

FINANCIAL SUPPORT

How do I apply?

2026/27

Guidance on applying for NWSLC College bursary

PayMyStudent
Student Financial Support Simplified

NWSLC
NORTH WARWICKSHIRE AND SOUTH LEICESTERSHIRE COLLEGE

Financial support is available to help students overcome the financial barriers they face to remain in education. All applications are assessed on a case-by-case basis and dependant on individual circumstances.
Please note continuing and progressing learners need to re-apply each academic year for financial assistance – there is no automatic carry forward of any award given. You **must** be an enrolled learner at the college to have access to the bursary application.

How do I get financial support?

Applying for financial support is made through the Pay My Student Portal (PMS).

This online process enables you to upload and submit the necessary evidence that will be used to determine your eligibility. Please be assured, the application process is strictly confidential.

Will I be eligible?

The evidence you will be required to upload and submit alongside your application form depends on your individual circumstances and the answers that you provide for the eligibility questions.

Student 16 or over, but under 19 on 31st August of the year course starts) **OR** 2nd year returning student aged 19 **OR** Over 19 with EHCP living with family	These applications are assessed under the 16–19 bursary funding and are based on **all** household income. Therefore, evidence of **all** benefits and **all** earned income from parents/guardians will be required. The total household income including all benefits or earned income must be below **£28,000.00** per year (plus £1,500.00 for each child 18 and under in the household). If under this criteria and living independently, evidence of benefits/ income or care status will be required.
Students over 19 and living with parents/ guardians (As of 1st Sept of the year your course commences and do not come under above criteria)	These applications are assessed under the 19+ Discretionary Learner Support Fund. Applications will be assessed on **your** income only. You will be required to provide evidence of **your** income/benefits. Your income/benefit must be under £8,000.00 per year.
Adult students over 19 living alone or with partner/children	Adult students above 19 years of age will be assessed under the 19+ Discretionary Learner Support Fund or 19+ Advanced Learner Loan bursary and will be based on **all** household income (unless above is applicable). You will need to provide evidence of all benefits/ income for yourself and spouse/partner (if applicable) within the household. The total household income including all benefits and earned income must be below £28,000.00 per year. (Plus £1,500.00 for each child 18 and under in the household).

To assess your household income, any benefits and income received will be added together along with any carers allowance and housing related benefits, to determine your overall household income.

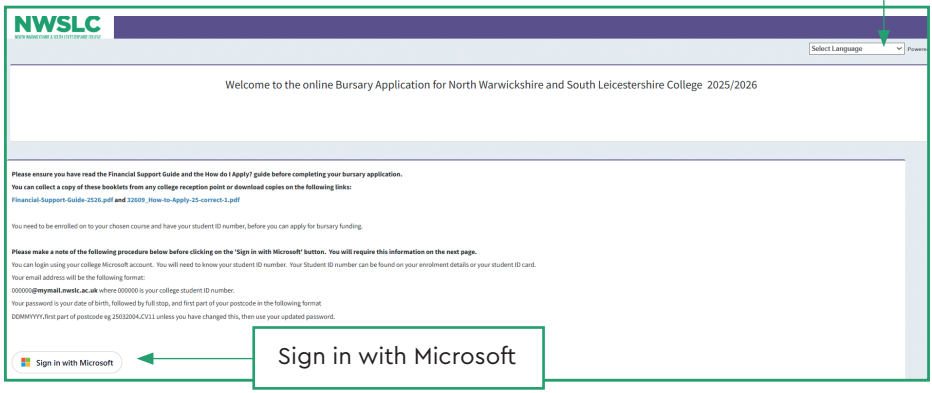


How do I apply

Step 1 | Pay My Student

You can access PMS by typing the following into the address bar: **https://nwsl.paymystudent.com/portal/**

There is a built-in language selection option if you wish to select a different language. This is currently set at English.



