

A Guide to Applying Online for Student Bursary



City of
Portsmouth
College

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



[City of Portsmouth College PMS](#)

Changing the Language setting



Use this box to select the Required language

City of Portsmouth College **Financial Support**

Select Language  Powered by Google Translate

Welcome to the CoPC Student Bursary Application Portal 2025/26

Please note the following important information.

- Please ensure you have read the Bursary Fund Guidelines 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.
- Application will not be assessed without the correct evidence or a signed declaration.
- Bursary funds are limited so we cannot guarantee your request for financial support.
- Payments of all bursaries are dependent on you maintaining attendance of 90% or above on all your courses and behaving appropriately in College.

Register

If you are enrolled at the College and have a student ID number, please use this form to register.

Student Number:

Date of birth:

Password:

Confirm Password:

[Register](#)

Login

If you have already registered then please enter your student number, date of birth and your password.

Student Number:

Date of birth:

Password:

[Forgotten your password?](#)

[Login](#)

Registering / Logging in to PayMyStudent

Students who are new to PMS will need to register

Register

If you are enrolled at the College and have a student number, please use this form to register.

Student Number:

← This is the number on your ID card

Date of birth:

← Your date of birth eg: 06/02/2008

Password:

← Please make up an 8 digit password and repeat it in the box below

Confirm Password:

← Press register

Students who have previously registered will need to login

Login

If you have already registered then please enter your student number, date of birth and your password.

Student Number:

Date of birth:

Password:

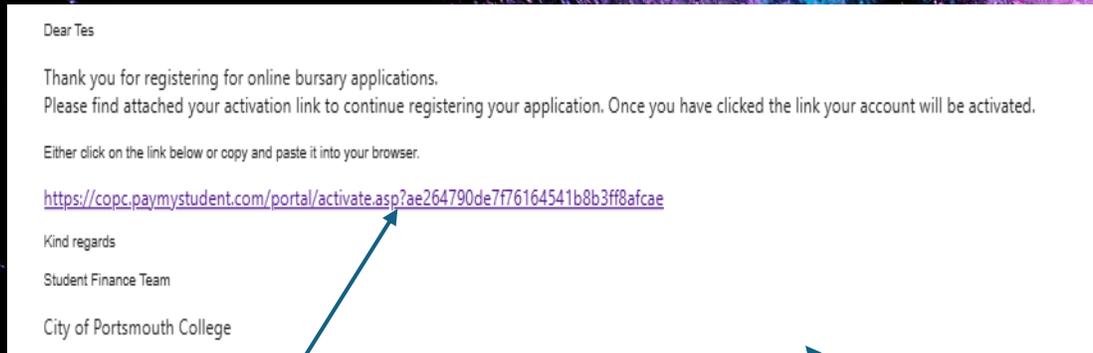
← Once you have entered your student number and date of birth, please enter the password you set up last year. Then press log in

Forgotten your password?

Click here if forgotten password

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:



Click here to activate your account and then



log in

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

City of Portsmouth College Financial Support

2025 - 2026 Home

Welcome [Redacted]

Welcome

Welcome to the student bursary portal. To apply for a **Bursary**, click on Bursary on the left and then **Application** to start the process or follow this link [click here](#)

[Click here to proceed with your application form](#) [Click here to upload evidence](#)

Courses

No courses listed yet

Recent Payments

Please be aware that payments may take up to 3 working days to reach your bank account from the due date

Due Date	Amount	Method	Status	Award	Attendance	Last Updated
No payments found						

Recent Documents

Document	Produced
No documents found	

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.

City of Portsmouth College

Financial Support

Tess Ter

MENU

- Home
- Attendance
- Timetable
- Bursary
- Application
- Payments
- Documents
- Logout

Financial Support Application

Home - Bursary - Application

Please note the following important information: You should read the Bursary Fund Guidelines 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 or a signed declaration - **all applications must be signed by the applicant**. Bursary funds are limited so we cannot guarantee that we will be able to provide you with the financial support you request. Continuation of all bursaries are dependent on you maintaining attendance of 90% or above on all your courses and behaving appropriately in College.

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.

Student Number	<input type="text"/>
Date of Birth	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>

Below, you must select the Campus where you will be located, please ensure this is correct as it will affect some elements of your bursary.

Please select

Please click on the **Next>>** button to proceed if the information above is correct. If there are errors, please inform the college as soon as possible.

Next >>

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 >>

Please select your level of household income.

Question Options

Add Option

Show 25 entries

Entry date	Option value	Display order	Letter/SMS on submission
<input type="checkbox"/>	£0 to £7,499	1	
<input type="checkbox"/>	£7,500 to £14,999	2	
<input type="checkbox"/>	£15,000 to £29,999	3	
<input type="checkbox"/>	£30,000 to £49,999	4	
<input type="checkbox"/>	Over £50,000	5	Default: Over Threshold

Showing 1 to 5 of 5 entries

Do any of the following categories apply to you?

