

Together, we create a college where everyone can
BELONG • THRIVE • ACHIEVE • PROGRESS



TAKING **YOU** HIGHER

Applying for Student Finance



How to apply

You can apply for bursary such as free meals, bursary, course costs and childcare by clicking the link below or scanning the QR code with your phone camera to access our application portal via PayMyStudent.

Scan this QR code



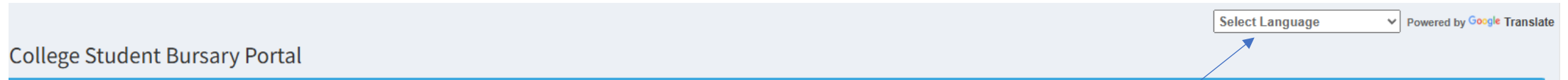
Go to this website

<https://mbro.paymystudent.com/portal/>



Changing the language setting

Where English is not your first language you can change the language setting on the application form to make it easier to understand and complete

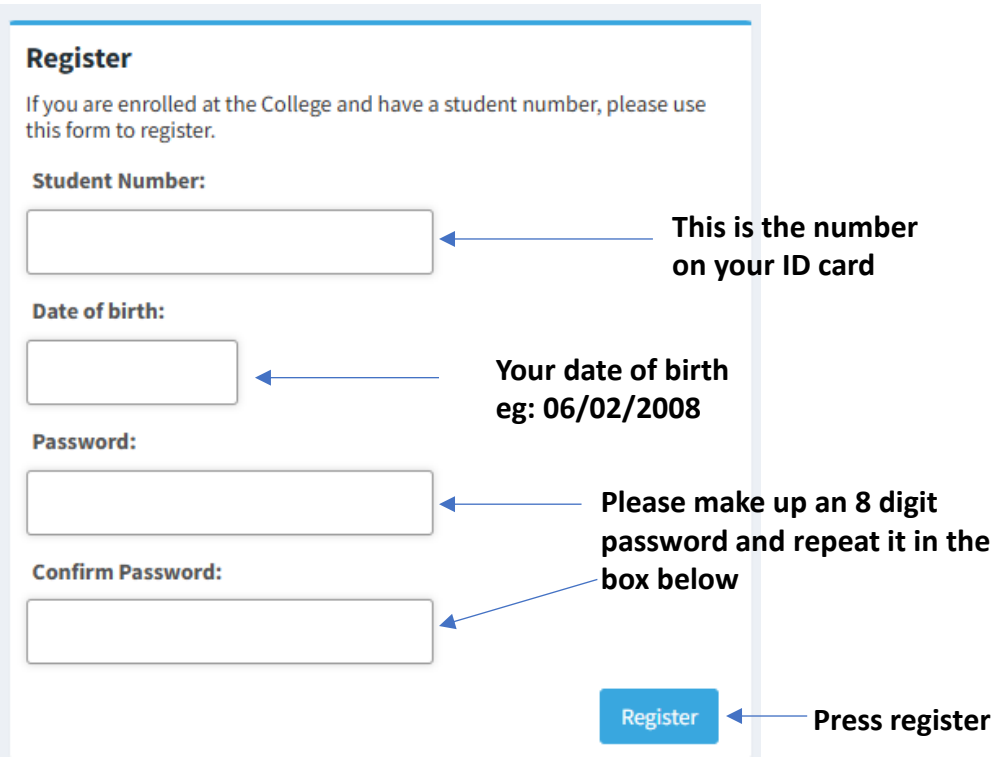


Press this button to select your chosen language



Registering & Activating your account

New learners 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:

Date of birth:

Password:

Confirm Password:

Annotations:

- ← This is the number on your ID card (points to Student Number field)
- ← Your date of birth eg: 06/02/2008 (points to Date of birth field)
- ← Please make up an 8 digit password and repeat it in the box below (points to Password field)
- ← Press register (points to Register button)

Once registered, you will be sent an activation email to your college and personal email address.

Please click on the link to complete the account activation

Accessing your account

If newly registered, you will need to login using this section

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](#)

Click here if forgotten password

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

If you are a returning student, you can log in using your College Microsoft account

Login using your Microsoft account

You can login using your college Microsoft account.