Step 2 | Login

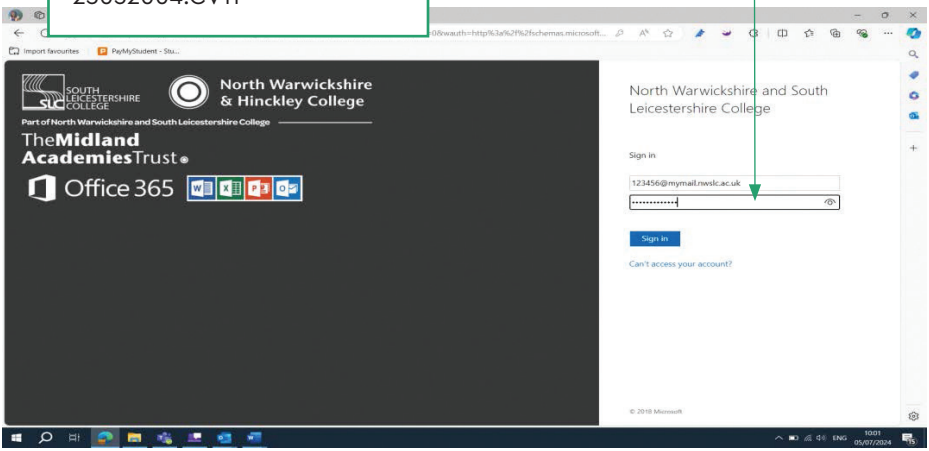
You now need to sign in using the following information.

Your student ID number which can be found on your enrolment details or ID card.
Your date of birth and postcode.

Please type your email address in the following format:
000000@mymail.nwslc.ac.uk
(where 000000 this is your college student ID number)

Your password is your date of birth, full stop, first part of your postcode in the following format DDMMYYYY.first part of postcode eg – 25032004.CV11

Example:
123456@mymail.nwslc.ac.uk
25032004.CV11



Any issues signing in, please ensure the following:

- You are an enrolled learner
- The email and password is in the correct format
- If log-in is unsuccessful and the above is correct, please contact IT services, who can reset your login details. You can contact them on 02476 243270 or email ITSupport@e-Services.freshservice.com

Step 3 | Authentication set up

When you sign into the college network you will be asked for additional security information. If you haven't done so already, you will be asked to register. You will need to install the Microsoft Authenticator App from the Playstore.



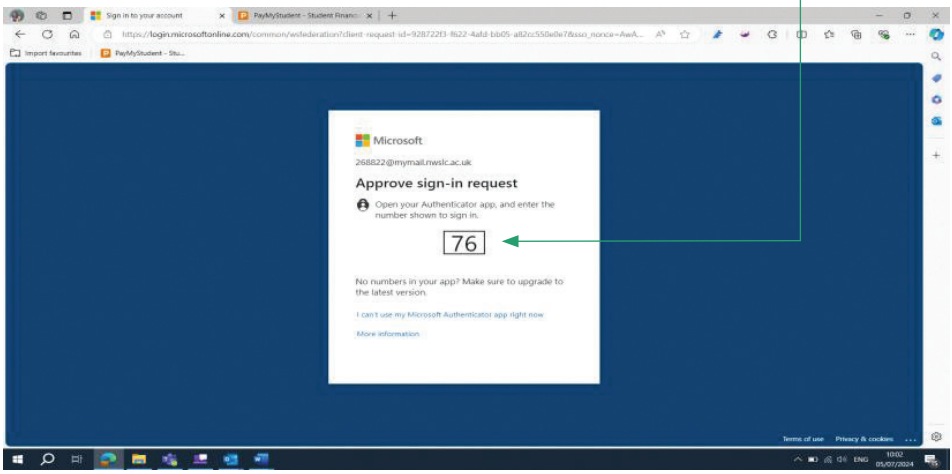
You can download this onto your phone by selecting **'Download Now'** or select "**I want to setup a different method"** if using a computer.

Select **'Next'** on the following page and follow instructions.

Once you have the authentication app set up on your device you can then apply for bursary.

When you enter your login details as in Step 2, you will now receive a Microsoft 'Approve sign-in request' message.

You will need to open your Authenticator App and enter the number/code shown on your screen to sign in.

