City of Portsmouth College

A GUIDE TO APPLYING ONLINE FOR STUDENT BURSARY

Student Finance

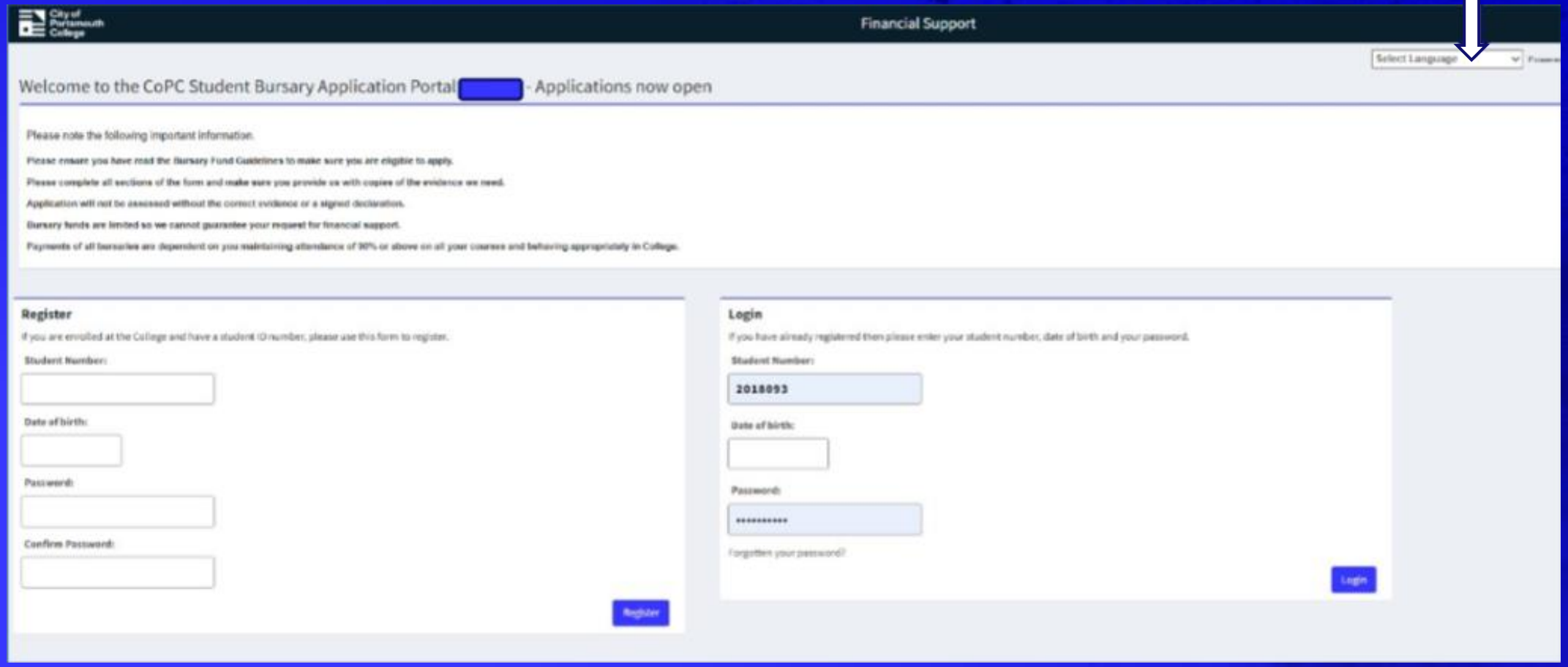
26/05/2026

To apply for a Student Bursary, please use the link or scan the QR code below

https://copc.paymystudent.com/portal/

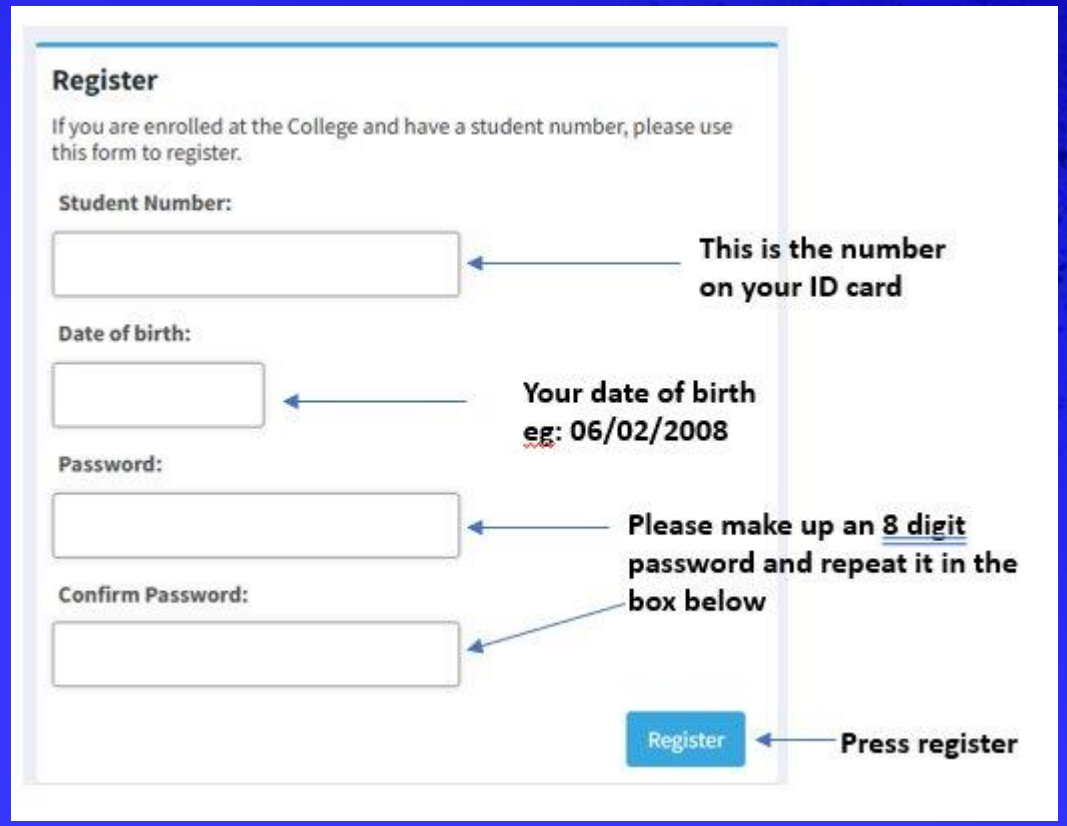
Changing the Language setting

Use this box to select the required language

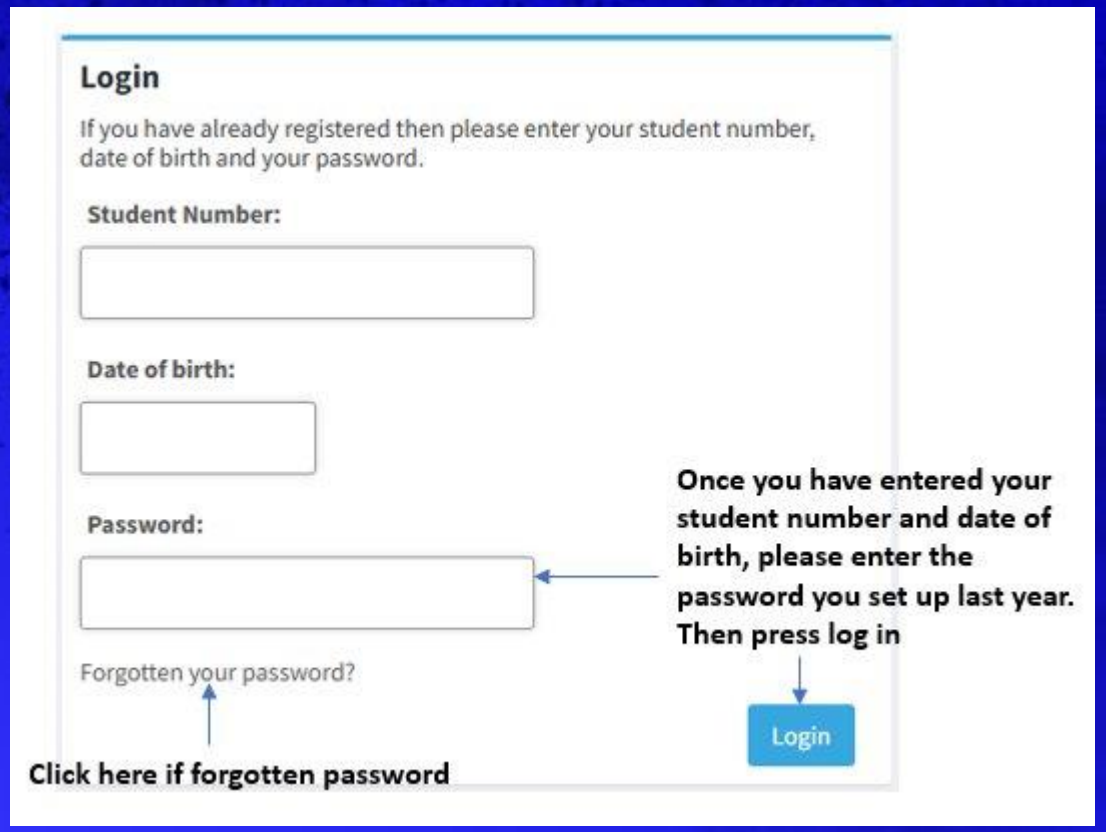


Registering / Logging in to PayMyStudent

Students who are new to PMS will need to register



Students who have previously registered will need to login



Activating your new account

If you have registered as a new student, you will be sent an activation email to your college email address, as shown below:

Dear Tes

Thank you for registering for online bursary applications.
Please find attached your activation link to continue registering your application. Once you have clicked the link your account will be activated.

Either click on the link below or copy and paste it into your browser.