 [Sign in with Microsoft](#)

Username & password is what you used to logon to the college system last year

Welcome Page

Once logged in, you will see the welcome page and you can see updates on your application.

2025 - 2026

Welcome Eric

Welcome

Welcome to the student portal. To apply for funding, please follow the instructions below.

Status: Awaiting Further Information

Started

Eligibility

Evidence

Bank details

Signed

[Click here to proceed with your application for funding](#)

[Click here to change your bank details only](#)

[Click here to upload evidence](#)

Check your details are correct

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	TMPF40ACC
Date of Birth	01/01/2006
Name	David Beckham
Address	1 Lane Street
Town	Middlesbrough
Postcode	TS1 2RG

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

Middlesbrough 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 >>

This page will show your personal information. Please check your details are correct, scroll down, select the campus you are studying at and then press Next.

Parent/Guardian/Carer Details

Edit text

Please provide your parent or guardian's details below.

Due to your age, we need to collect your parent's details. Please fill in the form below. [Edit text](#)

Personal Details

Title	First Name	Last Name

Address

City/Town

County

Post Code

Contact Details

Telephone Number

Email Address

<< Back

If you are aged under 18 you will need to provide the contact details for a parent/guardian/carers

If you are aged 19+ you will not see this page

Choosing the correct funding

It is important that you select the correct bursary that applies to you

☐ Further Education Bursary support

This support is for up to Level 3

☐ Higher Education Bursary support

This support from level 4 and above

Please select Further Education if you are studying up to a level 3 course

Please select Higher Education if you are studying at level 4 – level 6

Eligibility Questions

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

We need to know about the level of income in your household. Please choose the option which best fits your situation. **Required** ?

- ☒ £0 to £16,190
- ☐ £16,191 to £25,000
- ☐ £25,001 to £30,000
- ☐ £35,000 to £40,000
- ☐ £30,000 to £35,000
- ☐ Over £40,000

Please select sources of household income. We need to know where the money in your household comes from. **Required**

Please select all that apply

- ☒ Employment
- ☐ Self employed
- ☒ Universal Credit
- ☐ Employment and Support Allowance
- ☐ Jobseekers Allowance
- ☐ Child Tax Credits
- ☐ Working Tax Credits
- ☐ Income Support
- ☐ Income from pension
- ☐ Support under Part VI of the Immigration and Asylum Act 1999
- ☐ I am in care/care leaver and have no household income

Income Evidence Needed

Employed – Last 3 months payslips (monthly) last 4 (weekly) or P60 2026

Universal Credit – Last 3 months full statements

Self-employed – P60, letter from accountant or last 3 months universal credit statements

Asylum Support – Section 95 Home Office Letter

Pension – Pension award letter

In care/Care leaver- Proof of care status letter from social worker

We **CANNOT** accept bank statements as proof of income/benefits

If you are requiring childcare you need to select whether it is 20+ or under 20 childcare depending on your age at the start of your course. You will need to upload additional evidence alongside your income evidence – what you need to provide is stated on the application form.

Once you submit your application you will be emailed an additional form which you will need to get the childcare provider to complete.

UC – what to provide

If in receipt of Universal Credit, you will need to provide the last 3 payment breakdown statements. Login to your online UC account and follow these steps:

Your payment

Your next payment day is 27 May 2025.

Go to **payments** for more details.

[Report a change](#) >

Tell us if your circumstances have changed. Examples include your work situation, health or relationships.

[Make a journal entry](#) >

Record your activity, let us know about appointments and send or receive messages.

[Payments and advances](#) >

View your payments, apply for an advance or check how much you owe.

Payments and advances

[Payments](#) >

See statements of what you've been paid and how it was calculated.

[Advance payments](#) >

Apply for an advance or check how much you owe.

Statements

Your statement explains your payment and how we worked it out. Select a statement from the list to view.

View statement by pay date

[27 April 2025](#)

[27 March 2025](#)

[27 February 2025](#)

Click on the dates to bring up your statements

Uploading evidence

You can **screenshot** evidence of your income on your phone and then press the green buttons to upload the photo from your phone gallery.

