

STUDENT BURSARY

APPLICATION GUIDE



STEP ONE:

**To apply for a bursary, please
click this link to head to our
Online Bursary Applications
system:**

Student Finance Portal



STEP TWO:

Click the button in the top right hand corner to select the language you wish to use:

City College Norwich Student Finance Portal

Select Language



Powered by Google Translate

 Home

STEP THREE:

If you haven't registered before, you will need to fill-out the 'Register' section.

Register

Please enter your student number to register.

You will find your student number (usually six digits) on correspondence from Admissions, on the top left hand corner of the letter. This might be referred to as your student reference number. If you cannot find it please ring us on (01603) 773063 or email bursaryadmin@ccn.ac.uk.

Once you have input your student number you will then need to enter your date of birth and also create a password for your Online Bursary Account.

After registering you will be sent an Activation Email to the email address we have on the College system. We advise that you allow up to 5 minutes for this to come through and check all inboxes (including your junk/spam).

In the event that you do not receive your activation email it may be that the email address held on the system for you is incorrect. Please contact us on bursaryadmin@ccn.ac.uk to amend this.

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

Please note that the registration for the Bursary is separate from the registration with the College.

Student Number:

Date of birth:

Password:

[Forgotten your password?](#)

Login

If you have already registered, you will need to put your details in the 'Login' section.

STEP FOUR:

If you have registered, our Student Finance Team will send an activation link to your college email.

You will need to click this link to activate your account!

Dear Student,

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.

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

Example activation link:

<https://ccn.paymystudent.com/portal/activate.asp?ae1234567>

Kind regards,

Student Finance Team

City College Norwich

STEP FIVE:

Once logged in, click the 'proceed with your application form' button to begin your application.

The screenshot shows the Test StudentOne web application interface. At the top, there are logos for Easton College, Paston College, and City College Norwich, followed by a hamburger menu icon. The left sidebar is dark grey and contains the following menu items: 'Home', 'Attendance', 'Timetable', 'Bursary' (which is highlighted with a left-pointing arrow), and 'Logout'. The main content area has a light blue header with the text '2025 - 2026'. Below this is a purple banner with the text 'Hi Test'. The main content area is white and contains the following text: 'Welcome to Online Bursary Applications system - to apply for your bursary click **Bursary**, then **Application** - or [click here](#)'. Below this text is a grey button labeled 'Status: Enrollee Only'. Underneath the button is a horizontal flowchart with five steps: 'Started' (green square with a play icon), 'Eligibility' (green square with a person icon and a question mark), 'Evidence' (green square with a document icon), 'Bank details' (grey square with a bank icon), and 'Signed' (grey square with a signature icon). The 'Eligibility' and 'Evidence' steps are circled in black. Below the flowchart is a blue button with the text 'Click here to proceed with your application form', which is also circled in black. At the bottom of the page, there is a purple banner with the text 'Childcare'.

Test StudentOne

MENU

- Home
- Attendance
- Timetable
- Bursary
- Logout

2025 - 2026

Hi Test

Welcome to Online Bursary Applications system - to apply for your bursary click **Bursary**, then **Application** - or [click here](#)

Status: Enrollee Only

Started Eligibility Evidence Bank details Signed

Click here to proceed with your application form

Childcare

STEP SIX:

Please check that your 'personal details' are correct.

Make sure that the campus name is correct!

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.

The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.

Evidence.

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.**

Attendance and behaviour requirements.

We expect a satisfactory level of behaviour and 100% attendance from students and bursary payments may be stopped if this is not the case. In exceptional circumstances we may take into account mitigating circumstances such as disability.

Personal Details

Below are the details we have on file for you. Please let us know if these details are not correct

Student Number:	
Date of Birth:	01/01/2007
Forename:	
Surname:	StudentOne
Address:	City College Norwich
	Norwich
Postcode:	NR2 2LJ

If you know the name of the Campus where you will be located, please select it from the list otherwise please leave it as selected

Norwich (Main Campus)

Please click on the Next button to proceed if the information above is correct.

