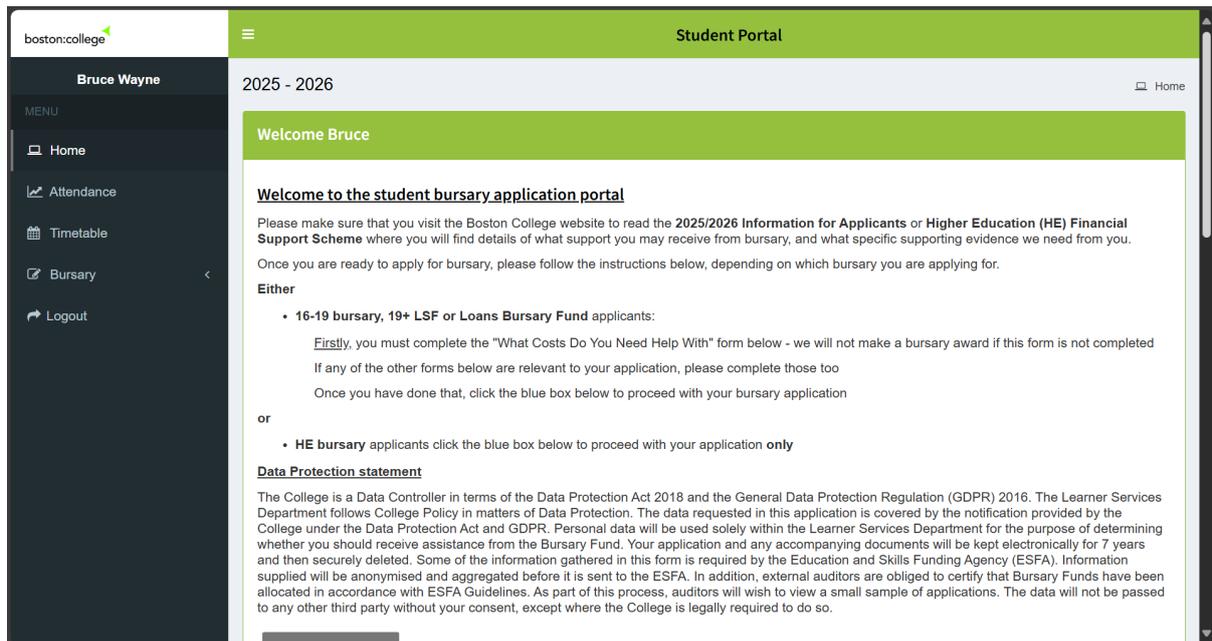
## Note:

There is currently an issue with the system that causes the hyperlink to present this message. The link is still valid; you simply need to logout and log back in.



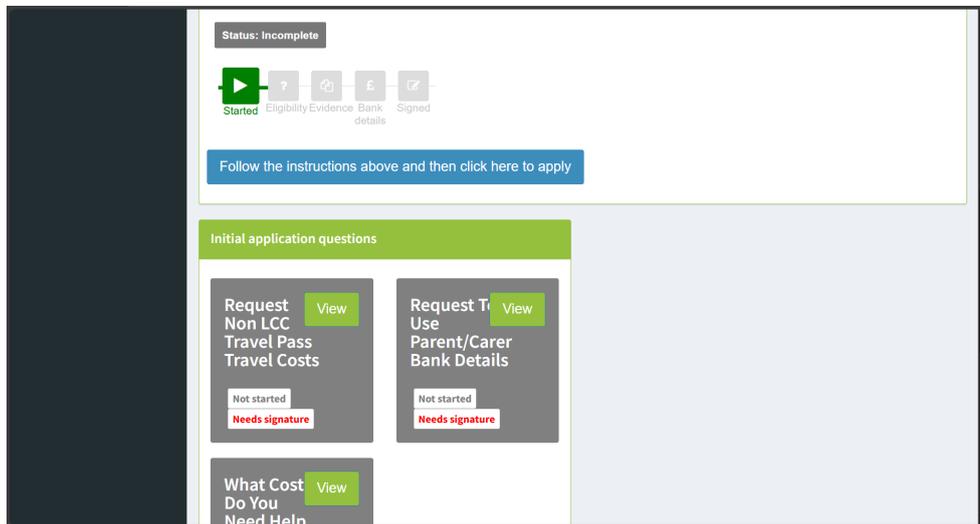
## Step 5:

Once you have logged back in, you should be presented with this page. Please read the information and then scroll down to the next section on the page.