Question Options

Add Option

Show 25 entries

Entry date	Option value
<input type="checkbox"/>	Currently in care (local authority or foster care)
<input type="checkbox"/>	In care for at least 13 consecutive weeks after the age of 14
<input type="checkbox"/>	I receive Income Support or Universal Credit in my own name
<input type="checkbox"/>	I receive Employment and Support Allowance (ESA) AND either Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own name
<input type="checkbox"/>	I am an Unaccompanied Asylum Seeker
<input type="checkbox"/>	I am a young parent
<input type="checkbox"/>	None of the above

Entry date

Option value

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)

Bank Details

Sort Code	Account Number	Bank Name	Account Holder Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

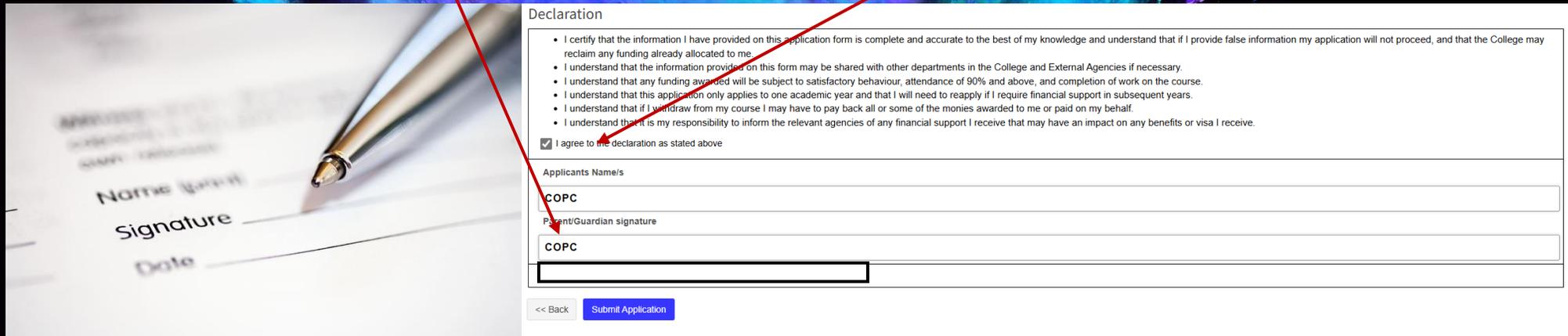
Roll Number

If 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**

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

<< 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 or 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) or DLA (Disability Living Allowance) – Full award letters

EHCP (Educational Health Care Plan)

Birth Certificates (applications for childcare support)

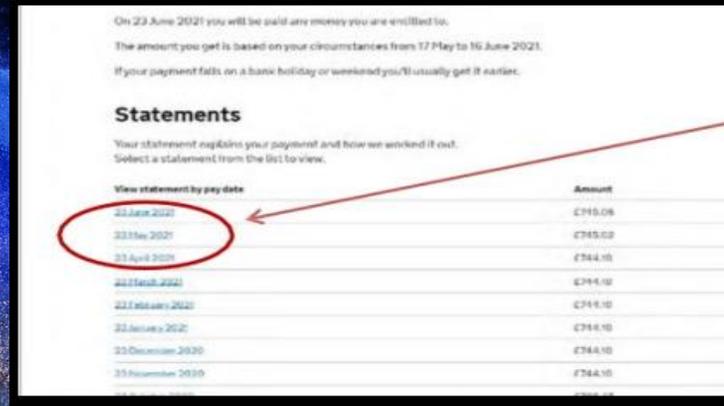
Downloads or scans of evidence will be required.

How to find your Universal Credit statements

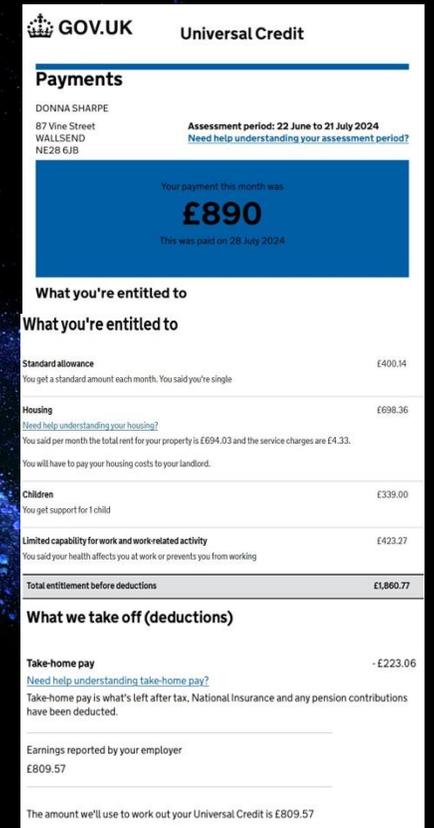
Step 1 – Sign into your universal credit a/c