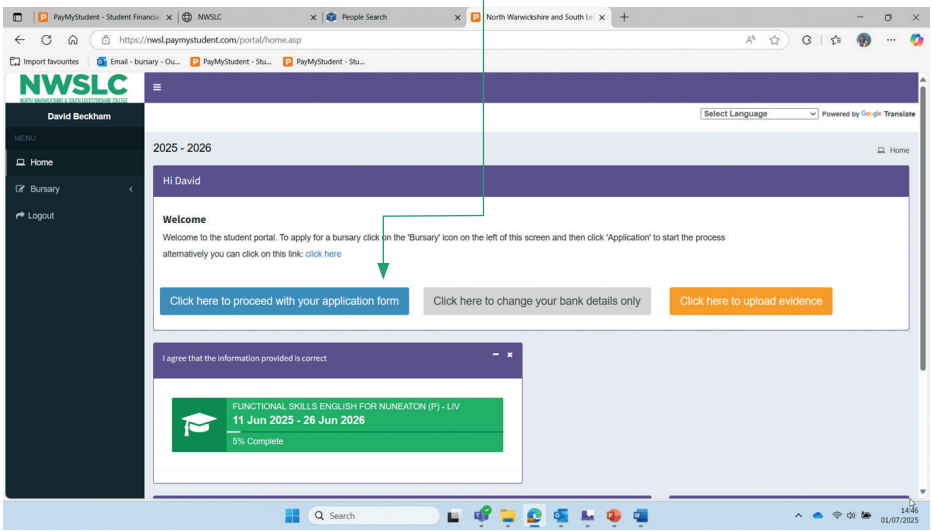


Once signed in, this will then allow you to continue with your application.



Step 4 | Application

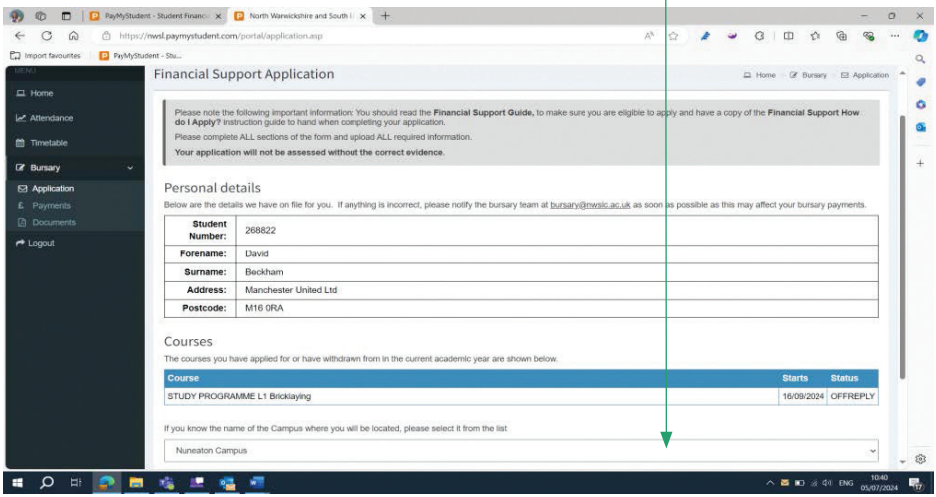
You will now be on the Welcome page of the bursary portal. You can select the **'click here to proceed with your application form'** button or if using a phone, click on the 3 bars then select **bursary and application** from the drop-down menu.



Step 5 | Personal details

This page will show your personal information and course information.

Please check your details are correct, scroll down, **select the campus** you are studying at and then click **'Next'**.



Step 6 | Eligibility questions

Please answer the questions on this page by ticking the boxes which apply to you. Any **not applicable** to you, select the 'not applicable' option.

Question – 'Please select all income sources and/or benefits in your household'

Please make sure your tick **all** benefits that you/parents or guardians/spouses receive. If anyone is working in the household, please ensure you tick the **'Income from Employment'** Box.

Please see the information chart below to ensure you provide us with the correct information

If you are:	Will be assessed on:
a. Aged 16–18 – living with parents/carers **b.** Aged 19 returning student on second year of the same course – living with parents/carers **c.** Over 19 with EHCP – living with parents/carers	All parents/carers, that live in the same house as you
d. Adult student over 19 – living with parents or carers or partner or independently. Receiving benefits or working in your own right.	Yourself, and a partner if you live with one
e. Aged 16–18 – living either independently or with a partner/child	Yourself. Also, evidence of care status if looked after by a local authority if applicable





Step 6 – Eligibility Questions continued

Question – What financial help do you require/can I apply for?

