

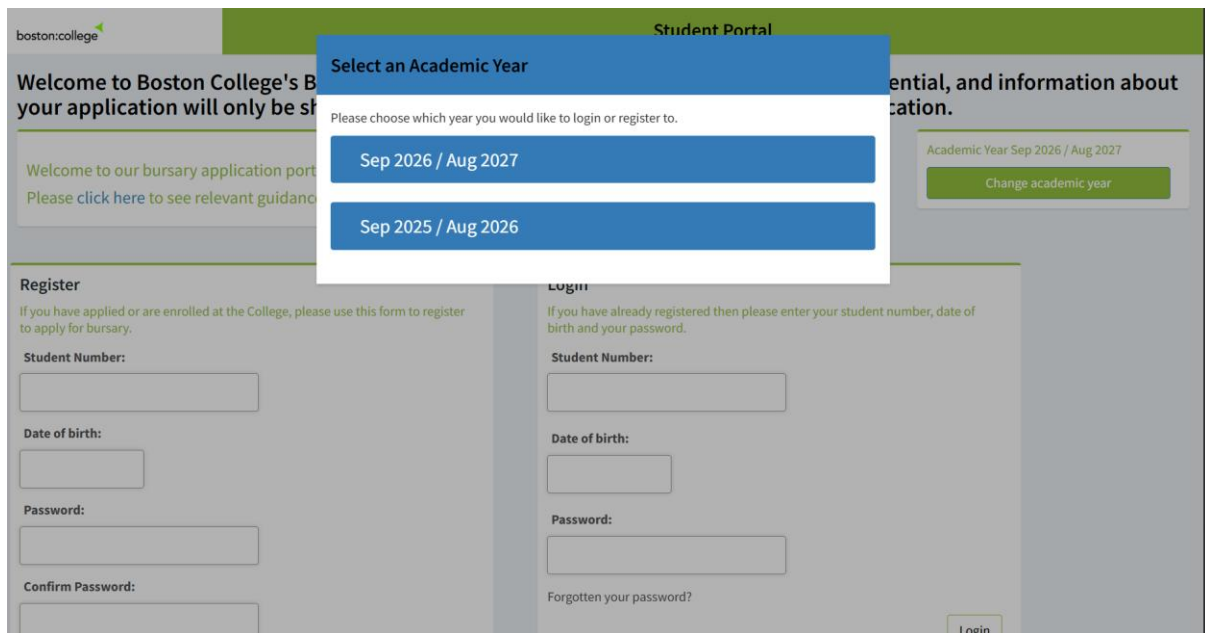
How to Complete a Bursary Application on PayMyStudent

Step 1:

Head to the Boston College website and click on the three lines in the top right of the page, then click on Students. From here, click “Financial Support and Funding”. 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 logo 'boston.college'. The main header is 'Student Portal'. Below the header, there is a welcome message: 'Welcome to Boston College's B... your application will only be st...'. To the right, there is a link: 'Please click here to see relevant guidance'. In the center, a blue dialog box titled 'Select an Academic Year' is displayed. It contains the text 'Please choose which year you would like to login or register to.' and two blue buttons: 'Sep 2026 / Aug 2027' and 'Sep 2025 / Aug 2026'. In the background, there are two forms: 'Register' and 'Login'. The 'Register' form has fields for 'Student Number', 'Date of birth', 'Password', and 'Confirm Password'. The 'Login' form has fields for 'Student Number', 'Date of birth', and 'Password', along with a 'Forgotten your password?' link and a 'Login' button. On the right side of the page, there is a section for 'Academic Year Sep 2026 / Aug 2027' with a 'Change academic year' button.

Please select “Sep 2026 / Aug 2027”.