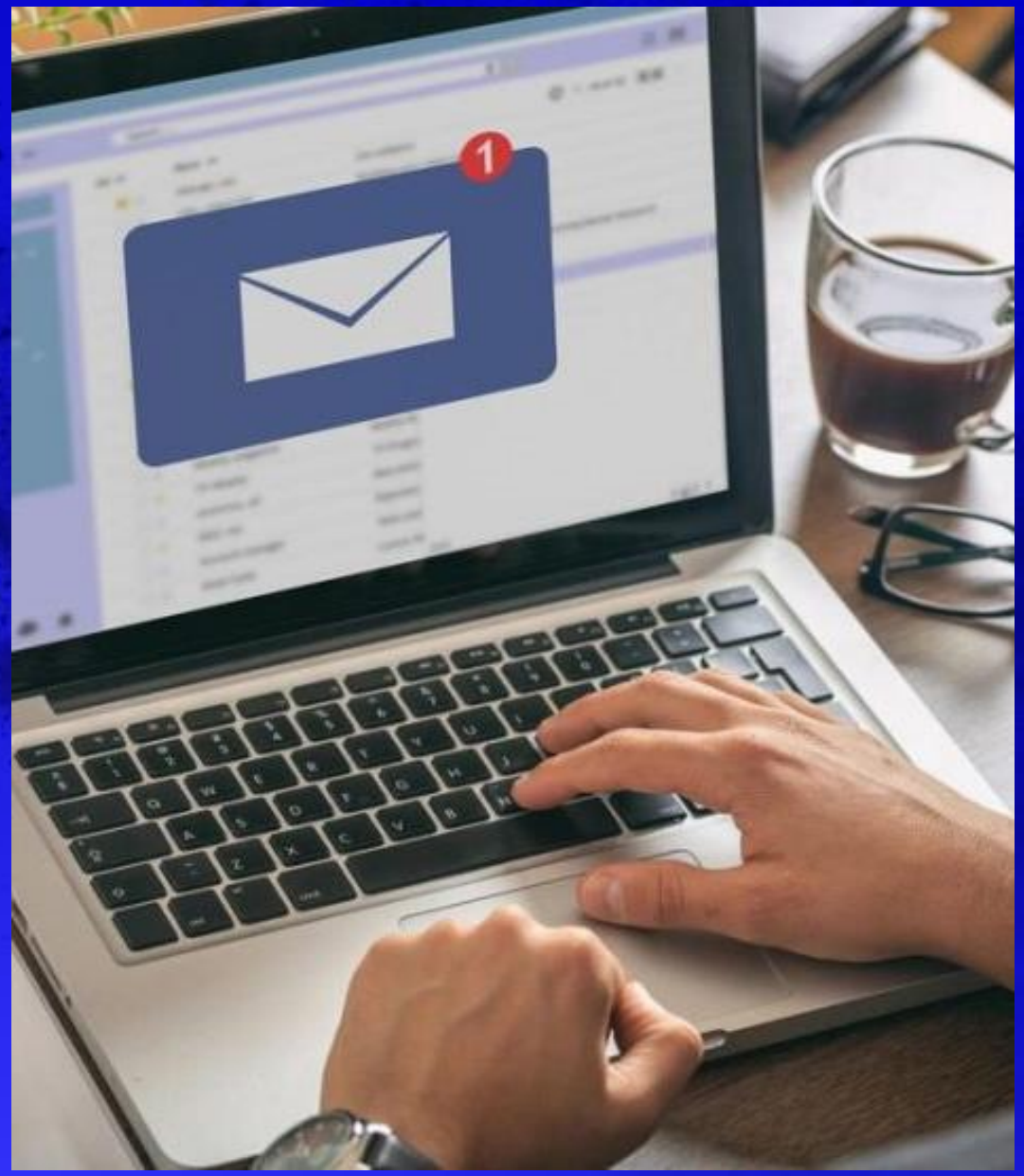
https://copc.paymystudent.com/portal/activate.asp?ae264790de7f76164541b8b3ff8afcae

