



**SOUTHWARK
COLLEGE**



Guide to applying for Financial Support

Contact us

bursaries@southwark.ac.uk

Guide to Applying for Financial Support

Financial support is available to help eligible students who have difficulties meeting the costs associated with studying at college. Please make sure you read the Bursary Fund Guidelines before making your application.

To be assessed for financial support you must complete an online application. You only need to complete one application for any of the following:

- **The Young Person Bursary**
- **The Adult Discretionary Bursary**
- *This includes Advance Learner Loan and Childcare funding for students aged 19+*
- **Further Education Free Meals**

Conditions of Payment

All payments are subject to excellent attendance, good behaviour and satisfactory progress. Payments may be stopped or adjusted if your attendance falls below 90% or you are absent for more than a week due to being suspended, going on holiday or long periods of illness.

Any Bursary funds spent on supporting you may be repayable to the College if you leave the College or are withdrawn before the end of the course.

Once all Bursary funds have been allocated, we may be unable to accept further applications. If we receive more applications than we have funding for then payments may need to be reduced to ensure all students have fair access to financial support.

Steps to applying for financial support

You will need to provide evidence as part of your application so that your eligibility can be assessed.

To make an application for financial support online, you will need access to the internet. You will also require your College Microsoft account details – this includes your College email account.

Login using your Microsoft account

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



Sign in with Microsoft

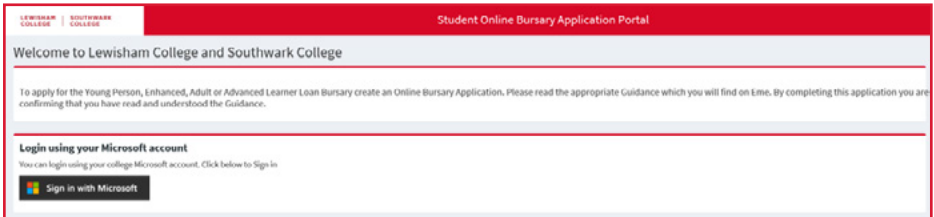
Your sign in details will be similar to s2060395@students.southwark.ac.uk. If you do not have your sign in details, please go to the student enquiries desk to request a copy.

Step 1

To make an application, you will need to access the following site on the internet:
<https://lscollge.ac.uk/bursary>

Step 2

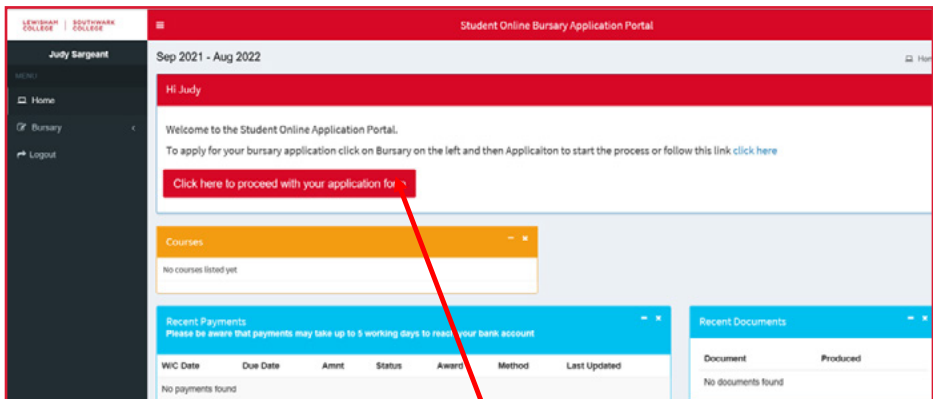
Log in using your college email account and password, which will be the same one you used at registration.



The screenshot shows the 'Student Online Bursary Application Portal' for Lewisham and Southwark College. The page has a red header with the college name and the portal title. Below the header, there is a welcome message: 'Welcome to Lewisham College and Southwark College'. A paragraph of text explains that users should apply for the Young Person, Enhanced, Adult or Advanced Learner Loan Bursary by creating an Online Bursary Application and reading the guidance. A section titled 'Login using your Microsoft account' includes a sub-header and a link to 'Sign in with Microsoft'.

Step 3

On the home page, select the 'Click here to proceed with your application form' button.