Free school meals	Awarded to students being in receipt of, or having parents who are in receipt of Universal Credit, or one or more of the eligible benefits. Your student ID will be pre-loaded with lunch credit for each timetabled day you attend college to enable you to purchase food and drink from the college Refectories or Eating Places. Students learning at Grayson Place will have their lunch allocation sent to their bank accounts, and this will be reviewed and submitted on a weekly basis in line with the student's attendance and evidence of purchases submitted.
Meal credit	Your student ID card will be pre-loaded with lunch credit for each timetabled day that you attend college. Students learning at Grayson Place will have their lunch allocation sent to their bank accounts, and this will be reviewed and submitted on a weekly basis in line with the student's attendance and evidence of purchases submitted.
Travel (Bus/Train)	**Full time students:** If you live more than 2 miles from the campus you are studying at. This will be in the form of an Arriva or Stagecoach bus pass or refund on the cost of tickets if using another bus company or travelling by train. **Part time students:** We will refund on tickets purchased to the maximum of £40.00 per week. Petrol and taxi/Uber payments cannot be given.
Trips	Payment or contribution towards the cost of trips required as part of your course. The trip needs to be deemed as an **essential** part of passing your qualification.
Tuition fees for 19+ (19+)	Help towards the cost of tuition fees if not entitled to fee remission or the Advanced Learner Loan.
Work/industry placement/ expenses	For compulsory placement as part of your studies, we can cover travel costs to your placement if over 2 miles from your home (Taxi/Uber refunds cannot be given). If you receive free meals, we may be able to refund the cost of your lunch, once you submit your receipts as proof of purchase. You may also be entitled to uniform costs if required.
Childcare (19+ Discretionary Fund and Advanced Learner Loan students only)	If you care applying for childcare, please select the correct drop-down option. If you will be receiving funding through Care to Learn you will be asked to complete an additional questionnaire at the end of your bursary application. You will need to complete all details of your childcare provider. The college has an onsite nursery at both Nuneaton and Wigston sites. Students can contact these to check availability. Alternatively, if using another childcare provision, the childcare provider must be registered with Ofsted. The maximum contribution will be £200.00 per week. Some two-year-olds and all three and four-year-olds are entitled to 15/30 hours of free early education for 38 weeks of the year. The Early Learning Grant Funding for eligible children MUST be used first for timetabled hours before we grant any further funding.

	Once your application is approved, we will pay your childcare provider at the end of every month. If you have applied for a student loan, the loan must be approved before we begin to make payments to your childcare provider.
Course equipment, materials and uniform	Please refer to Appendix A-Equipment and Uniform at the end of this guide, which gives an outline on the help available for the different courses. If you purchase any of the required uniform or equipment, please send your receipts to bursarykit@nwslc.ac.uk. Please make sure your student name and id number, cost and details of the purchase are clear on the email. Please note, refunds will not be processed until the start of term. Students must have commenced the course before refunds are given. Any receipts submitted more than 2 months after items are purchased, will not be refunded. The Bursary Fund cannot pay for general stationary, computers, cameras, printer credits, counselling supervision and non-essential items.
UCAS Fees	Help towards the cost of your UCAS application registration fees.
University Interviews	Help towards the cost of travel to your university interview.



Step 7 | Assistance with travel

If you will be requiring help with travel to and from college, please select which type of travel you will be using. (Select Travel not required if not applicable).

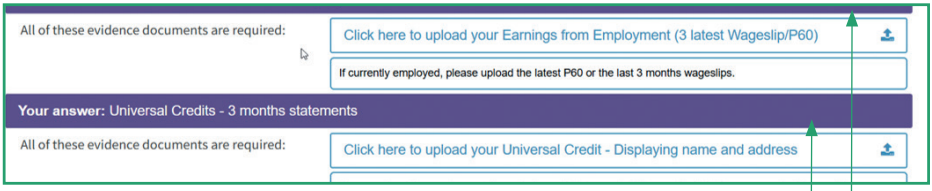
If on a full-time study programme and requiring either a Stagecoach or Arriva pass, please ensure you check on the relevant website first to make sure you are selecting the correct bus from your home to college.

