

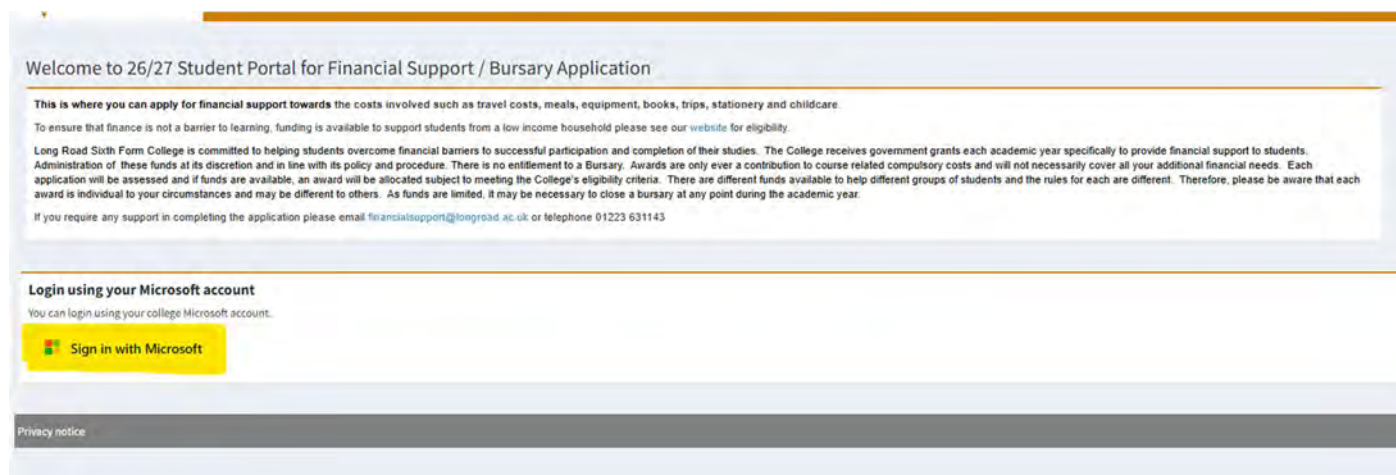
Online Bursary Applications 2026-2027

Welcome to Long Road Sixth Form College online bursary application, Pay My Student portal.
Please be aware you **CANNOT** apply for a bursary if you are not enrolled to study at LRSFC for 26-27.
Enrolments take place for new students from the 21st August 2026.
Below are the instructions and pictures to assist you with completing your application

How to sign in to your paymystudent account

Existing students: - click the sign in with Microsoft account button, login using your college email and password.

New Students: -If you are a new student you will need to ensure you have completed your enrolment and completed your IT onboarding, have access to your college email account and have set up the multifactor authenticator



Welcome to 26/27 Student Portal for Financial Support / Bursary Application

This is where you can apply for financial support towards the costs involved such as travel costs, meals, equipment, books, trips, stationery and childcare.

To ensure that finance is not a barrier to learning, funding is available to support students from a low income household please see our [website](#) for eligibility.

Long Road Sixth Form College is committed to helping students overcome financial barriers to successful participation and completion of their studies. The College receives government grants each academic year specifically to provide financial support to students. Administration of these funds at its discretion and in line with its policy and procedure. There is no entitlement to a Bursary. Awards are only ever a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs. Each application will be assessed and if funds are available, an award will be allocated subject to meeting the College's eligibility criteria. There are different funds available to help different groups of students and the rules for each are different. Therefore, please be aware that each award is individual to your circumstances and may be different to others. As funds are limited, it may be necessary to close a bursary at any point during the academic year.

If you require any support in completing the application please email financialsupport@longroad.ac.uk or telephone 01223 631143

Login using your Microsoft account

You can login using your college Microsoft account.

