PAY MY STUDENT GUIDE

BRIDGWATER & TAUNTON COLLEGE

Student Portal

Bridgwater & Taunton College Bursary Portal

Welcome to the Student Portal where you will be able to apply for a College bu

If you have never applied online for a bursary before, please register for an account below. Please date of birth is correct when you register your account.

If you have applied online for a bursary before, please log in to your account.

If you experience any issues, please visit the Bridgwater & Taunton College website where you will find a full guide on using the student portal.

Register

If you are enrolled at the College and have a student number, please use this form to register. Please ensure you use capital letters when inputting your student number.

Student Number:

Date of birth:

Password:

Confirm Password:

Register

Login

If you have already registered then please enter your student n password.

Student Number:

Date of birth:

Password:

Forgotten your password?

CONTACT DETAILS

For any queries regarding this guide, PayMyStudent or bursary funding, please email studentsupport@btc.ac.uk and we will get back to you as soon as we can. Please note that response times in September will be longer than usual whilst we are assessing applications.

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WELCOME TO THE STUDENT BURSARY PORTAL

ACCOUNT CREATION FOR NEW STUDENTS

We recommend students create their own account on the PayMyStudent portal and then fill in the application together with parents/guardians. This platform is designed to help you manage and track your bursary funding, including important information about your attendance and travel payment schedule. We require student bank details if you are applying for travel support.

APPLY FOR VARIOUS BURSARIES WITH EASE

The PayMyStudent portal accepts applications for various funding options to support your education. These include:

- 16-19 Bursary Fund
- Free College Meals
- 19+ Learner Support Fund
- Advanced Learner Loan Bursary
- Residential Bursary

Once you log into the portal, the system will automatically provide the correct bursary application based on your age and date of birth. This ensures you are applying for the right funding at the right time.

UPLOAD REQUIRED EVIDENCE FOR YOUR APPLICATION

When submitting your bursary application, it's important to remember that you must upload supporting evidence. This could include documents such as proof of income (wage slips or benefit statements), care status letter, or other eligibility requirements. **Applications without the necessary evidence will not be assessed.** Incomplete applications may result in delays, and in some cases, may mean you miss out on the funding entirely.

Given that bursaries are limited funds, it is crucial to provide the correct documents to avoid any unnecessary setbacks in the process.

ELIGIBILITY DOES NOT GUARANTEE AWARDING OF FUNDS

Please note that meeting the eligibility criteria does not guarantee you will be awarded funding. The bursary funds are limited, and priority is given to those who submit complete applications with the correct evidence. A late application may lead to disappointment.

CHOOSING THE CORRECT BURSARY PORTAL

ACCESSING YOUR BURSARY PORTAL

As part of the transition to the new University Centre Somerset College Group, we are currently operating two separate bursary portals through Pay My Student. This is a temporary arrangement while we work towards merging our systems fully by next academic year.

WHICH PORTAL SHOULD YOU USE?

To make sure you access the correct portal for your bursary application, please use the link that matches your correct college:

STRODE COLLEGE STUDENTS

If you are studying at Strode College, please use the following link to access your bursary portal: Strode College Bursary Portal.

BRIDGWATER, TAUNTON, OR CANNINGTON COLLEGE STUDENTS

If you are studying at Bridgwater College, Taunton College, or Cannington College, please use the following link to access your bursary portal:
BTC Bursary Portal.

NEED HELP?

If you're unsure which portal to use or have any issues accessing your bursary account, please contact your campus support team or the bursary office for assistance.

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NEW STUDENTS: REGISTERING FOR AN ACCOUNT

VISIT THE PAYMYSTUDENT PORTAL

Open your web browser and navigate to the relevant PayMyStudent portal.

REGISTERING FOR AN ACCOUNT

PayMyStudent runs most efficiently on a computer/laptop using Google Chrome rather than a mobile device. When you reach the landing page, you will see 'Register' on the left hand side.
If you are using a mobile device, 'Register' will be at the top of the page.

Step 1:
Fill in the required fields
Enter your student number, ensuring you use **capital letters** as it is case sensitive
Your student number is usually the first 3 letters of your surname and 8 numbers. You will have received this once you have applied for a course with the College
Enter your date of birth
Create a password
Confirm the password
Click register

Step 2:
The next page will show you a snapshot of your email address. This will be the email address used on your application form when you applied to the College. You need to confirm that this email address is correct and ask for the verification email to be sent to you
If the email address is incorrect or you no longer have access, please email studentsupport@btc.ac.uk and we can advise you of your next steps.

Step 3:
Open your email inbox and look for the verification email. Click the verification link inside the email to confirm your account and activate it. This verification link is time sensitive, so you must ensure you do this within a maximum of 20 minutes.

LOGGING IN

You can now follow the steps on the next page for returning students on how to log in and complete the application form

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RETURNING STUDENTS: LOGGING IN

VISIT THE PAYMYSTUDENT PORTAL

Open your web browser and navigate to the relevant PayMyStudent portal.

LOGGING IN

PayMyStudent runs most efficiently on a computer/laptop using Google Chrome rather than a mobile device. When you reach the landing page, you will see 'Log In' on the right hand side.
If you are using a mobile device, 'Log In' will be at the bottom of the page.
You must ensure you are not trying to log in via 'Register' as you have already done this.

Step 1:
Fill in the required fields
Enter your student number, ensuring you use **capital letters** as it is case sensitive
Enter your date of birth
Enter the password you created for PayMyStudent *(this is not your College account password)*
Click log in

COMPLETING THE APPLICATION

Once you have logged in, you will see 'Click here to complete your application for funding.'
This will take you through the bursary application. You must ensure you complete the application in full, enter your bank details, upload the required evidence, and submit the declaration signed by you and your parent(s)/guardian(s).

WHAT IF I AM NOT ENROLLED YET?

We strongly recommend that you have completed your enrolment before you submit a bursary application. You can still complete your application and we will allocate the funds, however your application will be put on hold and you will not receive your award letter until you are enrolled on a course. We ask that you contact us to let us know if you have transferred courses so that we can update your award accordingly.

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PASSWORD RECOVERY

VISIT THE PAYMYSTUDENT PORTAL

Open your web browser and navigate to the relevant PayMyStudent portal.

IF YOU FORGET YOUR PASSWORD

PayMyStudent runs most efficiently on a computer/laptop using Google Chrome rather than a mobile device. When you reach the landing page, you will see 'Log In' on the right hand side.
If you are using a mobile device, 'Log In' will be at the bottom of the page.

Step 1:
On the login page, below the fields for email and password, you'll see a <u>Forgotten your password?</u> link

Step 2:
Enter your student number, ensuring you use **capital letters** as it is case sensitive
Enter your date of birth
Click submit

Step 3:
PayMyStudent will send you an email with instructions on how to reset your password

Step 4:
Once your password is reset, return to the login page, enter the required details with your new password, and click log in

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UPLOADING EVIDENCE AFTER COMPLETING THE APPLICATION

VISIT THE PAYMYSTUDENT PORTAL

Open your web browser and navigate to the relevant PayMyStudent portal.

UPLOADING EVIDENCE

You may be asked to upload additional evidence after you have completed the application form. You can do this by following the steps below:

Step 1:
Log in as usual following the steps on Page 3

Step 2:
Click 'Click here to proceed with your application for funding'

Step 3:
Click 'Next' through the pages until you reach 'Evidence of eligibility'

Step 4:
Upload the required evidence that it is asking for

Step 5:
Click 'Next' until you reach the end of the application and submit the declaration again
This will then send us a notification that you have updated your application and it is ready for us to assess

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