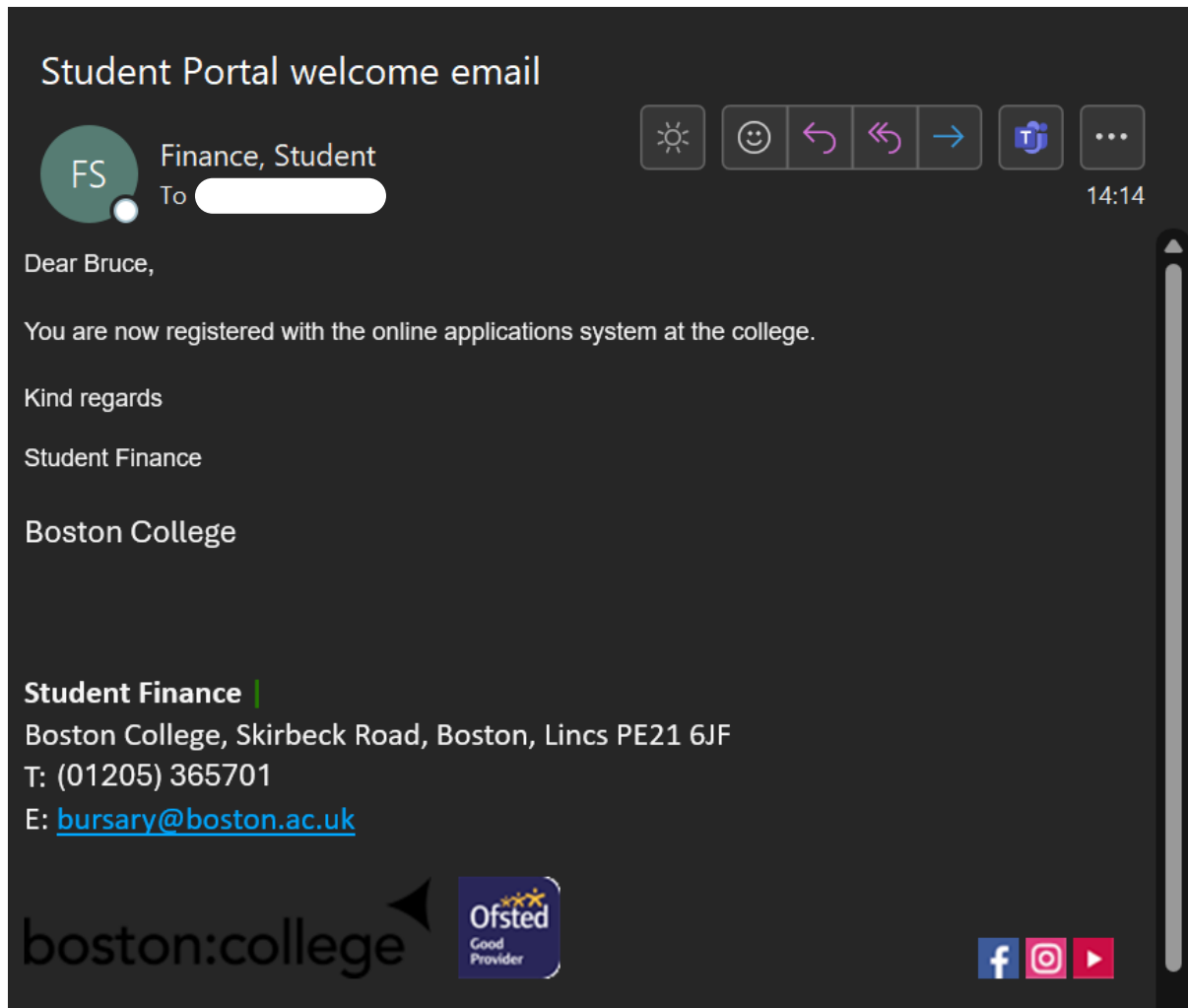
Step 3:

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.

Register	Login
<p>If you have applied or are enrolled at the College, please use this form to register to apply for bursary.</p>	<p>If you have already registered then please enter your student number, date of birth and your password.</p>
<p>Student Number:</p> <input type="text"/>	<p>Student Number:</p> <input type="text"/>
<p>Date of birth:</p> <input type="text"/>	<p>Date of birth:</p> <input type="text"/>
<p>Password:</p> <input type="text"/>	<p>Password:</p> <input type="text"/>
<p>Confirm Password:</p> <input type="text"/>	<p>Forgotten your password?</p>
<p>Register</p>	<p>Login</p>

Step 4:

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

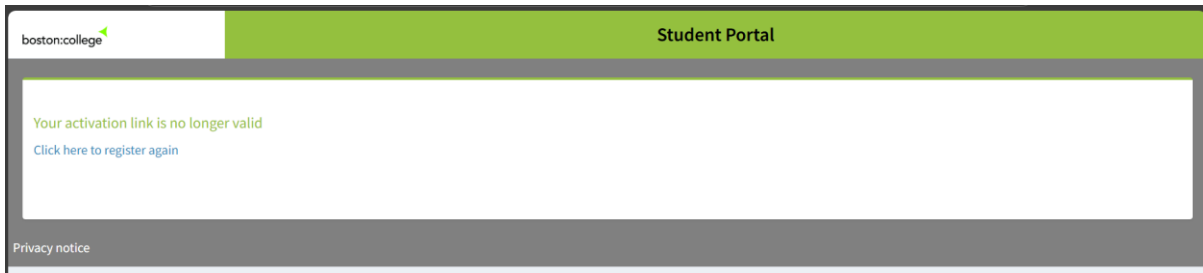


The second email will give you a hyperlink to follow to confirm the registration. Please see image for reference.