Click here to upload another page of your Payslips - last 3 months

Click to upload

✓

Click here to upload another page of your Full statements of Universal Credit (full 3 months)

✓

- When uploading evidence of Universal Credit, you will need to **screenshot the top half, the middle section and the bottom half** which shows the full **'what we take off – deductions'** section, so we can see if you earn money from work.
- Please only upload a maximum of **3 screenshots only per month for the last 3 months**. Please see examples below:

 GOV.UK

Universal Credit

Payments

Name / Address

Assessment period: 22 June to 21 July 2024
[Need help understanding your assessment period?](#)

Your payment this month was

£890

This was paid on 28 July 2024

What you're entitled to

What you're entitled to

Standard allowance	£400.14
You get a standard amount each month. You said you're single	
Housing	£698.36
Need help understanding your housing?	
You said per month the total rent for your property is £694.03 and the service charges are £4.33.	
You will have to pay your housing costs to your landlord.	
Children	£339.00
You get support for 1 child	
Limited capability for work and work-related activity	£423.27
You said your health affects you at work or prevents you from working	
Total entitlement before deductions	£1,860.77

What we take off (deductions)

Take-home pay

- £223.06

[Need help understanding take-home pay?](#)

Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Earnings reported by your employer

£809.57

The amount we'll use to work out your Universal Credit is £809.57

Adding Bank Details

Sort Code

Account Number

Bank Name

Account Holder Name

[Click here to make changes to your bank details](#)

Please click on the Next button to proceed

[<< Back](#)

- If you have a bank account, please provide us with your sort code, account number and the account holder name and then press the next button.
- If you don't have a bank account, you can skip this section and press next.

[Next >>](#)

Declaration

Declaration

Please ensure you read through the declaration and fully understand the terms and conditions of receiving a bursary before submitting your application form.

- I declare that the information I have provided in this application is true and accurate, and I can provide all the evidence requested to support my application.
- I understand that if I provide false information, or fail to provide the necessary supporting evidence, my application will not proceed and that Middlesbrough College may reclaim any funding already allocated to me.
- I understand that making an application does not guarantee I will be awarded any funding.
- If awarded, I understand that payments will not start until I am enrolled and my attendance is confirmed.
- I understand that it is my responsibility to inform the Benefits Agency of any financial support I receive that may have an impact on any benefits I receive.
- I understand that the information provided on this form may be shared with other departments in Middlesbrough College or external agencies if required.
- I understand and give permission for Middlesbrough College to contact a third party to obtain information, if necessary, to support this application, and that this may be done without further consultation
- I understand that any funding awarded will be subject to maintaining high levels of attendance, punctuality behaviour, and a commitment to course work.
- I understand that this application only applies to one academic year and that I will need to reapply if I require financial assistance with study for further 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 will abide by College Regulations. To the best of my knowledge, everything I have declared on this form is both true and complete. I will inform Student Services if anything changes with my personal circumstances including household income. I understand that I may be asked to provide evidence of continued eligibility to fee remission. I agree to Middlesbrough College processing personal data, including "sensitive" personal data (ethnicity, disability, etc.) contained on this form or other data that the College may obtain from me or other people, whilst I am a student. I agree the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.
- I understand that any fraudulent claims will be investigated
- I agree that where applicable the College may contact my Parents or Guardians relating to my academic performance, attendance, punctuality or behaviour.
- I understand that once a written offer is received, any financial assistance is subject to satisfactory attendance, behaviour and performance, and if the conditions are not adhered to, funding may be withdrawn and I may be liable to repay any payments made or return any equipment the College has funded.
- I confirm that all details stated in this form are correct and that my information can be processed by Middlesbrough College

☒ I agree to the declaration as stated above

Signee Name/s

Declaration previously agreed on 07/07/2025 11:59:38

Please ensure you have read and understood the Funding Guidance on this page and then tick the declaration box, add your name and press submit application

What next...

Once submitted your application will be assessed by the Student Finance Team, and the decision will be communicated with you via email sent from PayMyStudent.

You can check the status of your application at any time by logging onto your account.