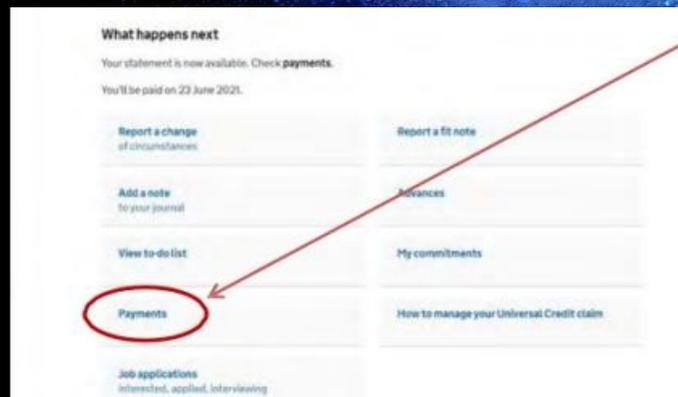
Step 3 – Go to statement summary page and click the last 3 statements



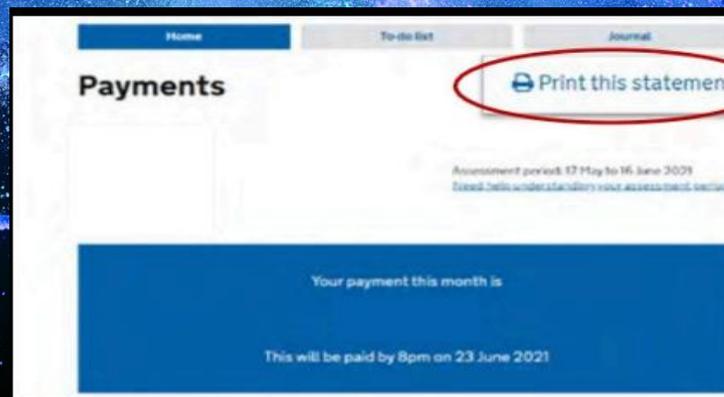
Step 5 – Save each complete statement as a PDF and upload evidence into PMS



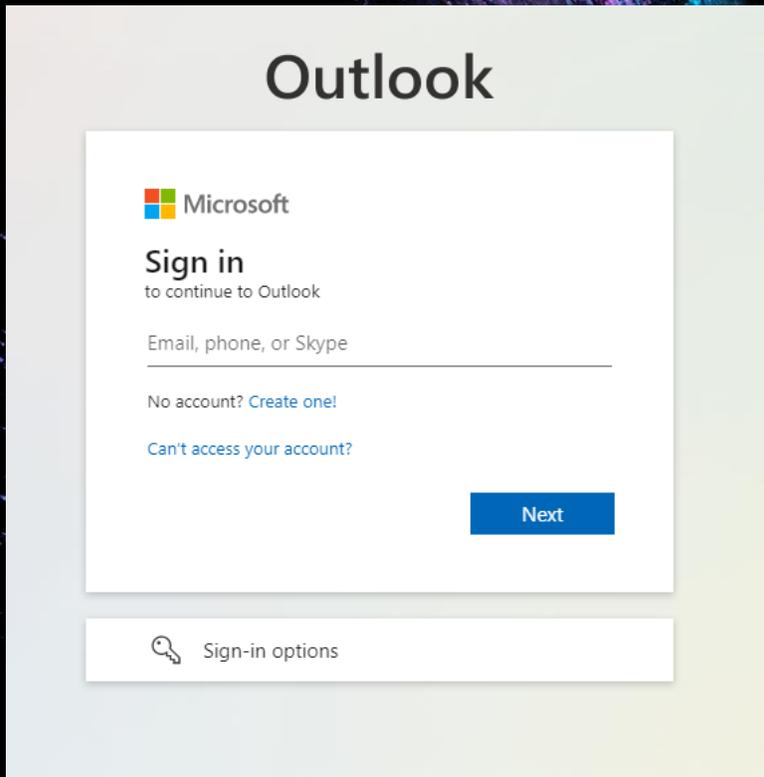
Step 2 – Go to payments section



Step 4 – Open statement, click on print statement



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



Outlook

Microsoft

Sign in
to continue to Outlook

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

Sign-in options

To log in to your student emails, use Microsoft log in:

- Type in your username which is: (yourstudentnumber)@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*