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

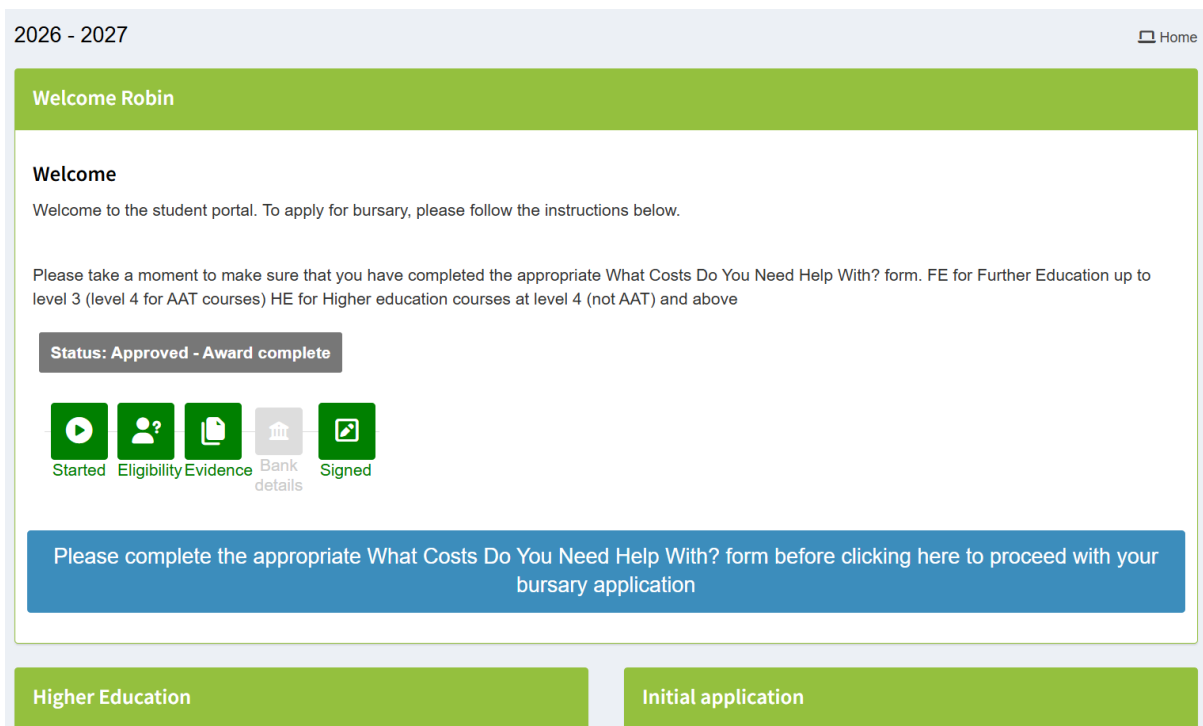
Note:

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.



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”. You can then click on the blue button in the previous step that states “Please complete the appropriate What Costs Do You Need Help With? form before clicking here to process with your bursary application”.

The screenshot shows a dashboard with two main sections: "Higher Education" and "Initial application".

- Higher Education:** Contains two cards for "HE IOT Bursary - What Costs Do You Need Help With?" and "HE Bursary - What Costs Do You Need Help With?". Both cards show a "View" button, a "Not started" status, and a "Needs signature" label.
- Initial application:** Contains one card for "FE Bursaries - What Costs Do You Need Help With?". This card shows a "View" button, a "Complete but not signed" status, and a "Needs signature" label.

Step 7:

Please complete the questionnaire.

The screenshot shows the "FE Bursaries - What Costs Do You Need Help With?" questionnaire form. At the top, it says "You must complete this form to let us know what support you need from bursary to be able to come to college and do your course". Below this, there is a progress indicator showing "100% Complete" and a "Needs signature" button. The form is divided into sections, with the first section titled "What Costs?". The current question is "Please let us know how you travel to college". The options are:

- Bus or taxi with LCC travel pass
- Walk
- Cycle
- Petrol or diesel car or motorcycle (not moped)
- Electric car
- Moped
- Bus with no LCC travel pass available
- Train

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.

