

## Quick Guide To Applying for MV16 Bursary and Free College Meals

Before you start your application using the Pay My Student Portal you must:

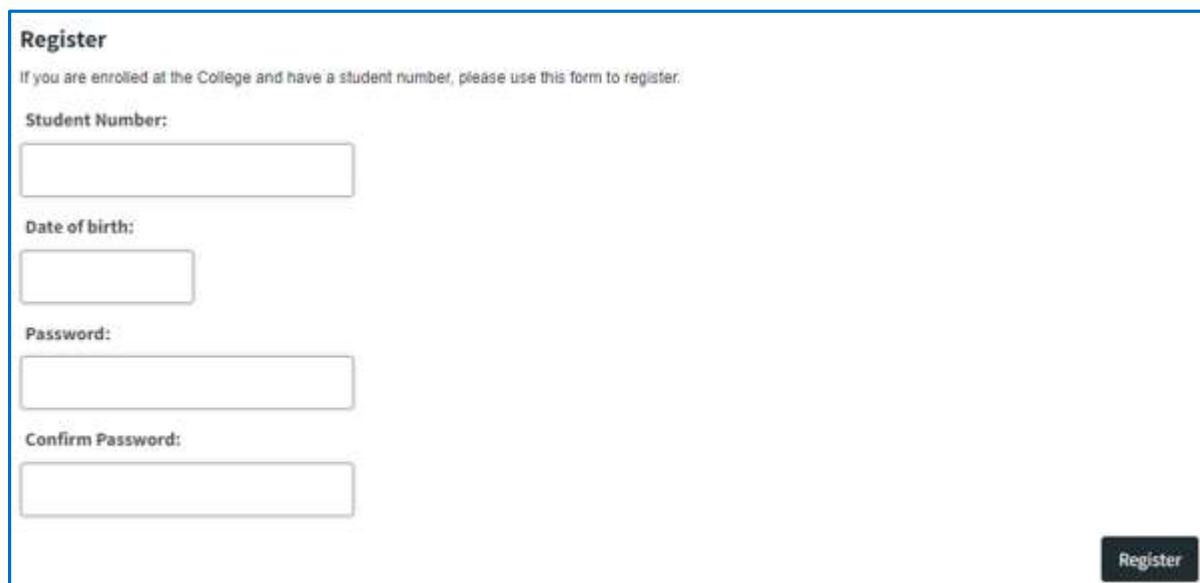
- Enrol on your course at MV16 (applicable to new year 12 only)
- Ensure that you have access to your college email.

To apply for financial support, students will need to register first and follow the below process:

Register on Pay My Student (using your college Student number and create a password) at

**<https://meltonvale.paymystudent.com/portal/>**

Student numbers have been emailed out to all students. If you cannot find it please come to reception and we will advise you of your student number.



The screenshot shows a registration form titled "Register". Below the title is a sub-header: "If you are enrolled at the College and have a student number, please use this form to register." The form contains four input fields: "Student Number:", "Date of birth:", "Password:", and "Confirm Password:". Each field is represented by a rectangular text box. At the bottom right of the form is a dark button labeled "Register".

You will receive an email to your MV16 student email confirming your account has been registered, please check it to ensure that the registration was successful.

You can now go ahead use the details that you used to register to log in to your account.

Select "Click here to start your application" and complete to the application by following the guidance and uploading the required evidence.

To apply for Student Support Funding, please complete your application and provide the required evidence when prompted.

[Click here to start your application](#)

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

[Click here to upload evidence](#)

The following page should list your details. If everything is correct, please select “Next”, located at the bottom right of the web page.

Please continue to work through the questions confirming your information and clicking “Next”,

You will be required to upload evidence to support our decision to award financial support. Please upload all types of evidence required.

**Your answer: Universal Credit**

All of these evidence documents are required:

[Click here to upload](#)

You may also be required to upload your bank details to PayMyStudent into the bursary for anything other than free college meals

Review the **Application Summary**, sign the **Declaration** and **submit your application**.

Applications will only be assessed when all the relevant information and evidence has been provided.

Where you have applied for free college meals, you will receive an outcome within 3 working days via your college email.

The deadlines and response time scales are set out in our bursary policy. You will receive a letter via your college email stating whether your application has been successful and what financial support you are entitled to. The time taken to process applications may be longer during busy periods, especially during August and September.

Students can check the progress of their application by logging into their pay my student account, clicking on the “Home Page”. If further evidence or information is required to process your application, you can see this in your application portal. You will also be contacted by the support funds team to update your application. Please ensure you check your student e-mail address regularly for any communications.