Pay My Student

Student Financial Support Simplified

Instruction Manual

Access to Learning Fund

Bursary Application 2020/2021

Steps to submit an application for the Access to Learning Fund bursary

Step 1 – register an account on the online bursary application system.

Click on this link https://bedford.paymystudent.com

Use your EBS person code, which can be found on your profile page on your online application and your date of birth. You will need to set a password.

Once your account is activated your details will be populated automatically.

Step 2 – click on "Click here to proceed with your application"

Welcome

Welcome to the student portal. To apply for your bursary application click on Bursary on the left and then Application to start the process or follow this link click here

Click here to proceed with your application form

Step 3 – Check your details are correct and select which campus you will be studying at from the drop down list and click on next.

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

Shuttleworth

Step 4 – select the bursary you wish to apply for and click on next.

07. HE Access to Learning Fund (HE students ONLY)

Step 5 - answer all eligibility questions for the bursary and then click on next.

Please note - *answers to eligibility questions are saved by the system but can be amended if needed at a later date.*

Step 6 – attach all required evidence and click on next.

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 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.

Once you have uploaded evidence, the documents can be removed from the list as well providing your application has not already been processed

Please note - if supporting evidence is required for your application the system will not allow you to submit your application without attaching it.

You can log out of the system, save your evidence to your PC or phone and then log back in to your account to attach it.

The system will remember the answers you have already given to the eligibility questions.

***No award will be processed without the required evidence being attached**.*

Step 7 – enter your bank details and click on next.

Bank details

In order to be able to provide you with the financial support provided by the bursary funds we will 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.

Sort Code	Account Number	Bank Name	Account Holder Name

Please click on the Next button to proceed

Step 8 – complete declaration and click on submit application in the portal. You will receive a confirmation email once submission has completed successfully.

I declare that the information I have provided is correct to the best of my knowledge and I agree to inform Bedford College if my details change throughout the academic year.

☐ I agree to the declaration as stated above

Signee Name/s *