



Brockenhurst College

#ThinkBrock

A Guide to Applying for Student Bursaries



You can apply for a bursary which could cover free meals, textbooks, childcare and travel support through the college student portal by clicking the link below or scanning the QR code with your phone camera.

<https://www.brock.ac.uk/sixth-form/support-and-bursaries/>

The bursary application should be completed by the learner



Registering and Logging In

New learners need to register

Register
If you are enrolled at the College and have a student number, please use this form to register.
Student Number: This is the number on your ID Card
Date of birth: Your date of birth e.g.: 15/08/2008
Password: Please make up an 8-digit password and repeat it in the box below
Confirm Password:
[Register](#) Press 'Register'

Returning learners will need to sign in with the password user the previous year

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?](#) Once you have entered your student number and date of birth, please enter the password you set up last year.
If you have forgotten your password, please click here
[Login](#) Press Login



Brockenhurst College

Activating your new account

If you have registered as a new learner, you will be sent an activation email to your college and personal email address when you press the register button (as shown below)

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.

Kind regards

*Student Finance Team
Brockenhurst College*





Welcome

Welcome

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

Status: Approved



Started



Eligibility



Evidence



Bank
details



Signed

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

Once logged in, please click [here](#) to proceed with your application



Personal Details

Below are the details we have on file for you. If anything is incorrect, please notify the college as soon as possible by e-mailing enquiries@brock.ac.uk and include your student number.

Date of Birth:	
Address:	
Post Code:	
Student Number:	
Forename:	
Surname:	

Courses

The courses you have applied for or have withdrawn from in the current academic are shown below.

Course	Starts	Status
Functional Skills English L1 - (Ultima/Marchwood/Hosp)	09/09/2024	Active
Level 1 Diploma in Introduction to Professional Cookery	09/09/2024	Active
Tutorial - Diploma in Introduction to Professional Cookery	09/09/2024	Active
Enrichment	09/09/2024	Active
Functional Skills Mathematics E3 - (Ultima/Marchwood/Hosp)	09/09/2024	Active
Award in food safety in the workplace	09/09/2024	Active
Level 1 Certificate in Professional Food and Beverage Service	09/09/2024	Active

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

Brockenhurst 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 by e-mailing enquiries@brock.ac.uk and include your student number.

This page will show your personal information and your course information. Please check that the information is correct. Scroll down, select the campus you are studying at and then press 'Next'.



Eligibility Questions

- ☐ Please answer the questions on this page by ticking the boxes which apply to yourself.
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 current situation. **Required** ?

- ☒ £0 to £16,190
- ☐ £16,191 to £23,000
- ☐ £23,001 to £30,000
- ☐ Over £30,000

Please select all current sources of household income that are applicable. Evidence of all current income received in your household will need to be provided in the next section.

Required

Please select all that apply

- ☐ I am a returning student who had a bursary in 23/24 and my household circumstances have not changed since the start of my study programme
- ☐ Employment
- ☐ Self employed
- ☒ Universal Credit
- ☐ Employment and Support Allowance
- ☐ Jobseekers Allowance
- ☐ Child Tax Credits
- ☐ Working Tax Credits
- ☐ Income Support
- ☐ Income from pension



Income Evidence Needed

Employed – Last 3 months payslips

Universal Credit – Last 3 months statements

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

Income support or ESA – Benefit award letter

Jobseekers allowance – Benefit award letter

Pension – Pension award letter

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

If you have ticked Universal credit, we only require your last 3 UC statements, you do not need to add any other evidence.
If you are applying mid-year and would like the college to consider backdating to the start of the academic year, please provide a 4th statement for September 2025.