A screenshot of the Boston College Student Portal after a user login. The top left shows the 'boston.college' logo and the user's name 'Bruce Wayne'. A dark sidebar menu on the left contains options: Home, Attendance, Timetable, Bursary (selected), and Logout. The main content area has a green header with 'Student Portal' and '2025 - 2026'. Below this is a 'Welcome Bruce' section. The main text reads: 'Welcome to the student bursary application portal'. It instructs users to visit the Boston College website for '2025/2026 Information for Applicants or Higher Education (HE) Financial Support Scheme'. It then lists instructions for two types of applicants: '16-19 bursary, 19+ LSF or Loans Bursary Fund applicants' and 'HE bursary applicants'. A 'Data Protection statement' is also included at the bottom of the page.

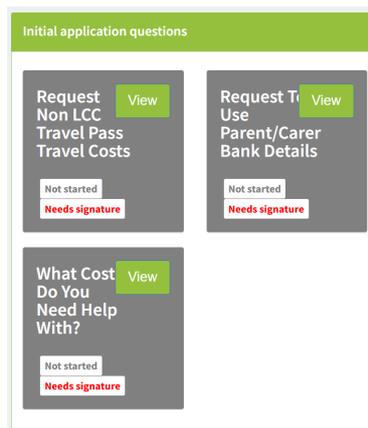
**Step 6:**

Once you have scrolled down, you will see this and should look to complete the questionnaires first. Once you have completed the questionnaires in the section “Initial application questions”. You can then click on the blue button that states “Follow the instructions above and then click here to apply”.



**Step 7:**

Click the green button “View” on the questionnaire “What Costs Do You Need Help With?”.



Just hit “Click to start” to complete the questionnaire.



Answer the questions presented.

Home > Questionnaires

### What Costs Do You Need Help With?

0% Complete Needs signature Section(s): 1

**what costs**

Please let us know what support you are requesting

Travel-Lincolnshire County Council travel pass (bus or taxi). **Required**

yes  
 no

Include the TRA number received from LCC following your LCC transport application. Please leave this blank if you don't have a TRA number yet, but do apply to LCC as soon as possible.

Non LCC travel - please give details to support this request. Include the cost of you daily bus or train ticket if using public transport, or let us know if you use a car or motorcycle to travel to college.

Then once all questions have been answered, click “Sign and Finish”. If there was a question left unanswered, just hit save and exit to come back and complete it later.

Back Save and Exit Sign and Finish

This box will pop up, when you select sign and finish. Just complete your signature in the box and then click submit.

**Your signature is required** ✕

Please use your finger or your mouse to sign your name inside the box above the line

Click or press Submit when done

Cancel Submit

## Step 8:

Once all appropriate questionnaires have been answered, click the blue button as mentioned in **Step 6**, and you will be presented with this page.

### Financial Support Application

Home > Bursary > Application

Please note the following important information: Please read the Information for Applicants or Higher Education (HE) Financial Support Scheme as appropriate, for more information and to make sure you are eligible to apply.  
Please complete all sections of the form and make sure you upload copies of the evidence we need.  
Your application will not be assessed without the correct evidence.  
The funding we have available is limited so we cannot guarantee that we will be able to provide you with all the financial support you request.  
Payments of all bursaries are dependent on you maintaining attendance of 90% or above on all your courses and demonstrating appropriate behaviour in line with the Student Code of Conduct. If you do not meet these requirements your bursary award may be affected.

#### 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

Student Number	TMPFB1F82
Date of Birth	03/05/2008
Name	Bruce Wayne
Address	A House
	A Street
Town	A Town
County	A County

Check that all the information is correct, scroll down to the bottom of the page and select the next button.

If you know the name of the Campus where you will be studying, please select it from the list otherwise please leave it as selected

Main Rochford Campus

Please click on the Next button to proceed if the information above is correct. If there are discrepancies please inform the college as soon as possible.

Next >>

## Step 9:

If you have any children or dependents, and are looking for support with childcare costs, please complete this section. If you do not have children or dependents, or are not looking for support with childcare, please click next.

### Financial Support Application

Home > Bursary > Dependents

#### Childcare and Dependents

Your age indicates that you may be eligible for help with childcare. We need to know firstly if you have any children. Telling us that you have children does not automatically make you eligible for support. There are further questions to answer which will confirm whether you are eligible for help with childcare. If you do not have any children or are applying for support from the HE bursary please ignore this and just click on the Next button below

If you have any children please provide the names of your dependents and their dates of birth. You may add up to six children. Enter the details for each child at a time. Once you have entered the first and last names and date of birth, click on the Add Dependent button to add your child to the list. You can also change the details of a saved dependent by clicking on the Edit button next to the dependents name and then clicking the Save Dependent button which will appear when you click the Edit button. To remove a dependent from the list, click on Remove next to the dependents details

Forename	Lastname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Dependent

Name	DoB
No dependent information stored yet	

Please click on the Next button to proceed whether you have entered any dependent's details or not.