Kind regards

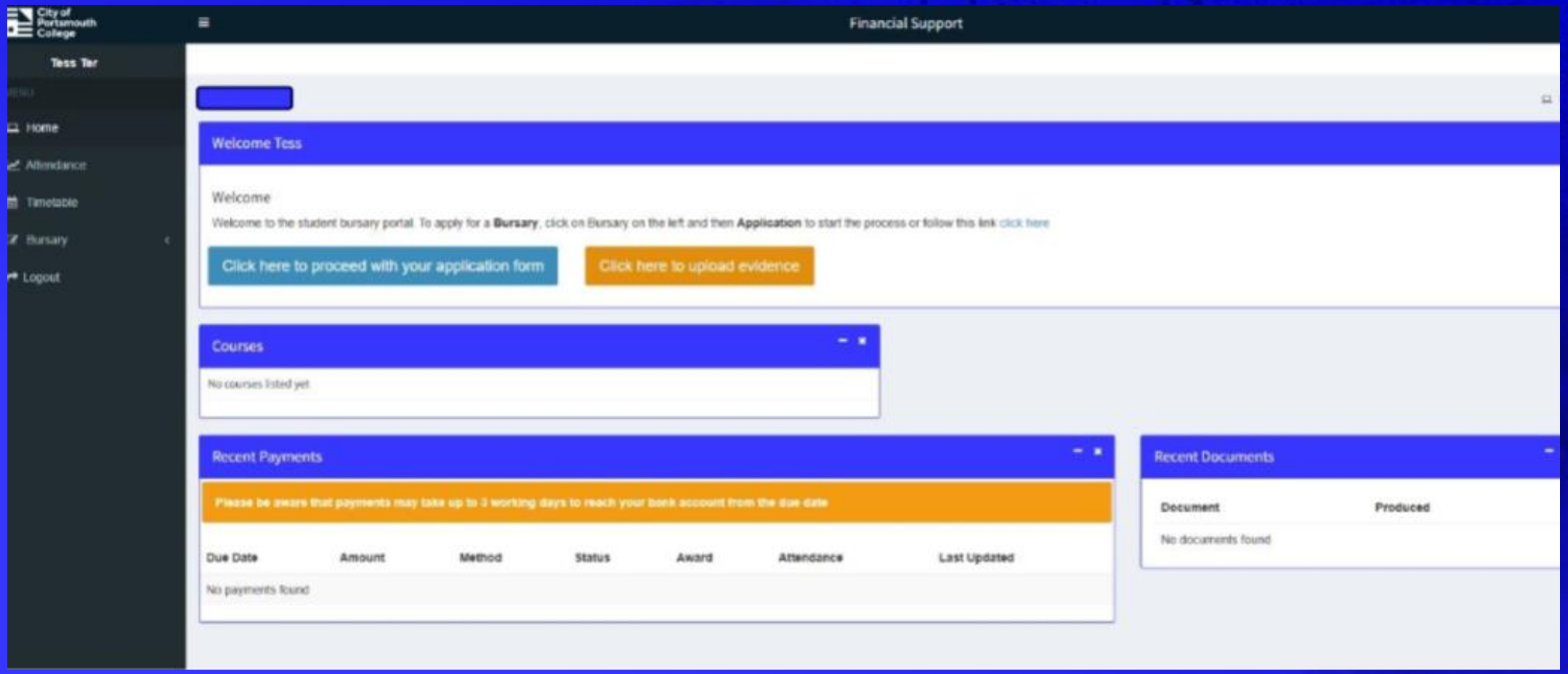
Student Finance Team

City of Portsmouth College

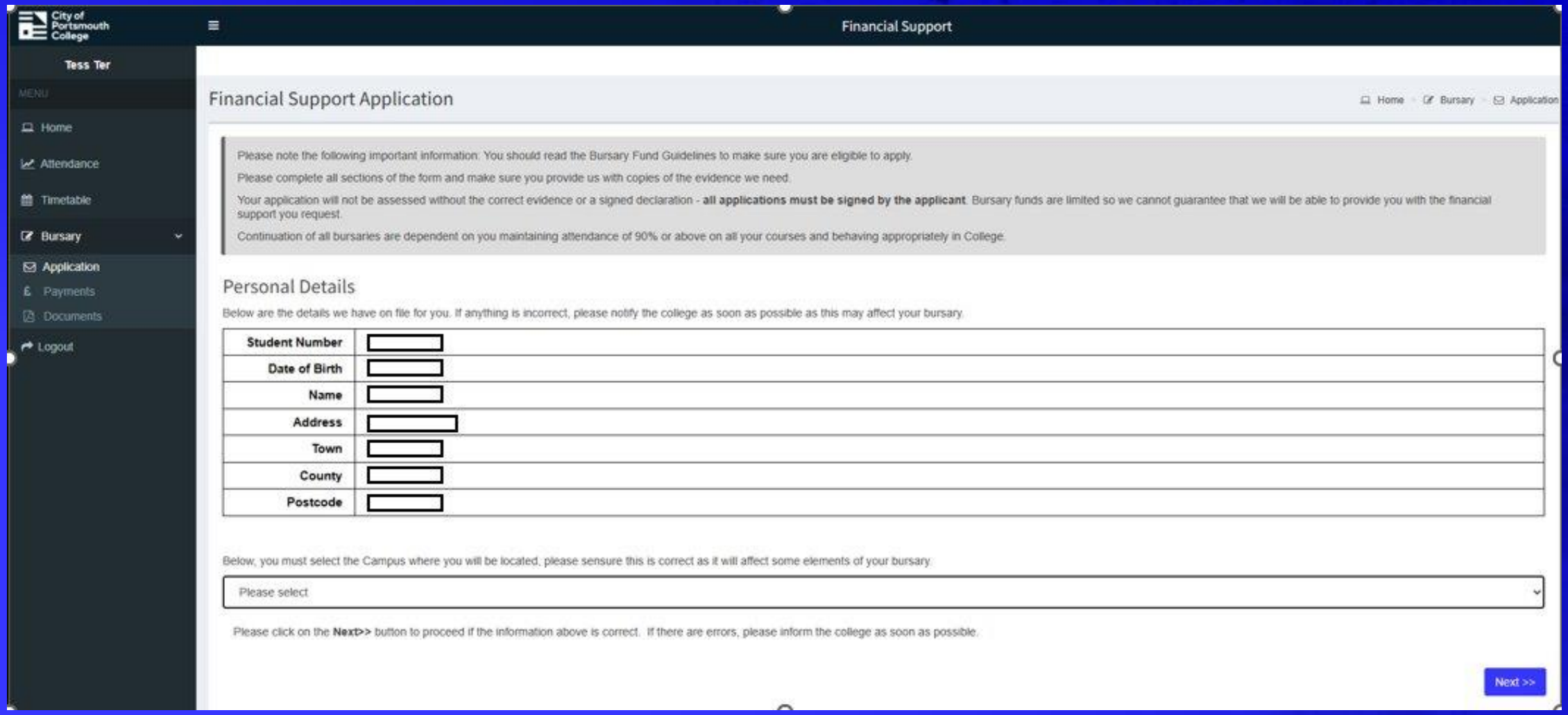
Click on the link to activate your account and then login.



Once logged in, you will see this page, please follow the instructions.