Where to Find Your Universal Credit Statements

Please log into your online
Universal Credit Account and
click on the following links:

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



Universal Credit Statement

Below is an example of an acceptable Universal Credit monthly statement. The document you provide must show:

- ☐ Payment period
- ☐ Claimant name(s)/full address
- ☐ All allowances/payments & deductions for the claimant circumstances
- ☐ All deductions for the claimant circumstances
- ☐ Total payment for the month



Please upload your UC statements as a **PDF download** by logging into your Universal Credit account and going to the statement summary page. Then click into the most recent monthly statement (it will come up on the screen). You can then select "Print this Statement" and then "save as PDF". You will have to save the document to your device (laptop, computer or phone). Please don't print or screenshot this document. Please follow the instructions below:

- ☐ Log in to your Government Gateway
- ☐ Select 'Home'
- ☐ On the section of 'What happens next'
- ☐ Select 'payments'
- ☐ Scroll to 'Statements' and select each statement for 3 months of evidence
- ☐ Press 'Print this Statement'
- ☐ On 'Destination' / 'printer options' – top option on drop down 'Save to PDF'
- ☐ Save the file



Payments

 [Print this statement](#)

Joe Blocks

1 Lodge Drive, Brockenhurst, SO42 7ZE

Assessment period: 30 June to 29 July
2025

Your payment this month is


£899



Beta This is a new service: your feedback will help us to improve it.

[< Back](#)

Payments

 [Print this statement](#)

Joe Blocks

1

LODGE DRIVE

BROCKENHURST

SO42 7ZE

Assessment period: 30 June to 29 July 2025

[Need help understanding your assessment period?](#)

Your payment this month is

£616



8/1/25, 10:01 AM

Payments - Universal Credit

Universal Credit

GOV.UK

Payments

Joe Blocks
1
LODGE DRIVE
BROCKENHURST
SO42 7ZE

Assessment period:
30 June to 29 July 2025

Your payment this month is

£616

This will be paid by 8pm on 5 August 2025

What you're entitled to

Standard allowance	£400.14
You get a standard amount each month. You said you're single	
Children	£631.81
You get support for 2 children	
Total entitlement before deductions	£1,031.95

What we take off (deductions)

Take-home pay	- £415.68
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.	
Earnings reported by your employer	£1,439.79

https://www.universal-credit.service.gov.uk/statement/64c8345d-136d-4ab3-857a-95060f34028d

1/5

Print

5 pages

Destination

Save as PDF

Pages

All

Layout

Portrait

More settings

Save

Cancel

Please ensure the PDF includes all pages of the statement (typically 4-6 pages in length).

Please name each downloaded file to reflect the month of assessment - e.g. for the example to the left, name the file 'July 2025' to reflect an assessment period of '30 June to 29 July 2025'.



- ❑ Log on to your PayMyStudent (PMS) portal
- ❑ When you reach the 'Evidence of eligibility' page, you will be prompted to upload evidence for all sources on income (as ticked on the previous application stage)
- ❑ For Universal Credit (UC), please upload all 3x downloaded PDF copies of your UC statements (you can browse your files by selecting 'Click here to upload...' as below / drop your files into the upload box on the pop-up) and then click 'Next'

Evidence of eligibility

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.


Below is the list of evidence required based on your criteria selections and other information provided. Any document that you add that meets our requirements will show with a green tick in this list below. You can add evidence which is not shown as required and it will still show in the list below but without a green tick.

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

Question: Please select all current sources of household income that are applicable. Evidence of all current income received in your household will need to be provided in the next section.

Your answer: Universal Credit

All of these evidence documents are required:

Click here to upload your Full Universal Credit award statements (last 3 months full statements are required) 

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.



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](#)

Adding Bank Details

- ☐ Please provide us with your sort code, account number and the account holder name and then press the 'Next' button.
- ☐ Bank details should be the student's bank account

[Next >>](#)



Declaration

Please check the information on the declaration page is correct and confirm by ticking the box.

Please remember bursary applications must be completed by the student. **As the applicant, please input your (the student) name to the 'Signee Name/s' field.** Your parent/guardian will also need to input their name to the provided 'Parent/Guardian signature' field (where under 18 at the start of your programme of study).

Declaration

You agree that all the information is correct.

☒ I agree to the declaration as stated above

Signee Name/s

Parent/Guardian signature

Declaration previously agreed on 25/06/2024 20:12:19

When complete press 'Submit application'