

Bursary Funding – How to apply online?

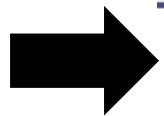
Step 1: Click on the link to register and apply for the bursary

<https://gbmc.paymystudent.com/portal/>

Login in options are via Google or Registering

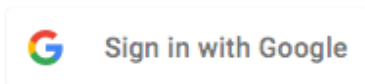
Login using your Google account

You can log in using your college Google account. Click below to Sign in

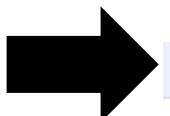


Login using your Google account

You can login using your college Google account. Click below to Sign in



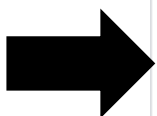
257138@student.gbmc.ac.uk



This will be your student number given to you at the time of making an application/ enrolment on the course

Sign in with Google

Choose an account
to continue to **PayMyStudent**



This will take you straight to the bursary application page where you can start making an application.

Welcome

Welcome to the Student Bursary Online Portal.

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

Register

If you are enrolled at the College and have a student number, please use this form to register. Once you have registered, you will apply for a bursary

Student Number:

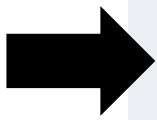
Date of birth:

Password:

Confirm Password:

Register

Login



If you have already registered then please enter your student number, date of birth and your password

Student Number:

Date of birth:

Password:

[Forgotten your password?](#)

Login

New Students: You need to register before you can make the online application.

Returning students: Go straight to log in **see Step 11**

If English is not your first language, there is a list of other languages which you may speak that can assist in completing the online application.: **See Step 12**

If students have applied for a course at the College and have a student number, please use this to register.

It is the quickest and easiest way to ensure student funding is in place for the first payment at the **end of September**.

Register

If you are enrolled at the College and have a student number, please use this form to register. Once you have registered you will apply for a bursary

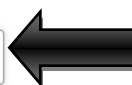
Student Number:



Date of birth:



Password:



Confirm Password:



Register



Students can activate their accounts via **SMS** or **email**

SMS Activation - students will receive a **6-digit activation code i.e. 340926**

Once the activation code is entered, students will receive an email stating they are now registered to make an online application.

Email activation – Please see an example of the activation email

email example

Please now activate your account by clicking the following link <https://gbmc.pavmystudent.com/portal/activate.asp?2c16979ac721050ec1312c3897483021>

Kind regards

Greater Brighton Metropolitan College

By clicking the above link, students will receive another email as per below

You are now registered with the online applications system at the college.

Kind regards

Student Finance

Greater Brighton Metropolitan College

Step 2: once students have registered, they will be able to apply for a bursary

Online Bursary Applications

Welcome to the Online Bursary Applications system

Login

If you have already registered then please enter your student number, date of birth and your password

Student Number:

Date of birth:

Password:

[Forgotten your password?](#)

Login

Step 3: Click to begin the application

Welcome to the Student Bursary Online Portal.

Status: Incomplete

Started Eligibility Evidence Bank details Signed

Click here to proceed with your application form

Step 4: Student's details will appear below.

Please check they are correct and up to date.

Personal Details

Below are the details we have on file for you. If there are discrepancies, please inform the College as soon as possible as this may affect your bursary payments.

student.support@gbmc.ac.uk (Worthing/Shoreham students)

financialsupport@gbmc.ac.uk(Brighton students)

Student Number	TMP01E3FC
Date of Birth	07/05/1999
Forename	Patty
Surname	Blogg
Address	22 Liverpool Gardens
Town	Worthing
Postcode	BN11 1RY

Please select the name of the Campus where you will be studying.

Brighton Central

Please click the Next button to proceed.

Select the campus of study from the drop-down box.

Step 5: Choose the type of funding required

Further education – for student’s studying courses at levels **1-3**

Financial Support Application

Please choose type of funding required

Further Education Funding ▾

Please click the Next button to proceed

<< Back

Step 6: Financial details

We may be able to provide financial assistance to help students with the **cost of fees, equipment, child care or travel to the College**. We need to know a little more about their financial circumstances.

Please answer the following questions.

Financial Support Application Home Bursary App

Further Education Funding

We may be able to provide financial assistance to help you with the cost of fees, equipment, child care or travel to the College. 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.

We need to know your household income ?

Household Income can be from fulltime work, part time work, self-employment and benefits.