The screenshot shows the user dashboard for 'Judy Sargeant' on the 'Student Online Bursary Application Portal'. The dashboard includes a navigation menu on the left with options for Home, Bursary, and Logout. The main content area shows the date range 'Sep 2021 - Aug 2022' and a personalized greeting 'Hi Judy'. A welcome message and a link to 'click here' are present. A red box highlights the button 'Click here to proceed with your application form', with a red arrow pointing to it. Below this, there are sections for 'Courses' (showing 'No courses listed yet'), 'Recent Payments' (with a table of columns: WIC Date, Due Date, Amnt, Status, Award, Method, Last Updated), and 'Recent Documents' (with a table of columns: Document, Produced).



Step 4

Your personal details and course information should appear. If correct please click next.

Judy Sargeant

Financial Support Application: Before applying for a Bursary you should ensure you have read and understood the Guidance for the 16-19 Discretionary (Young Person), Vulnerable (Enhanced) Bursary and The Adult Discretionary Bursary.

Please note the following important information:

- You should have read and understood the Bursary Fund Guidelines before making your application, see link [here](#)
- All sections of the form must be completed
- You MUST upload all copies of the evidence requested
- Your application will not be assessed without the correct evidence being uploaded
- Payments are dependant on your level of attendance and if this falls below 90% payments may be withheld or reduced

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	TMP1A87D3
Date of Birth	30/12/1998
Forename	Judy
Surname	Sargeant
Address	6 Lewisham Way
Town	Lewisham Way
Postcode	SE4 1UT

Please select which College you have enrolled with.

Lewisham College

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 >>

Childcare and Dependents [Edit text](#)

Your age indicates that you may be eligible for help with childcare. We firstly need to know 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

[Edit text](#)

If you have any children please provide the names of your dependents and their dates of birth. You may add up to six children. Enter the details for each child one 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 'Remove'.

[Edit text](#)

Forename [Edit text](#) **Lastname** [Edit text](#) **Date of Birth** [Edit text](#)

Add Dependent

Name	DoB
No dependent information stored yet	

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

Step 5

You will now need to complete all the relevant sections and click next.

Eligibility questions

You will need to provide information about your circumstances. Please answer the questions accurately as they will go towards determining your eligibility for bursary funding. Once you have answered all the questions, click next to continue.

Eligibility questions

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 about the level of income in your household. Required

£0 - £10,190

£10,191 - £21,000

£21,001 - £28,000

Over £28,000

We need to know where your money comes from Required

Employment

Self Employment

Universal credit

Job Seekers Allowance (JSA)

Employment Support Allowance (ESA)

Income support

Child Tax Credit

Working Tax credit

Pension or Pension Credits

PIP and DLA

No income

Do you have an EHCP? Required

No

Yes

Please tell us how many people over the age of 18 live in your household. Required

0

1

2

3

4

More than 4

Step 5 continued...

How many dependents live in your household? **Required**

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- More than 6

Would you like to be considered for childcare financial support? **Required**

- No
- Yes

Do you have a device with internet access for you to complete college work at home? **Required**

- Yes
- No

If you have applied for a discounted Oyster Card which card have you applied for? **Required**

- 19+ Zip Oyster Card
- 16+ Zip Oyster Card
- None of the above

Do you have an Advanced Learner Loan? **Required**

- Yes
- No

Please click on the Next button to proceed

<< Back

Next >>

Step 6

You will now need to provide the relevant evidence so that your eligibility can be assessed. The evidence you need will be detailed based on the information you have provided.

Follow the steps on the screen to upload your evidence. Alternatively, you can visit student enquiries desk for support or attend a financial support drop-in session where a member of the team can help you.

Student Online Bursary Application Portal

Judy Sargeant

Financial Support Application: Before applying for a Bursary you should ensure you have read and understood the Guidance for the 16-19 Discretionary (Young Person), Vulnerable (Enhanced) Bursary and The Adult Discretionary Bursary.

Evidence of Household Income

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. You can remove uploaded evidence providing your application has not been processed. If you do this and do not upload the required evidence we will not be able to assess your application.

Question: We need to know where your money comes from

Your answer: Employment

All of these evidence documents are required:

- [Click here to upload your P60 from HMRC](#)
- [Click here to upload your Last 3 months payslips](#)

Any 1 of these evidence documents are required:

- [Click here to upload your P60 from HMRC](#)
- [Click here to upload your Last 3 months payslips](#)

All evidence must be uploaded. Please do not email your evidence as they will not be accepted.

If for any reason you cannot provide us with this information, please bring your bank statement dated within the last two months to the student enquiries desk who will complete a form to verify that they have seen your evidence. If you or your family claim benefits, this bank statement will need to show the benefits going into your account.

