



Godalming College How to Apply for the Bursary Fund

How do I apply for the Bursary Fund?

Applying for financial support via the College's Bursary Fund is easy using the PayMyStudent Portal, using the link on our [website](#). You can apply via the Portal once you have a Student ID number. We will then assess your eligibility for financial support based on the evidence you upload in your application form on the Portal.

How to register on the Portal

Go to the Portal page - <https://godalming.paymystudent.com/portal/>. You will need to Register on the left-hand side of the Portal screen first, using your Student ID number and your date of birth. You will receive your Student ID number once you have enrolled at College. This will be on your Student ID card.

The Portal will then send you an activation link to your college and home email addresses. When you receive this email, click on the link to activate. You will then be able to return to the Portal and use the Login on the right-hand side of the screen to start your application. This is how you get into the Portal on all future occasions.

Completing my application

Once you have registered and successfully logged into the Portal, follow the link to proceed with your application. You will be asked details about your personal circumstances and the income for the household that you live in.

Evidence

The Portal will tell you which pieces of evidence you need to provide based on the information you have given about your circumstances. You can easily upload this evidence using your smartphone camera or files scanned onto your laptop/PC. We cannot assess your application until you have uploaded all your full evidence documents.

Bank Details

You will need to provide your bank details. These must be the student's bank details and NOT the parent. We encrypt all bank account numbers for security reasons and the Portal will only ever show the last 4 digits of your account number once the details have been saved.



Declaration

Please ensure you read through the declaration on the last page of the application before clicking Submit. It is important you fully understand the terms and conditions contained in this Declaration before submitting your application.

Tick the box to declare that you agree to the declaration then write your name in the box below to act as your signature. Your parent or guardian also needs to read this declaration and write their name in the parent/guardian box so **please complete the application with your parent or guardian present.**

Once you click Submit you will receive confirmation that the application has been submitted, this sometimes takes a minute or so. This then automatically informs the Bursary Team at College that you have applied. The Bursary Team will review your application as soon as possible and will get in touch with you regarding what you might be eligible to receive.

Any questions?

Please ensure you've read the relevant Bursary Fund information leaflets on our [website](#) which explain our two different bursary funds in more detail:

- 1) The Discretionary Bursary Fund
- 2) The Vulnerable Bursary Fund

You can also read our Bursary Policy [here](#).

Finally, if you have any questions at all, please don't hesitate to get in touch directly with our Bursary Co-ordinator on bursary@godalming.ac.uk, telephone 01483 411235, or visit the Finance Office to chat to someone in person.