- Under £16,190
- £16,190-£26,000
- £26,001-£30,000
- £30,001-£35,000
- Over £35,000 and in Care or a Care Leaver

What is your household income made up from? ?

Please tick all the boxes that apply to your household. Not applicable will only apply if you are aged 16-18 and in Care or a Care Leaver.

- Full time employment
- Part time employment
- Self Employment
- Income - based Job Seekers Allowance (JSA)

Step 7: Childcare

For the days that students attend college, they can apply for assistance with Childcare for Children aged 13 or under if students use an Ofsted Registered Childcare.

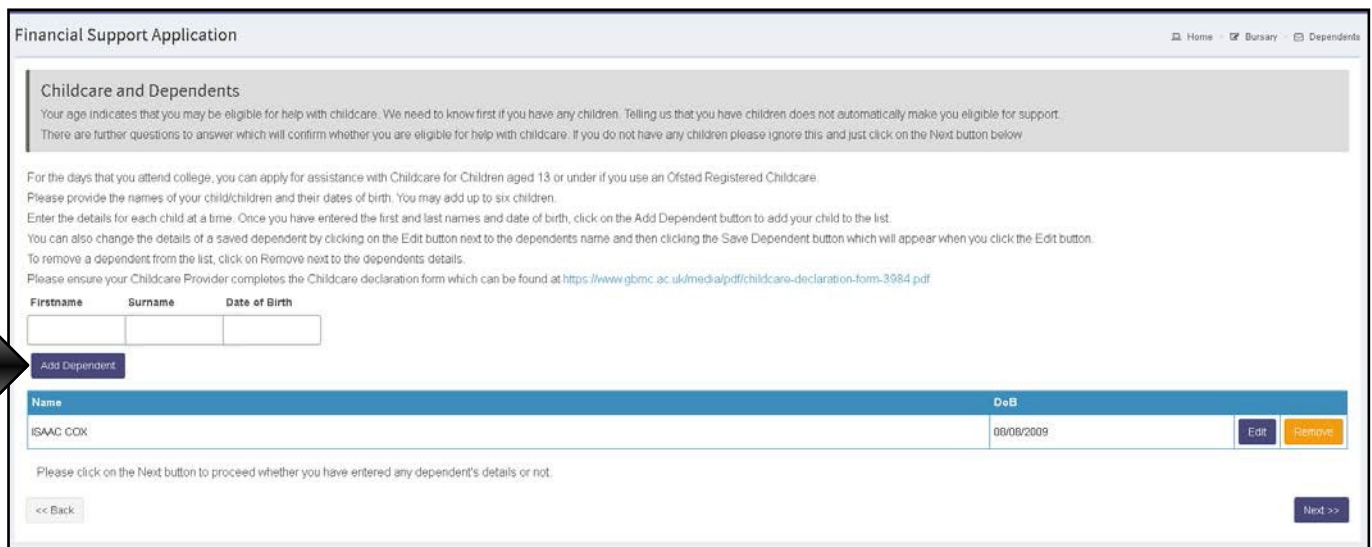
Please provide the names of child/children and their dates of birth. Students may add up to six children.

Enter the details for each child at a time. Once students have entered the first and last names and date of birth, click on the Add Dependent button to add the child/children to the list.

Students 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 they click the Edit button.

To remove a dependent from the list, click on Remove next to the dependents details.

Please ensure the Childcare Provider completes the Childcare declaration form which can be found at <https://www.gbmc.ac.uk/media/pdf/childcare-declaration-form-3984.pdf>



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 first 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 please ignore this and just click on the Next button below

For the days that you attend college, you can apply for assistance with Childcare for Children aged 13 or under if you use an Ofsted Registered Childcare. Please provide the names of your child/children 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. Please ensure your Childcare Provider completes the Childcare declaration form which can be found at <https://www.gbmc.ac.uk/media/pdf/childcare-declaration-form-3984.pdf>

Firstname	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Dependent](#)

Name	DoB	
ISAAC COX	08/08/2009	Edit Remove

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

[<< Back](#) [Next >>](#)

Students answers to these questions will go towards determining their eligibility for bursary funding.

Once students have answered all the questions, click **Next to continue**

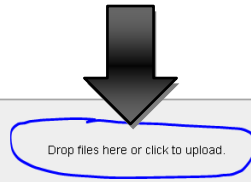
Step 8: Evidence of Eligibility

For the bursary department to assess student's eligibility provide evidence for **ALL** the question answered **YES**.