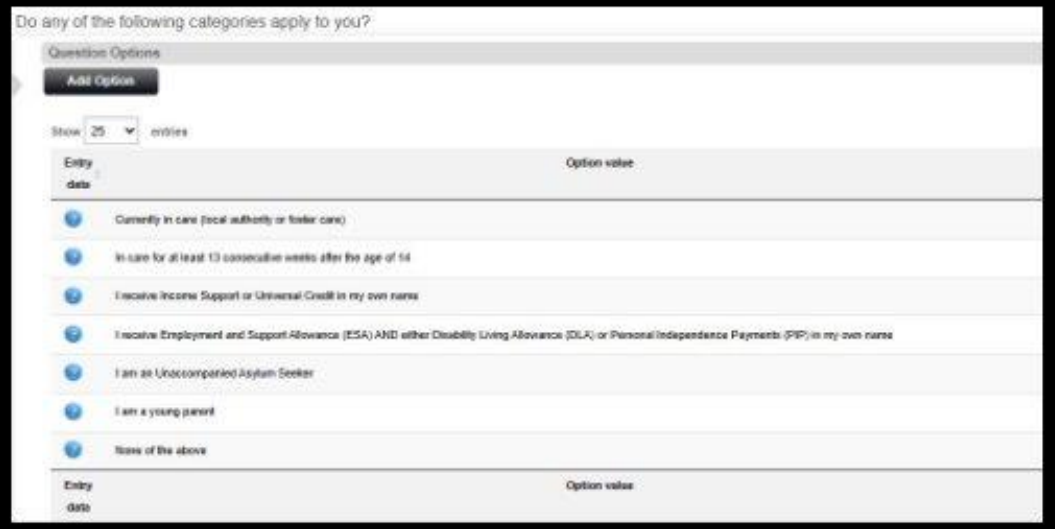
On this page, you will need to check your personal details and choose your campus. You must choose the correct campus to ensure you get the correct financial assistance.



Eligibility Questions

- Please answer the questions on this page by ticking the boxes which apply to you. *Please see examples on the side*
- Please click the next button at the bottom of the page once you have completed the questions.

Next >>



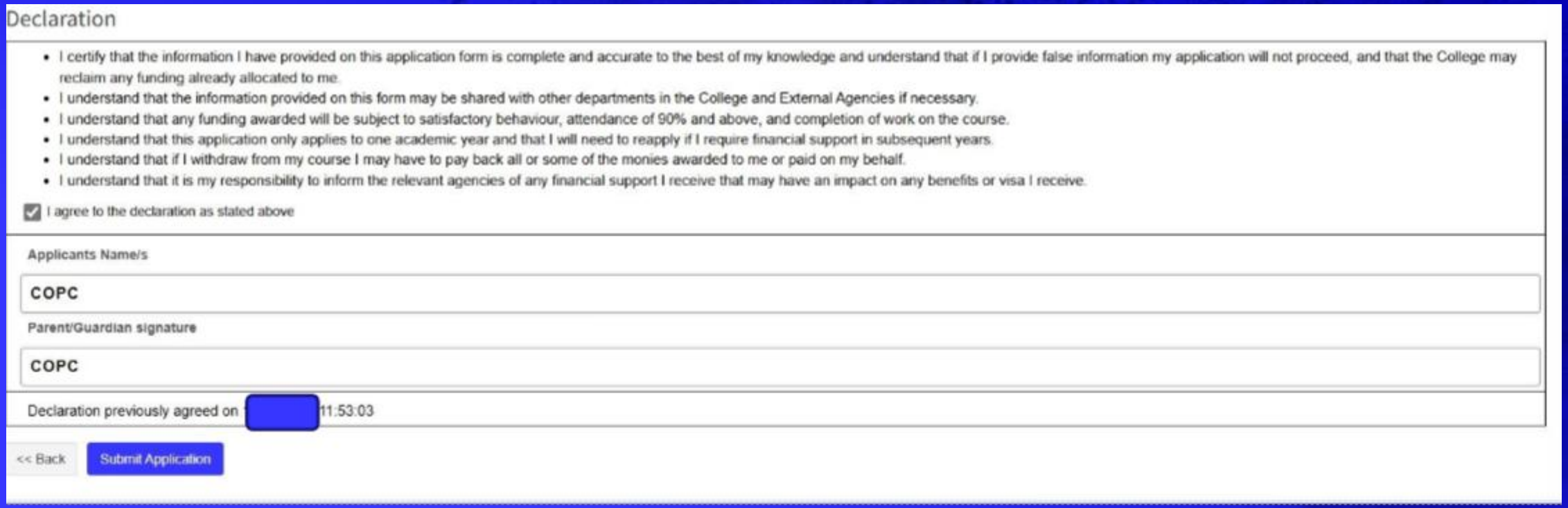
Adding Bank Details

It is important to provide us with bank details, you will be asked for a sort code, account number, bank name, account holder name and roll number (if applicable)

Once bank details are entered, click ‘Next’.
If the details are incorrect, the system will not allow you to continue.

Declaration

Please check your information is correct and complete. Then tick the declaration box, add your name, parent signature (if required) and press submit application.



Declaration

- I certify that the information I have provided on this application form is complete and accurate to the best of my knowledge and understand that if I provide false information my application will not proceed, and that the College may reclaim any funding already allocated to me.
- I understand that the information provided on this form may be shared with other departments in the College and External Agencies if necessary.
- I understand that any funding awarded will be subject to satisfactory behaviour, attendance of 90% and above, and completion of work on the course.
- I understand that this application only applies to one academic year and that I will need to reapply if I require financial support in subsequent years.
- I understand that if I withdraw from my course I may have to pay back all or some of the monies awarded to me or paid on my behalf.
- I understand that it is my responsibility to inform the relevant agencies of any financial support I receive that may have an impact on any benefits or visa I receive.