Step 7

Please provide the bank details of the account you wish your payments to be made.

(If you were a student last year your bank details will automatically appear) if you want to change your bank details you can re-enter your new account details.

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. 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.

[Edit text](#)

Sort Code: Account Number: Bank Name: Account Holder Name:

Roll Number:

you bank with a credit union or building society you will also have a roll number. This is not the same as your account number and not your full 16 digit card number

Please click on the Next button to proceed

<< Back Next >>

If you want to change your bank details in the future, please fill out a change of bank details form, which you can get from the student enquiries desk.

Step 8

On the application summary page, please check all your details.

Application Summary Edit text	
Thank you. Your application has been recorded. Please read the declaration below and then SUBMIT your application. Edit text	
Personal Details	
Student Number	34044981
Date of Birth	05/07/2000
Forename	Imam
Surname	Hussain
Address	91 Pittman gardens
Town	Ilford
Postcode	IG1 2QD
Eligibility questions	
We need to know about the level of income in your household.	
We need to know where your money comes from	
Universal credit	
Do you have an EHCP?	
No	
Please tell us how many people over the age of 18 live in your household.	
2	
How many dependents live in your household?	
1	
Would you like to be considered to childcare financial support?	
No	
Do you have a device with internet access for you to complete college work at home?	
No	
If you have applied for a discounted Oyster Card which card have you applied for?	
None of the above	
Do you have an Advanced Learner Loan?	
No	
Bank details	
Sort Code:	090126
Account Number:	****5990
Bank Name:	Santander UK
Account holder name:	Imam Hussain

Then read the Declaration and if you agree, tick the box to confirm “I agree to the declaration” and sign your name. You will then need to click submit application.

Please make sure you click on the submit button otherwise it will not be sent.

Declaration [Edit text](#)

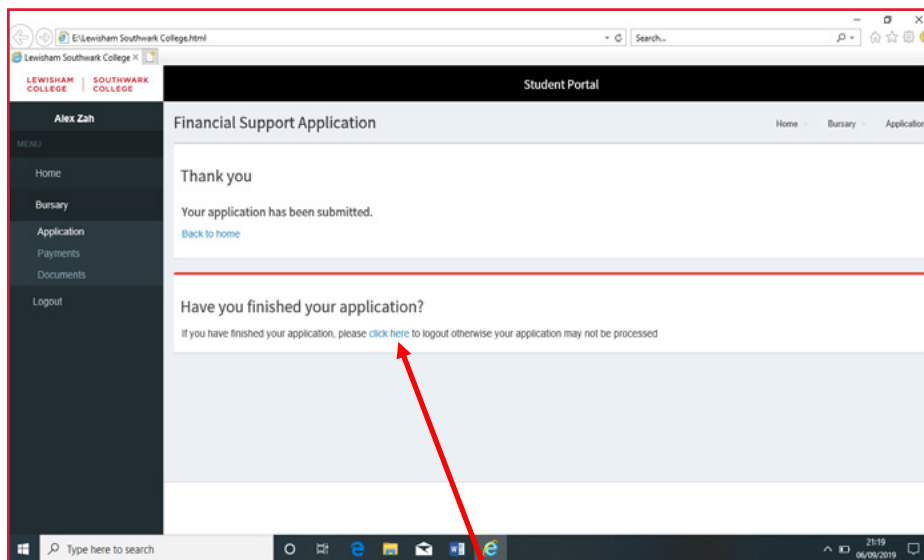
I declare that all the information on this form is correct and agree that:

- I have read and understood the Bursary Guidance
- If I leave the College before the end of my course I will need to repay the bursary money I have received
- The bank account details provided are mine and I understand that the College cannot take responsibility if I have given inaccurate information
- I will tell the Student Finance Co-ordinator immediately of any change to my circumstances
- I understand that I am able to get help only while continuing to study the course at Lewisham College or Southwark College
- That filling in this form does not guarantee that I will get funding
- My Bursary may be withheld or reduced if my attendance is below 90%

[Edit text](#)

I agree to the declaration as stated above

[Edit text](#)



Please remember to click here once the application has been submitted so that it can be processed.

What happens next?

To check the status of your application, please check your college email. It may take up to ten days for your application to be processed. If there is outstanding evidence, then you will receive an email specifying what's missing and asking you to upload it.

Once your application has been approved, an email will be sent to your college email. If you need further assistance, please speak to a member of staff at the student enquiries desk or email **bursaries@southwark.ac.uk**.