The highlighted box is where students can upload all their evidence

Select the evidence document type to upload and then click Browse to select your file

Select a document type



Step 9: Bank details

To be able to provide students with the financial support provided by the bursary funds, we will need the student's bank details. The bank account number and sort code will be validated when the student clicks on **Next**.

Please ensure the details entered are correct as we cannot be held accountable for incorrect details entered.

We encrypt all bank account numbers for security reasons and will only ever show students the **last 4 digits of their account number** once the details have been saved.

Not every bank account has or requires a roll number, if students don't have one, please click Next to continue.

Sort Code	Account Number	Bank Name	Account Holder Name	Roll Number
<input type="text" value="000000"/>	<input type="text" value="****9999"/>	<input type="text" value="PATTY BLOGG"/>	<input type="text" value="PATTY BLOGG"/>	<input type="text"/>

Please click on the Next button to proceed

Student, please ensure you have read through the declaration form and you fully understand the terms and conditions of receiving a bursary before submitting your application form.

Financial Support Application Home · Bursary · Summary

Application Summary

Declaration

- I declare that the information provided is true and accurate and I can provide all the evidence requested to support my application. I understand that if I do not provide all evidence requested, my application form will be refused.
- If awarded, I understand that payments will not start until I am enrolled and my attendance is confirmed.
- Awards will be made at the discretion of the college and at a date to be confirmed, by Greater Brighton Metropolitan College.
- I understand that it is my responsibility to declare any funding received through the Bursary in conjunction with my benefit claim.
- If my attendance falls below 85% or that my standard of behaviour is deemed unacceptable, I may have my award refused. Any unauthorised absence is subject to a referral process. Any award refused will be communicated to me via either my personal or college e-mail.
- I understand the College will determine and advise the appropriate payment method for any award made, e.g. credit to student card or direct to my bank account.
- I understand that it is my responsibility to inform the Financial Support team of any change to my circumstances, personal/family or financial.
- I have not applied to any other organisation, e.g. a charitable trust, for any assistance that I am requesting from the discretionary fund.
- I understand that if I withdraw from my course I may be asked to repay some or all funds awarded to me, or the College on my behalf, including course fees. I will also be liable for any outstanding debts to the Childcare provider if I receive support with childcare fees.
- I understand that if my application for funding is unsuccessful I will be required to meet the terms and conditions of the part payment agreement I signed at enrolment.
- I understand that the information given on this form may be shared with other departments within the College.

Please ensure you tick the confirmation box below and click to submit the application.

Step 10: Submitting the application form

Students should ensure they have ticked the declaration box agreeing to the above terms and conditions of receiving the bursary funds.

All students must enter their name in the **Student Name box**

For students under **the age of 18 years old**, they must include their full name in the **Student Name box** as well their parent/guardian full name (s) in the **Parent/Guardian box**

Declaration

You agree that all the information entered is correct. **Please complete the below with your name and also Parent/Guardian if under 18 years old.**

I agree with the declaration as stated above

Student Name :

PCOX

Parent/Guardian Signature:

Student's under 18 years old, your Parent/Guardian must complete their name in the Parent/Guardian Signature box below.

MR J BLOGG

Declaration previously agreed on 12/04/2021 11:26:24

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Submit application

Click submit application

**** Once the application form has been submitted students will be unable to make any further changes, if they wish to provide additional information, please contact via the method below:

Brighton students – financialsupport@gbmc.ac.uk

Worthing and Shoreham students - student.support@gbmc.ac.uk

***students should hear back from us within **2-4 weeks** on the outcome of the application.



***During our busy times, **August- October**, processing of application forms may take longer.

*** Students can help to speed up the assessment process, by ensuring they provide all pages of any documents requested

Correspondence

Any correspondence regarding the outcome of the student's bursary application will be sent to the email address the college has on record.

Students can log into their account at any time and will be able to view all correspondence sent as well as payment amounts and due dates.

MENU

Home

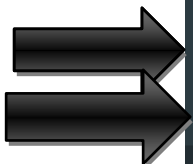
Bursary

Application

Payments

Documents

Logout



Step 11: Returning Students

Returning students can go straight to log in with their student number and password from last academic year, if you cannot remember the details this can be reset by clicking

Forgotten your password, a link will be sent to reset the password.