☑ I agree to the declaration as stated above

Applicants Name/s

COPC

Parent/Guardian signature

COPC

Declaration previously agreed on [redacted] 11:53:03

<< Back | Submit Application

Evidence Guide

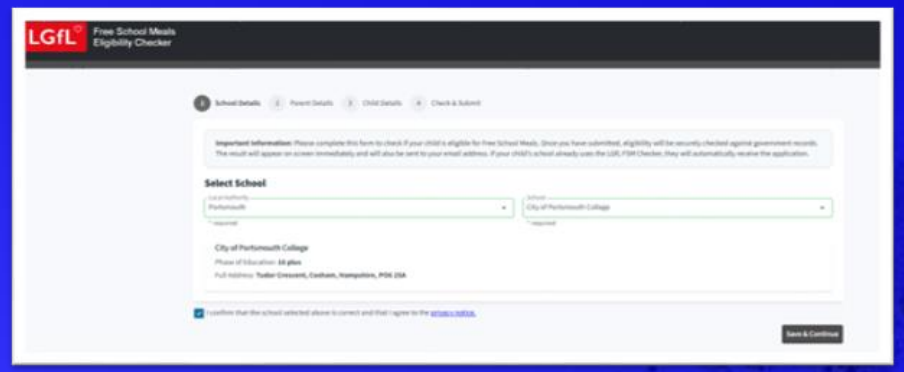
Note: This is a guide only, there may be other forms of evidence requested.
Incomplete applications will not be assessed, and this will cause delays in receiving support.

- Employed – Last 3 months' payslips
- Universal Credit – Last 3 months statements
- Self-employed – SA302 tax calculation/tax return
- Income support of ESA – Full award letter
- Jobseekers allowance – Full award letter
- Pension / Pension Credit – Full Pension award letter/statement
- In care/Care Leaver – Proof of care status letter from social worker
- Letter from Home Office showing immigration status or ARC
- PIP (Personal Independence payment) of DLA (Disability Living Allowance – full award letters
- EHCP (Education Health Care Plan)
- Birth Certificates (applications for childcare support)

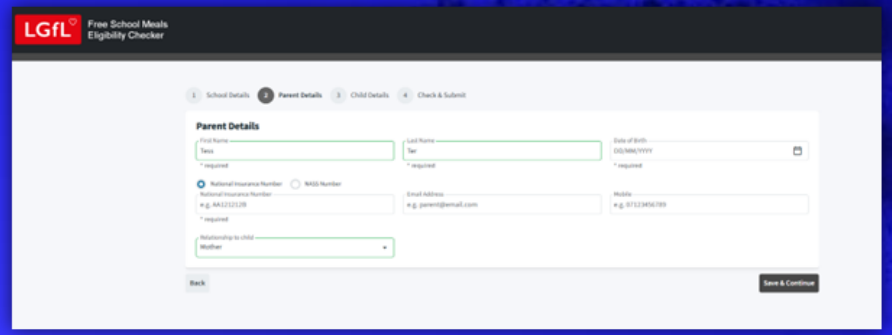
Downloads or scans of evidence will be required

Free College Meal Eligibility Checker - How to obtain your certificate: https://fsm.lgfl.net/

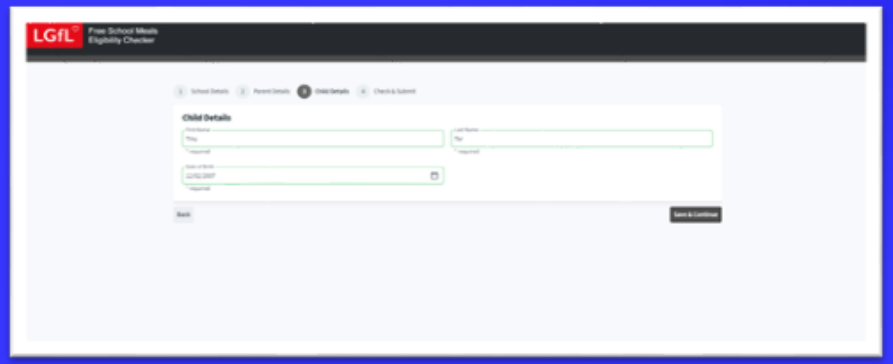
Step 1 – Enter Local Authority as Portsmouth and select School as City of Portsmouth College



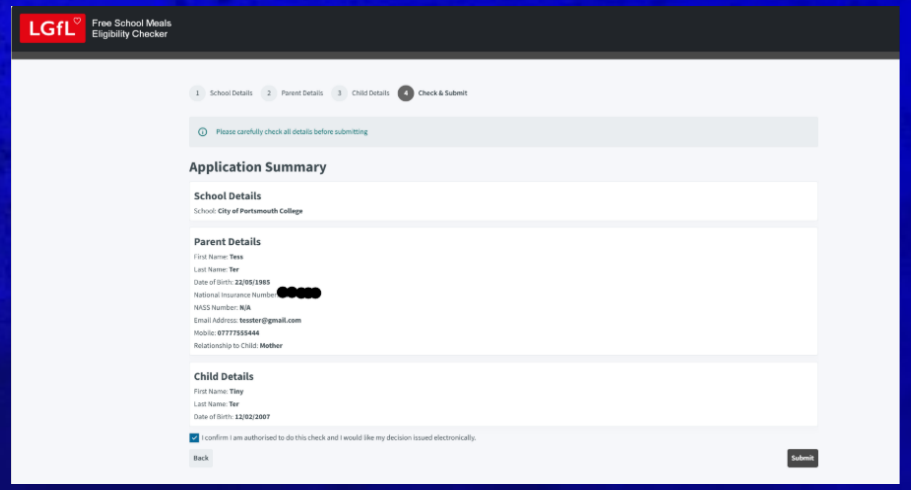
Step 2 – Enter Parent / Carer details, first and Last name, Date of Birth, National Ins No. Email Address, Mobile No. and relationship to student.



