

# Bursaries & Student Transport

## PayMyStudent Guide



# Registering for PayMyStudent

If you need assistance registering for financial support through Pay My Student, this step-by-step guide is here to help. In case you require additional support to complete your application, simply follow these instructions. Feel free to reach out to the Student Bursaries Team or your Engagement and Progression Officer for further assistance.

## Step One: Registering Your Account



To apply for financial assistance, you'll need to create an account.

1. Go to the website - <https://cornwall.paymystudent.com/portal/>
  2. You will need your Student Reference number, this will be sent to you once you have secured your place on the course.
  3. Be sure to jot your Student Reference down for future log in.
  4. Following the initial registration, an activation link will be sent to your email.
- If you encounter any issues with the activation link, don't hesitate to contact the Bursaries and Student Transport team.

Please note, that once you have been offered a place on the course, please wait 48 hours after you have accepted your place before you are able to apply for the bursary.

## Step Two: The Application



1. When you arrive at the welcome screen, you will be guided to proceed with your application by clicking on the button labeled "Click here to proceed with your application."
2. This will take you to the initial application, known as the Eligibility Questionnaire, where a series of questions will be presented.
3. These questions are crafted to gather information for the student bursaries team to better understand the support needed.
4. Upon completing your application, you will need to agree to the declaration and provide your signature.

Before you move forward with your bursary application, it's crucial to thoroughly go through both the financial policy and our terms & conditions, which can be easily found on the college website.

## Step Three: Providing Evidence



For us to efficiently process your application for financial support, you must provide the necessary documentation to support your request for fund allocation. Whether you choose to upload copies online or send them to our dedicated student bursaries team at [bursaris@cornwall.ac.uk](mailto:bursaris@cornwall.ac.uk), the evidence must align with the requirements outlined in the application. For a detailed list of the specific evidence needed, please refer to the Cornwall College Further Education Support Guide. Your cooperation in this matter will greatly expedite the processing of your financial support application.

**Please note, bursaries can vary from year-to-year and these bursaries are for the academic year 2024-25. For more information, please visit our Financial Support Page on the website:**

[cornwall.ac.uk/financial-support](https://cornwall.ac.uk/financial-support)

## Step Four: Additional Questionnaires

Upon submitting your initial application, you may be required to address further inquiries based on your responses, accessible through your Bursary Portal dashboard. If you are seeking assistance with Childcare, these additional questions will be delivered to your personal email, complete with detailed guidelines. You must complete these questionnaires to advance your bursary application process.



## What Happens Next?

Your completed application will be assessed for eligibility and you will be informed of the support that you are entitled to by email.

You are able to check the progress of your application by logging onto your PayMyStudent account at any time.

If you need assistance with your application please book in to see a Student Finance Advisor in The Hub who will be happy to help.

## Understanding Your Account

Your PayMyStudent account can be used for a lot more than just applying for your Bursary. On your Dashboard you will find other useful features such as your timetable, payment schedule and any letters we send to you.

### Your Dashboard

On your Pay My Student account, once you log in you will be faced with what is called 'Your Dashboard' which will contain all of your relevant information you need.

Remember, your dashboard is your central hub for managing various aspects of your college experience.

### Your Payments

Keep track of payments that are made to you. Whether it's travel payments or your childcare payments, you'll find them conveniently listed here.

### Your Timetable

View your college timetable and stay organised with class timings, lectures, and other important events.

### Your Correspondence

Access any letters or emails sent by the college. Stay informed about announcements, updates, and important messages.

**Get in touch with one of our specialist Bursary Advisors:**  
**[bursaries@cornwall.ac.uk](mailto:bursaries@cornwall.ac.uk)**  
**[cornwall.ac.uk/financial-support](http://cornwall.ac.uk/financial-support)**





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