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 5**, and you will be presented with this page.

Please note the following important information:

Please read the Information for Applicants to make sure you are eligible to apply.

Please complete all sections of the form and make sure you provide us with 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.

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.

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	TMP7E6C3A
Date of Birth	05/03/2008
Name	Robin Hood
Address	The Oak
	Sherwood Forext
Town	Sherwood
Postcode	NG319QH

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:

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's details. Please fill in the form below.

Personal Details

Title	First Name	Last Name

Address

X

X

City/Town

X

County

X

Step 10:

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

Financial Support Application Home > Bursary > Eligibility

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**

None of the above

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

Parent(s)

How many children, under 20 and in fulltime education or approved training live in your household including you (student)? **Required**

0

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. If you can't upload evidence you can 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.

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 these evidence documents must be uploaded

[Click here to upload another page of 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

<< Back Next >>

Step 12:

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. You can log in to your student portal to review your application at any time.

Personal Details

Student Number	TMP7E6C3A
Date of Birth	05/03/2008
Name	Robin Hood
Address	The Oak
	Sherwood Forext
Town	Sherwood
Postcode	NG349QH

Parent/Guardian details

First name	
Last name	

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

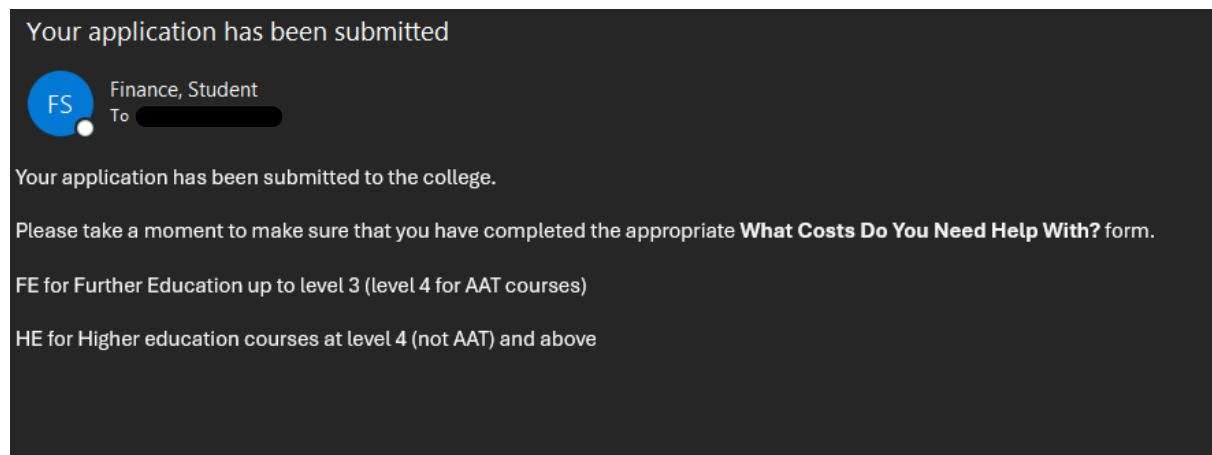
I confirm that I have read the declaration, that all the details are correct and I will notify Student Services of any changes to my circumstances

Name of applicant

Parent/Guardian signature

<< Back

You will then receive an email notifying you of your completed application.



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

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, it says "Bursary Support". Below that is a circular profile picture with "FS" and the name "Finance, Student". To the right of the name are icons for brightness, a smiley face, undo, redo, and a right arrow. Further right are icons for a calendar and a menu. Below the name, the "To" and "Cc" fields are redacted with white boxes. The date "03/04/2025" is shown in the top right. A blue information icon is followed by the text "Follow up. Start by 03 April 2025. Due by 03 April 2025." Below this is a PDF attachment 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!". At the bottom, it says "Student Finance | Boston College, Skirbeck Road, Boston, Lincs PE21 6JF" followed by "T: (01205) 365701" and "E: bursary@boston.ac.uk".

Once you have received your bursary, you will find a section on your bursary application where it displays what funds, if eligible, you will have available to you on the online shop. As seen below.

The screenshot shows a table titled "Online Store Purses" with a green header. The table has four columns: "Fund", "Support Type", "Allocation", and "Available". There is one row of data.

Fund	Support Type	Allocation	Available
16-19 Discretionary Bursary	Laptop BYOD	£349.51	£349.51