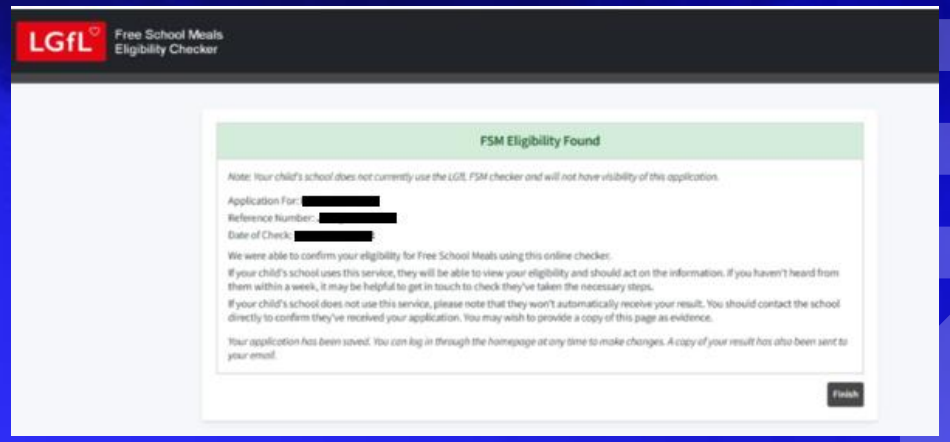
Step 3 – Enter students First and Last Name and Date of Birth.



Step 4 – Check Details and Submit. Please then upload evidence into PMS.



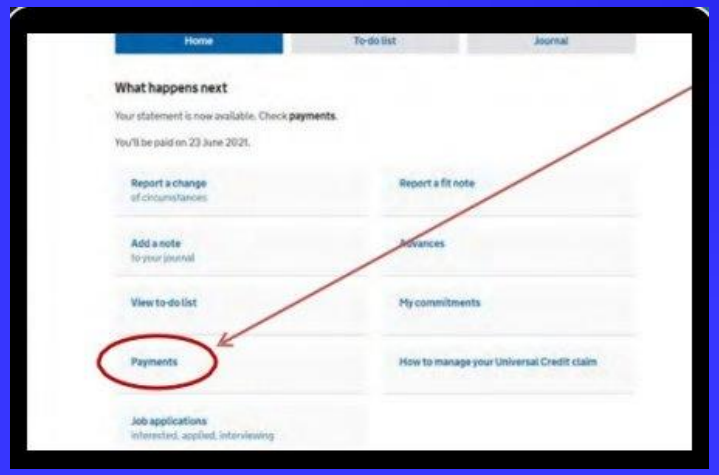
Step 5 – Upload copy of eligibility certificate to your application on PMS



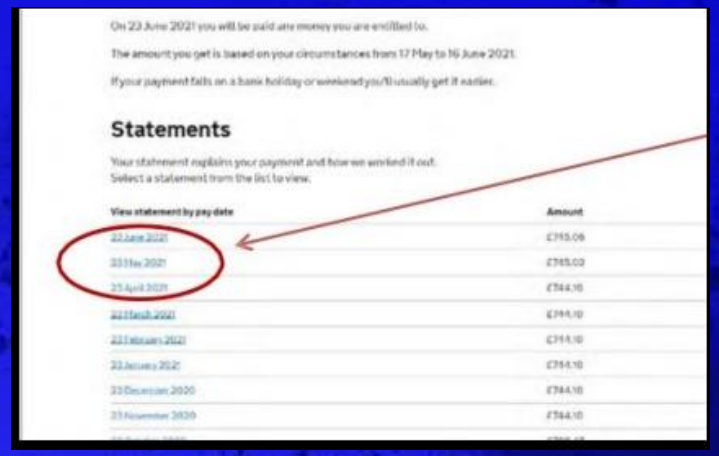
How to find your Universal Credit Statements