<< Back Next >>

## Step 10:

On the next page, you will be asked to answer some eligibility questions. Please complete this section.

**Financial Support Application** Home > Bursary > Application

**Eligibility questions continued**  
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

If you are under 19 do any of the following categories apply to you (student)? **Required**

- Currently in care (local authority or foster care)
- In care for at least 13 consecutive weeks after the age of 14
- I receive Income Support or Universal Credit in my own name
- I receive either Employment and Support Allowance (ESA) or Universal credit in my own name AND either Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own name
- None of the above

Who do you (student) live with? **Required**

Once all questions are answered, please scroll to the bottom and click next.

Please click on the Next button to proceed

<< Back

Next >>

On the next page, you will need to submit the evidence for the eligibility questions you answered. Please upload the appropriate documents here. You will not be able to proceed until this has been completed. You can however save the application and come back to this page later.

**Financial Support Application** Home > Bursary > Evidence

**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.

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.

You can remove documents from the list providing your application has not been processed. Once the application has been processed you will not be able to remove any documents uploaded.

**Question:** Please select all current sources of household income that are applicable. Evidence of all current income received in your household will need to be provided in the next section.

**Your answer:** Universal Credit

**All of these evidence documents are required:**

- [Click here to upload your Full Universal Credit award statements \(last 3 months full statements are required\)](#)
- Please provide full statements from top to bottom, showing all allowances and deductions that are used to calculate the final payment amount. Statements are accessible from the Universal Credit online account.

## Step 11:

On the next page, can you complete the bank details for the student and click next.

### Financial Support Application

Home > Bursary > Financial

#### Bank details

In order to provide you with financial support from the bursary funds we may 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 fields blank and just click on Next

Sort Code	Account Number	Bank Name	Account Holder Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please click on the Next button to proceed

## Step 12:

You will then need to fill out the Parent/Guardian details.

### Financial Support Application

Home > Bursary > Application

#### Parent/Guardian Details

Please provide your parent or guardian's details below.

Due to your age, we need to collect your parent or carer's contact details. Please fill in the form below.

We will send requests for any additional information required, or details of any bursary award to this person by email in addition to yourself.

##### Personal Details

Title *	First Name *	Last Name *
<input type="text" value="Mr"/>	<input type="text" value="Thomas"/>	<input type="text" value="Wayne"/>

Address \*

City/Town \*

County

### Step 13:

You will then be presented with a summary of the application. Please scroll to the bottoms of the page.

**Financial Support Application** Home > Bursary > Summary

#### Application Summary

Thank you. We confirm your bursary application has been received. Please make sure you complete the declaration at the bottom of this page. You can log in to your student portal to review your application at any time.

#### Personal Details

Student Number	TMPFB1F82
Date of Birth	03/05/2008
Name	Bruce Wayne
Address	A House A Street
Town	A Town
County	A County
Postcode	PE21 6SF

#### Eligibility questions

If you are under 19 do any of the following categories apply to you (student)?

Tick the box and complete the signatures. Click submit application.

I confirm that I have read the declaration, that all the details are correct and I will notify Student Services of any changes to my circumstances

Name of applicant

Parent/Guardian signature

<< Back Submit Application

You will then see a message notifying you of your completed application.

**Financial Support Application** Home > Bursary > Application

## Thank you

**Your application has now been submitted.**

Please make sure you have completed the **What Costs Do You Need Help With** form and uploaded **all pages** of the required supporting evidence. Failure to do this will result in delays in processing your application.

We can take 15 working days to complete the processing of your application and will email details of your award once approved.

In the meantime, please make your own suitable arrangements for travel to and from college and lunch whilst here.

[Back to home](#)

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## Have you finished your application?

If you have finished your application, please [click here](#) to logout otherwise your application may not be processed

At any point, if you need to close the application, it will save your progress, and you can come back to it later to finish the sections that are not yet completed. This will also give you an overview of which parts are uncompleted.

Status: New Online Application

Started Eligibility Evidence Bank details Signed

Follow the instructions above and then click here to apply

Click here to change your bank details only

Click here to upload evidence

Once your application has been processed and the support has been identified. You will receive an email to notify of the award made. It will look like this;

## Bursary Support

FS Finance, Student

To [redacted]  
Cc [redacted]

03/04/2025

Follow up. Start by 03 April 2025. Due by 03 April 2025.