STEP SEVEN:

Please only complete this section if you wish to apply for childcare funding. If not, please press 'NEXT' at the bottom of the screen.

Childcare and Dependents

You may apply to this bursary for help with childcare costs while studying if you are aged 16 & over at the start of your course. For further funding information, please see our Student Childcare Funding policy.

We can only pay for childcare if they are placed with a registered childcare provider.

If you do not wish to apply for childcare funding, please click on the NEXT button at the bottom of the screen

If you wish to apply for help with the cost of registered childcare please provide the names of the children you need the funding for 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 child by clicking on the Edit button next to the child's name, and then clicking the Save Dependent button which will appear when you click the Edit button. To remove a child from the list, click on Remove next to the child's details.

Choose your Childcare provider from the dropdown list, if not listed please select 'Other'.

Forename

Last name

Date of Birth

Add Dependent

Name	DoB		
Mantas Beniulis	01/01/2010	Edit	Remove

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

<< Back

Next >>

If you wish to apply for childcare funding, please provide the names of the children you need the funding for and their dates of birth.

Click 'Add Dependent' to add a child.

STEP EIGHT:

City College Norwich Student Finance Portal

Select Language Powered by Google Translate

Financial Support Application [Home](#) > [Bursary](#) > [Eligibility](#)

Eligibility questions

You need to answer ALL of the questions on this page in order to proceed with the application.

Vulnerable Young Person Bursary - Are you (the student) In Care; a Care Leaver; in receipt of Income Support /Universal Credit; or receiving BOTH DLA/PIP AND ESA/Universal Credit? (It must be the student who receives these benefits) Required

THE STUDENT NEEDS TO BE IN RECEIPT OF THESE BENEFITS, NOT THE PARENT. If the student gets ONLY PIP or DLA then please tick "none of these"

- ☒ None of these
- ☐ I am in Care
- ☐ I am a Care Leaver
- ☐ I get Income Support/ Universal Credit in my name
- ☐ I get both DLA/PIP & ESA/UC in my name

You must answer all of the eligibility questions on this page in order to proceed with your application.

STEP NINE:

At this stage, we need evidence of eligibility. This involves:

- ✓ Proof of all sources of household income, for example, any income you, or your parent(s), receive from salary, benefits or other ways such as self employment or investments.
- ✓ For Universal Credit evidence, please download ALL pages of the payment statements for the last 3 months; we need to see all the calculations and deductions, not just the amount awarded.

Parakar UK Limited									
Department -				Payment Method - BACS		Payment Period - Monthly			
Salary	1.00	9454.1700	9454.17	PAYE Tax	2916.86	Total Gross Pay TD	10104.17		
Car Allowance	1.00	650.0000	650.00	National Insurance	369.58	Gross for Tax TD	10104.17		
				Ee Pension	1512.67	Tax paid TD	2916.86		
				Er Pension	756.33	Earnings For NI TD	4189.00		
						National Insurance TD	369.58		
						Ee Pension TD	1512.67		
				Health Insurance	129.17	Er Pension TD	756.33		
						Earnings for NI	4189.00		
						Gross for Tax	10104.17		
						Total Gross Pay	10104.17		
						Nat. Insurance Number	[REDACTED]		
1	30/04/2024			1488T	126	Employee: MR J BLOGGS	NET pay	5175.89	

[Click here to view a payslip example](#)



If you have difficulty downloading the correct evidence, please contact the Bursary Team at bursaryadmin@ccn.ac.uk.

STEP TEN:

Please write your (the student's) bank details in this section, and make sure that they are correct.

The screenshot shows a web application interface for a 'Financial Support Application'. On the left is a dark sidebar menu with options: Home, Attendance, Timetable, Bursary (selected), Application, Payments, Documents, and Logout. The main content area has a header 'Financial Support Application' and a breadcrumb trail 'Home > Bursary > Financial'. The 'Bank details' section contains instructional text about bursary payments, a note about encryption, and a warning to ensure details are the student's own. Below the text are four input fields: 'Sort Code', 'Account Number', 'Bank Name', and 'Account Holder Name'. At the bottom are '<< Back' and 'Next >>' buttons.