Step 1 – Sign into your UC a/c

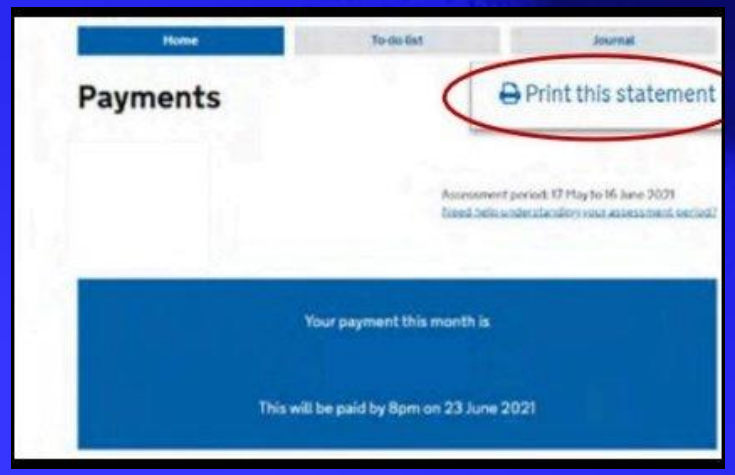
Step 2 – Go to payments section



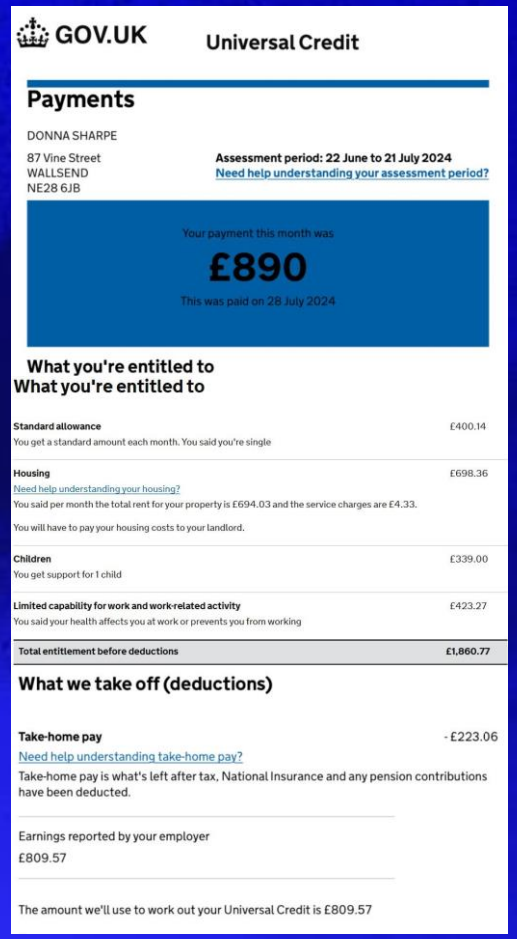
Step 3 - Go to Statement Summary page and clock the last 3 Statements



Step 4 – Open Statement, click on print statement



Step 5 – Save each complete statement as a PDF and upload evidence into PMS



Getting to college:

Stagecoach Journey Planner - please scan below:

To qualify for a Bus Pass; distance from campus must be 2 miles or more based on walking in google maps. Google Maps

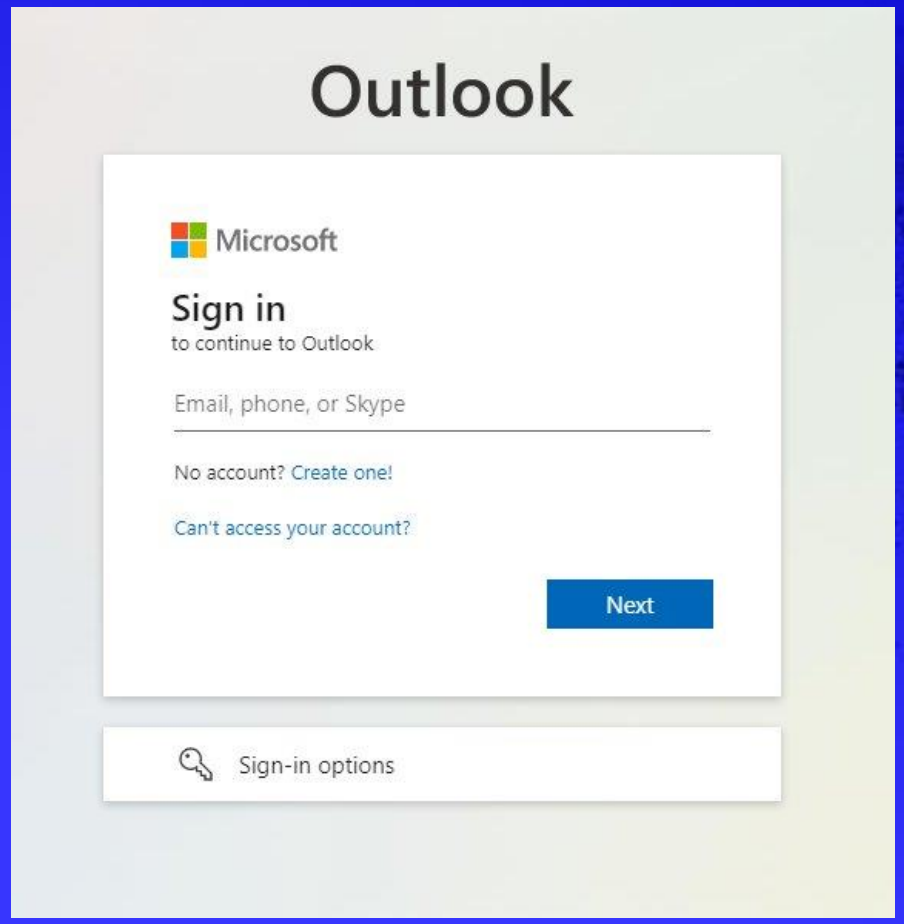
Please NOTE a Stagecoach bus pass will automatically be issued unless this provider does not operate in your area.

If train is required and bursary is awarded; travel allowance payments will be made as follows:

Students who live up to 10 miles from campus = £2.50 per timetabled day. (1st payment will be made before Oct half-term)

Students who live over 10 miles from campus = £5 per timetabled day. (1st payment will be made before Oct half-term)

Students who have received their college log in details can sign into their student email through Microsoft Outlook



To log in to your student emails, use Microsoft log in:
Type in your username which is: (your student number)@students.copc.ac.uk. Your student number can be found on your ID CARD. For example: *2040010@students.copc.ac.uk*
Type in your password which is: The initial password is Portsmouth01
PLEASE NOTE: There will be an option to reset it at the password stage
The password you reset to must contain 8 digits, a capital letter, a number and must be two words that wouldn't usually go together.
For example: Chattydoll7

Please scan below to contact us by email:

Contact Information:

Email: bursary@copc.ac.uk
Website: www.city-of-portsmouth-college.ac.uk/school-leavers/student-support/financial-support/