Login

If you have already registered then please enter your student number, date of birth and your password

Student Number:

Date of birth:

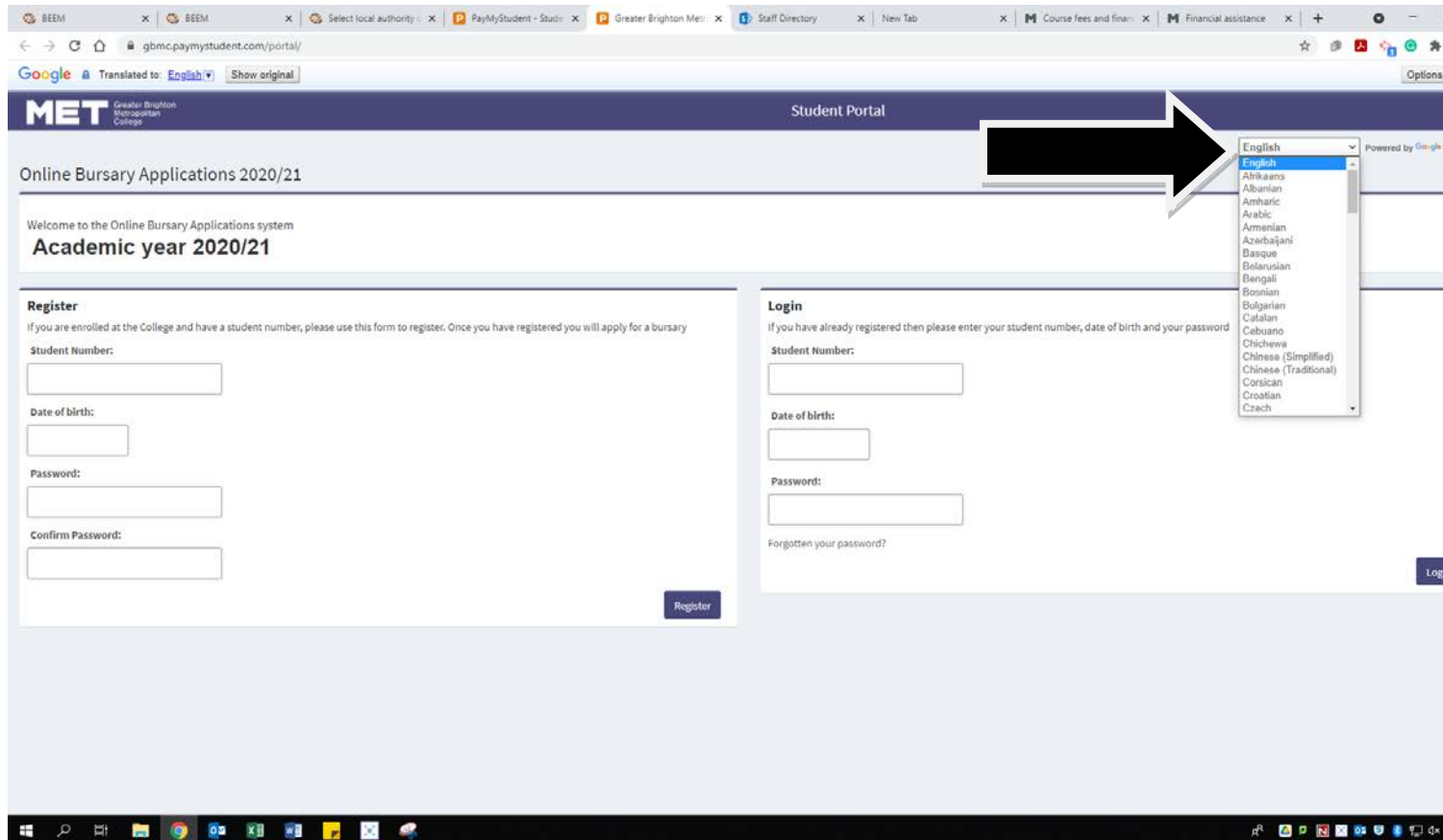
Password:

[Forgotten your password?](#)

Login

Step 12: If English is not your first Language

If English is not your first language, there is a list of other languages which you may speak that can assist in completing the online application.



Please ensure you read the Google Translate Terms of Use before enabling this facility.

The application form can be completed using Google translate but must be changed back to English before submitting it to the bursary department.