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Financial Support Application

Home > Bursary > Financial

Bank details

To receive bursary payments we will need your bank details. Your bank account number and sort code will be validated when you click on Next. If you are a returning student your details from your previous application will appear here.

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

Please note: We can only make bursary payments into a bank account. If you hold only a savings account (e.g. 'Nationwide Passbook Account') you will need to open a bank account.

Please ensure that the bank details provided are your own, as bursary payments can only be made to accounts held in your name

If you are in care and have a prepayment card from the council please do not put the details in here, as we cannot pay directly onto a prepayment card.

Please make sure the details entered below are correct.

Sort Code

Account Number

Bank Name

Account Holder Name

Please click on the Next button to proceed

<< Back

Next >>

Please ensure that the bank details provided are your own (the student's), as bursary payments can only be made to accounts held in your name.

To receive bursary payments we will need your bank details. Your bank account number and sort code will be validated when you click on 'Next'. If you are a returning student your details from your previous application will appear here.

STEP ELEVEN:

Please check that the details of your application are correct. Then scroll to the bottom of the page, sign the form, and click the ‘submit application’ button.

Test StudentOne

MENU

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City College Norwich Student Finance Portal

Select Language

Powered by Google Translate

Financial Support Application

Home > Bursary > Summary

You must scroll to the bottom of this page and press the SUBMIT button in order to finish this application.

Thank you. Please check the summary of your application below.

If you have not provided us with the evidence that we asked for, you will be able to log into your account at a later date to upload this. We will not be able to assess your application until you have provided us with this evidence.

Don't forget, you can log into your account at anytime to view correspondence from us, and to track payments.

Personal Details

Student Number	
Date of Birth	01/01/2007
Name	Test StudentOne
Address	City College Norwich
Town	Norwich
Postcode	NR2 2LJ

Eligibility questions

Vulnerable Young Person Bursary - Are you (the student) In Care; a Care Leaver; in receipt of Income Support /Universal Credit; or receiving BOTH DLA/PIP AND ESA/Universal Credit? (It must be the student who receives these benefits)

THE STUDENT NEEDS TO BE IN RECEIPT OF THESE BENEFITS, NOT THE PARENT. If the student gets ONLY PIP or DLA then please tick "none of these"

None of these

The College is registered under the Data Protection Act 2018 (DPA 2018) as Norwich City College of Further & Higher Education.

I declare that all the information I have given is correct. I will inform the college if my/my parent's financial circumstances change, or if I leave or change my course. If I leave or change my course within the first 6 weeks, I agree to repay all or part of the monies that I have received, including the return of any equipment. If I am receiving funding for childcare costs I undertake to advise the bursary team of any changes in my college timetable. I understand that if I submit false or incomplete information or do not declare income that is relevant, you may refer me to the Department of Education and/or the Police.

You will not be able to submit this application unless you have ticked this box and signed the form to say that the information you have provided is correct.

We will not receive your application until you press the SUBMIT APPLICATION button.

If you have applied for childcare support, please complete the questionnaire which will appear following submission.

I have read the information in the Bursary Guidelines and by signing and submitting this form I am consenting to the College using my information as above.

☐ TICK HERE

Name of applicant - (we accept this as an electronic signature.)

<< Back

Submit Application

STEP TWELVE:

This is the final step!

After submitting your application, please make sure that you fill-in any questionnaires that you have been asked to complete. Please see the image as an example of some questions you may be required to answer, such as which bus you will be getting, or who your childcare provider is.

Childcare

0% Complete Needs signature

Childcare

Childcare provider name



You will need to make sure to complete all required questionnaires, otherwise we will be unable to process your application.

ANY QUESTIONS?

**Please email our Student Finance
Team on financialadvice@ccn.ac.uk
- they are happy to help!**