 Sign in with Microsoft

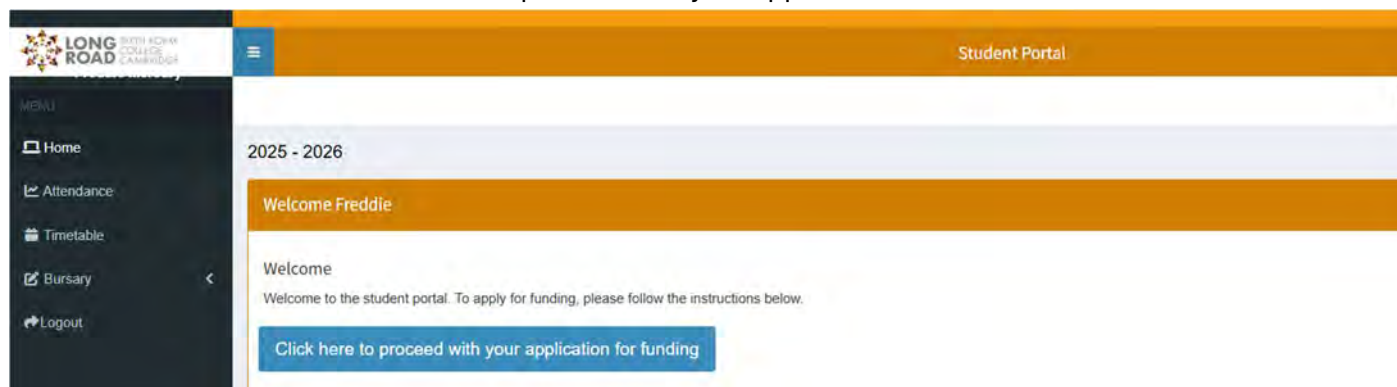
Privacy notice

Before you start your application using the PayMyStudent Portal:

- Have access to your college email address
- Complete the relevant sections of the online form
- Have your evidence ready to upload please note the address must match the address on the student record, if this does not match, please contact financialsupport@longroad.ac.uk
- Have your Bank Account details ready, please note this must be the students bank details.
- Review your application - have you completed all the sections?
- Sign the declaration
- Click Submit

Application

You should now see this screen. Click to proceed with your application



You will be directed to 'Personal Details', it is important that you check all the information is correct on this page. If there is incorrect information, please contact help@longroad.ac.uk

Do not submit a bursary application if this page displays incorrect details.

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.

- Please complete all sections of the form clearly and with all of the information requested.
- Ensure you upload all pages of evidence (i.e. including blank pages) as incomplete evidence will be declined. All pages must be able to be seen in full. Pages that are blurry or cut off will not be accepted.
- The information must be relating to the student, and correspondence information must match the information on your student record.
- Please note the bank details must be the student's bank information payments cannot be made to a third-party including parents.
- We are unable to process incomplete applications, which includes those with missing documents, and this may result in delaying the award.

Terms of Support
By submitting an application, you are agreeing to the following terms of support:

- Attendance will be monitored and must be at least 80% with all absences explained.
- Student behaviour should be acceptable in line with the College's Policy
- Should a student withdraw from their course before completion or complete early, they may be required to repay all or part of any award made

For all Discretionary Bursary Funds, due to the limited nature of the fund, meeting the criteria does not guarantee funding. Discretionary Bursaries are income assessed and operated on a first-come, first-served basis.

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	TMP21E8E7
Date of Birth	20/01/2009
Name	Freddie Mercury
Address	1 Whetstone Drive
Town	Coalville
County	Leicestershire
Postcode	LE67 3AN

You will be navigated to 'Eligibility Questions' page. This page is where you fill out using the relevant options, the household income and more about you. Please choose those that are applicable to you. Once you have completed all the questions, please click 'next'

[Home](#) [Bursary](#) [Eligibility](#)

To assess your application we need to know a little more about your circumstances, please answer all of the following questions to help us to assess your household income. Once you have answered all of the questions, click NEXT to continue to upload the relevant supporting evidence (the entire document, including any blank numbered pages) including benefit letters dated within the last six months, unless otherwise stated.

