# A Guide to Applying Online for Student Bursary



# 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**



Financial	Support
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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:** 

### Login

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

Student Number:



Date of birth:





Forgotten your password?

Select Language Powered by Google Translate









## Registering / Logging in to PayMyStudent

### Students who are new to PMS will need to register

Your date of birth eg: 06/02/2008

box below

Register

This is the number on your ID card

Please make up an 8 digit

password and repeat it in the

Press register

If you are enrolled at the College and have a student number, please use

Register

this form to register.

Student Number:

Date of birth:

Password:

Confirm Password:

### 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:

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

Click here if forgotten password

Date of birth:

Forgotten your password?

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 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	=				Finan	cial Support				
	2025 - 2026									😐 Home
□ Home	Welcome									
🛃 Attendance										
<ul> <li></li></ul>	Welcome Welcome to the student bursary porta	I. To apply for a <b>Bursary</b> , clic	ck on Bursary on th	ne left and then App	lication to start the proc	tess or follow this link click here				
	Click here to proceed with y	our application form	Click her	re to upload evi	dence					
	Courses				- *					
	No courses listed yet									
	Recent Payments					-	×	Recent Documents		- *
	Please be aware that payments ma	y take up to 3 working day	s to reach your b	ank account from (	the due date			Document	Produced	
	Due Date Amount	Method	Status	Award	Attendance	Last Updated		No documents found		
	No payments 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 Ports nouth			Financial Support			
Collegy						
TessTer						
MENU		Financial Support	Application	😐 Home > 🕼	Bursary	Application
□ Home						
Attendance		Please note the followin	important information: You should read the Bursary Find Guidelines to make sure you are eligible to apply.			
		Please complete all sec	ons of the form and make sure you provide us with copies of the evidence we need.			
filmetable		Your application will not support you request.	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 pr	ovide you with t	the financi	JI
🕼 Bursary	~	Continuation of all bursa	ries are dependent on you maintaining attendance of 90% or above on all your courses and behaving appropriately in College.			
Application						
£ Payments		Personal Details				
Documents		Below are the details we have	ve on file for you. If anything is accorrect, please notify the college as soon as possible as this may affect your bursary.			
r Logout		Student Number				
		Date of Birth				
		Name				
		Address				
		Town				
		County				
		Postcode				
		Below, you must select the	Campus where you will be located, please sensure 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.

# **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.



lease selec	t your level of hous	sehold income.					
Question	Options						
Add Op Show 25	entries						
Entry data		Option value		Display order	*		Letter/SMS on automization
•	60 10-67,400				4		
0	\$7,400.01 to \$16,190.00				z		
0	£16,180 01 to £25,000				3		
0	£36,000 01 to £31,988				4		
0	Over (35,000				5	Decline- Over Threshold	
Enky data		Option value		Display order			Letter/SMS on waterrivation
Showing 11	to 5 of 5 entries						

Do	any of the	e following categories apply to you?
	Question	Options
	Add Og	fion
	Entry data	Option value
	0	Currently in care (local authority or finiter care)
	•	in care for at least 13 consecutive weeks after the age of 54
	•	Encatve Income Support or Universal Credit in my own name
	0	Inscalve Employment and Support Allowance (ESA) AND either Deability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own name
	0	Fam an Unaccompanied Asylum Seeler
	•	Tam a young parent
	0	Name 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)

L. Assert		C. C. State State of the state			h. Aller	and the second
Bank Details						
Sort Code	Account Number	Bank Name	Account Holder Name			
						8 s
Roll Number						
If you bank with	a credit union or building s	ociety you will also have a roll number. This is	s not the same as your account number and no	t your full 16 digit card number		
<< Back						Next >>
		- Aligh		Conserve and the	AT CASE	
	R. S. S.					
	No Contraction		A	1 1 11 12		
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		States and and	AL ANTING AND	Once ba	nk details are e	entered. clic
	S. 1912	AND AND AND				
	6.		The second s	It the de	tails are incorr	ect the syst

not allow you to continue.

lext'.

will

## 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.

Nome service	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 the information provided on this subject to satisfactory behaviour, attendance of 90% and above, and completion of work on the course. I understand that if is applicanto 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 if yundraw 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 if I privide more from the relevant agencies of any financial support I receive that may have an impact on any benefits or visa I receive. I agree to me declaration as stated above Applicants Name/s COPC
Signature	Psent/Guardian signature COPC
Date	
	<< 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

ALTA THE & ANY STREET	ser freedhack with http://as.to.improve.it.
Sign in to y	our Universal Credit account
You will have created an acc	count when you made your claim.
You will have created an acc Username	count when you made your claim,
You will have created an acc Username	ocont when you made your claim.
You will have created an acc Username Enrotten scemene	ocunt when you made your claim.
You will have created an acc Username Etimotten warmame Password	oont when you made your claim.
You will have created an acc Username Earnotten username Password	oont when you made your claim.

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

Ι.	On 23 June 2021 you will be paid any money you are entitled to.	
	The amount you get is based on your circumstances from 17 May to 16 June	2021.
	If your payment falls on a bank boliday or weekend you'll usually get it earlier	r.
	Statements	
	Your statement explains your payment and how we wrived it out. Sident a statement from the list to view.	
	View statement by pay date	Amount
	21.1am 2021	£740.06
(	3331ter 2021	6745.02
	23 April 2021	6744.10
	21216-in.2021	£2944.98
	23 February 2020	6744.0
	31.January 202	6754.10
	25 Oct.moder 2020	6744.10
	359mmmas 2010	7744.10
	NAME AND ADDRESS OF AD	2204.04

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

	🟥 GOV.UK	Universal Credit	
	Payments		
	DONNA SHARPE		
	87 Vine Street	Assessment period: 22 June to 21 July	2024
	WALLSEND NE28 6JB	Need help understanding your assessm	ent period?
and the second se		Your payment this month was	
		£890	
1 . · · · · ·			
	What you're entit	led to	
Carlor Carlor	What you're entitle	ed to	
	Standard allowance		E400.14
	You get a standard amount each mon	th. You said you're single	
	Housing Need help understanding your housing	so7	£698.36
	You said per month the total rent for y	our property is £694.03 and the service charges are £4.33.	
- Marken	You will have to pay your housing cost	ts to your landlord.	
A CONTRACTOR	Children		£339.00
Sale .	You get support for 1 child		
A TONAL	Limited capability for work and worl	k-related activity	£423.27
	You said your health affects you at wo	rk or prevents you from working	
	Total entitlement before deduction	ns	£1,860.77
a state of	What we take off (	(deductions)	
	Take-home pay		-£223.06
	Need help understanding ta	ke-home pay?	
	Take-home pay is what's left have been deducted.	after tax, National Insurance and any pension co	ontributions
	Feedback and and burning		
	£809.57	nproyer	
	The amount we'll use to wor	k out your Universal Credit is £809.57	

### Step 2 – Go to payments section

while helpens next	/
Your statement is new available. Check payments.	
You'll be paid on 23 June 2021.	
Report a change of circumstances	Report a fit note
Add a note to your journal	phances
View to do list	My commitments
Payments	How to manage your Universal Credit claim
CONTRACTOR INT	

## 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

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*