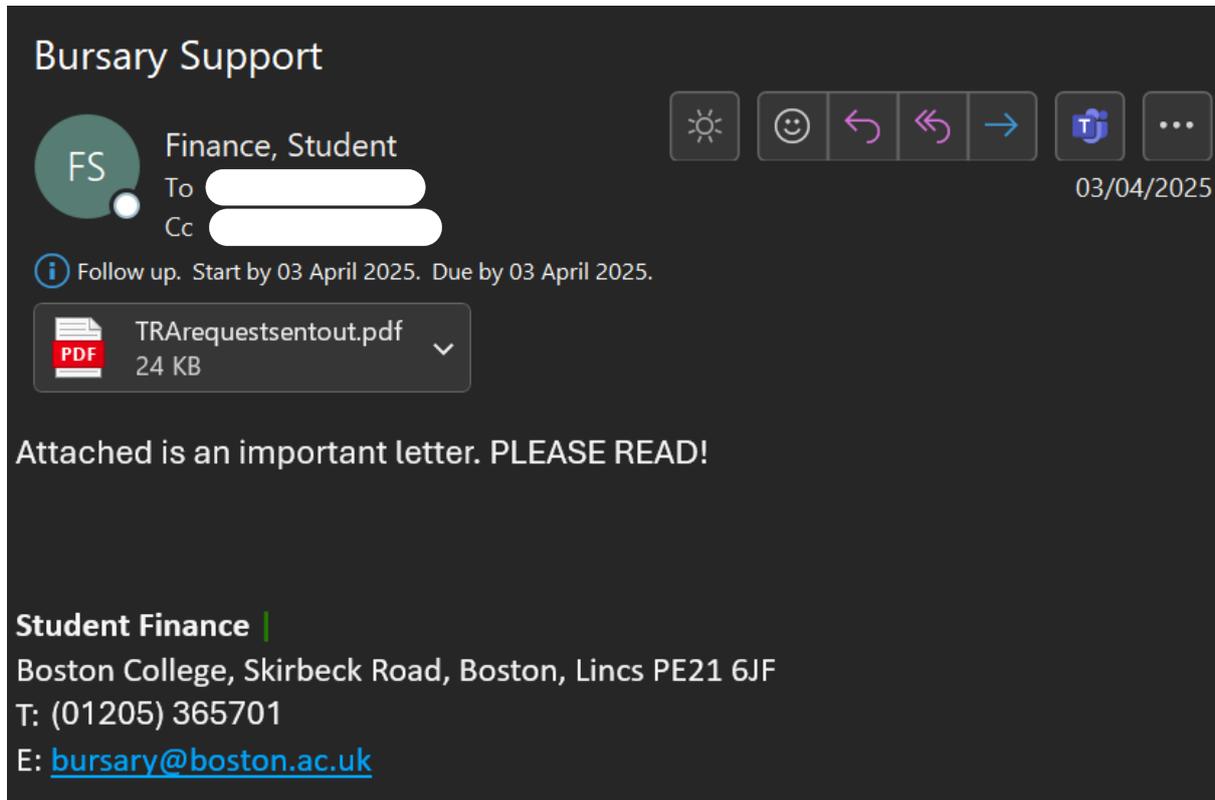
2526newawardtesting.pdf  
45 KB

Attached is an important letter. PLEASE READ!

**Student Finance** |  
Boston College, Skirbeck Road, Boston, Lincs PE21 6JF  
T: (01205) 365701  
E: [bursary@boston.ac.uk](mailto:bursary@boston.ac.uk)

**Note:**

There may also be an email sent out to you that is asking for further information for the application you have made. For example, if you are applying for a bus pass and have completed your application with Lincolnshire County Council, you will be presented with a TRA number. If you have not completed the questionnaire for the TRA number, you may receive an email asking for this information. For example;



The screenshot shows an email interface with a dark background. At the top left, the title 'Bursary Support' is displayed. Below it is a circular profile picture with the initials 'FS' and the name 'Finance, Student'. To the right of the profile picture are icons for brightness, a smiley face, undo, redo, and a right arrow, followed by a Teams icon and a three-dot menu icon. Below the profile picture, the 'To' and 'Cc' fields are redacted with white bars. The date '03/04/2025' is shown in the top right corner. A follow-up notification is present: 'Follow up. Start by 03 April 2025. Due by 03 April 2025.' Below this is an attachment box for a PDF file named 'TRArequestsentout.pdf' with a size of '24 KB'. The main body of the email contains the text 'Attached is an important letter. PLEASE READ!' and contact information for 'Student Finance' at Boston College, including the phone number '(01205) 365701' and the email address 'bursary@boston.ac.uk'.

**Bursary Support**

FS Finance, Student

To [Redacted]

Cc [Redacted]

03/04/2025

**i** Follow up. Start by 03 April 2025. Due by 03 April 2025.

**PDF** TRArequestsentout.pdf  
24 KB

Attached is an important letter. PLEASE READ!

**Student Finance** |  
Boston College, Skirbeck Road, Boston, Lincs PE21 6JF  
T: (01205) 365701  
E: [bursary@boston.ac.uk](mailto:bursary@boston.ac.uk)