Required

- Over £35,000

Required

✓ Universal Credit

Income Support

Support under Part VI of the Immigration and Asylum Act 1999

Self employed

Income from Private Pension

[Home](#) [Gallery](#) [Events](#)

If you have access to a scanner or a smart phone or other digital camera, you can take copies of the required documents and upload them here. You may also have to take originals along to the college but providing copies now will speed up your application.

Once you have uploaded evidence, the documents can be removed from the list as well providing your application has not already been processed

All these evidence documents must be uploaded

Please provide full statements from top to bottom, showing all allowances and deductions that are used to calculate the final payment amount. Statements are accessible from the Universal Credit online account.

Please do not upload screenshots unless they show a complete statement in one single screenshot. We suggest downloading your statements as a PDF

uc statement example .pdf uploaded 06/07/2026 at 15:48

uc statement example .pdf uploaded 06/07/2026 at 15:48

All these evidence documents must be uploaded

 [Click here to upload your A recent Pension or Pension credits award letter \(dated within the last 3 months\)](#)

Please ensure all pages of the Pension or Pension Credits award letter are provided

You will be navigated to Bank Details. Please input **your** bank details, we will **NOT** be able to take parent/carer bank details.

Student Portal

Select Language | Powered by Google Translate

Financial Support Application

Home | Bursary | Financial

Bank details

In order to make direct payments to you if required, we will need your bank details, these cannot be any other person's details (i.e. your parent). Your bank account number (8 digit number) and sort code will be validated when you click on Next. Please make sure the details you enter are correct. 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.

Sort Code: 000000 | Account Number: ****0000 | Bank Name: test | Account Holder Name: test

Roll Number

If you bank with a credit union or building society you will also have a roll number. This is not the same as your account number and not your full 16 digit card number.

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

Please click on the Next button to proceed

[<< Back](#) | [Next >>](#)

Once you are happy with you have provided, please read and sign the Terms of Support and Declaration. **This is an important part of the application and clearly sets out what is expected from a student who is eligible and awarded bursary, it also outlines when the college may withhold or stop any bursary funds being paid to a student.**

Declaration

Terms of Support

By submitting an application, you are agreeing to the following terms of support:

- Attendance will be monitored and must be at least 80% with all absences explained.
- Student behaviour should be acceptable in line with the College's Policy
- Should a student withdraw from their course before completion or complete early, they may be required to repay all or part of any award made

Declaration

Please sign to state that you have read and agreed to the following information:

- I confirm that the information provided in this application is accurate and that I have enclosed the relevant evidence dated as requested.
- I am aware that if I chose to discontinue my studies during the period for which the support was given, I may be required to repay some or all of the support provided.

☒ I agree to the declaration as stated above

Signee Name/s

Declaration previously agreed on 06/07/2026 13:43:18

[<< Back](#) | [Submit Application](#)

Once you have submitted the application, you will get the below screen. This may take a few moments to complete the application. Please do not navigate away from this screen as you will lose your application/it will not submit.

Student Portal

You are representing the student | [Logout](#)

Select Language | Powered by Google Translate

Financial Support Application

Home | Bursary | Application

Submitting your application

Please wait whilst we submit your application. This can take up to 1 minute. The loading image may freeze during this process. When submission is complete you will be transferred to a page thanking you for your application.

Transport

If you have selected transport you will need to complete the getting to college questionnaire, once you have received an award notice. Please select which method, company and route you require. Once you have completed the questionnaire it will ask for your signature.

What happens next?

Please be aware the assessment process can take up to 3 working days for assessment during peak times, this may be shorter during non-peak times and responses will be sent to your college email address

How do I check on the progress of my application?

After you have applied, you can log into PayMyStudent at any time to check progress.

If we require more information as what has been provided is not enough, not correct or not readable, the assessment time will reset from the time of which you submit what we have asked for. It is the student's responsibility to ensure all information is correct and evidence is submitted.