Arriva	The Arriva bus pass will be a mobile pass which is accessed from your mobile phone. You will therefore need to download the Arriva App. Once your bursary is approved for travel, we will issue you a code so that you can purchase your termly bus pass.
Stagecoach	Stagecoach you have the option of an online pass or a Smartcard. To have the pass on your phone you will need to download the Stagecoach App. Once your bursary is approved for travel, we will issue you a code so that you can purchase your termly bus pass.
College Bus – Ausden Clarke	If you are studying at Wigston campus and live on the college bus route Husband Bosworth or Market Harborough, then you will be allocated a college bus pass. This can be collected from college reception.
Train & Buses	If you will be commuting via train or need train and bus for your journey, we can refund the cost of your travel tickets to the maximum of £40.00 per week.
Other Bus Company such as: National Express etc.	If you will be using another bus company for your travel to college, we can refund the cost of your daily bus ticket.
Part time student travel	Bus passes cannot be issued for part time learners. We can refund bus and train fare. Please select on the dropdown selection 'Refund on tickets for Part Time'.

Step 8 | Evidence

We require you to submit evidence of all your benefits/income that you selected on your answers in the eligibility questions.

If you haven't already got electronic copies, you will need to take photographs of all the benefits/income that you receive, making sure you take pictures of **all the pages required** and save these to your phone or computer.



You can screenshot evidence of your income on your phone and upload the photo from your phone gallery.

What type of evidence do I need to provide?

All evidence needs to show your name and address.

Earnings from employment	P60, this must be dated this current year and will relate to the previous year's earnings or 3 months of latest wage slips.
Earnings from self employment	Tax Return/Balance Sheet showing total income.
Universal Credit	3 x complete Award Statements showing amount received, name and address and the breakdown of payments given. This must be the latest statements. Please see Appendix B.
Income Support (IS)	Letter from DWP.
Job Seeker's Allowance (JSA)	Job Seeker's letter.
Employment Support Allowance (ESA)	Letter from DWP.
Housing/Council Tax	Letter outlining award and costs.
Pension/Guaranteed Pension Credit	Letter outlining allocation of pension or Award Letter.
Carers Allowance	Letter outlining award.



Step 9 | Adding Bank Details

Please provide us with your bank details. This **must** be in the students name. This information is required so that we can make any refunds for travel or uniform and equipment that you may have purchased. Press the 'Next' button

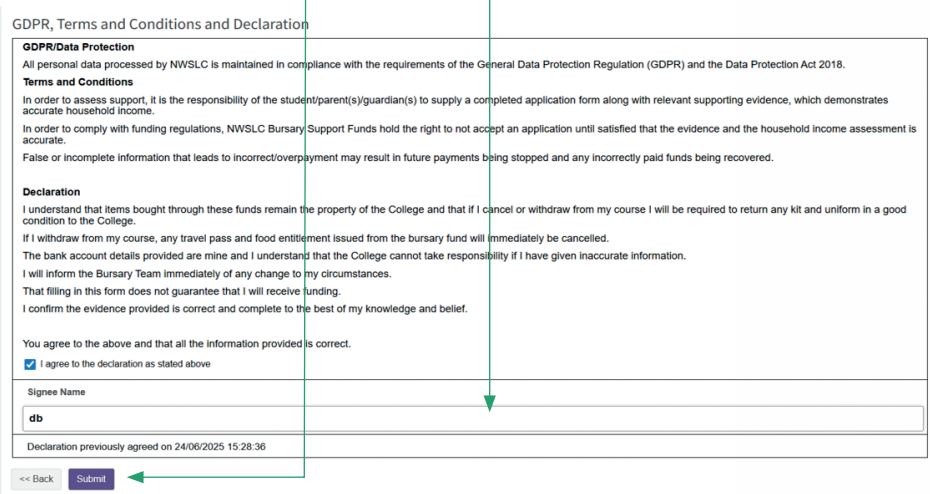
Step 10 | Application summary and declaration

Carefully check all the details you have entered.

Tick the declaration box at the bottom of the page to confirm information provided is correct.

Type your name in the signee name box.

Click the **submit** button.



Step 11 | Thank you

You will receive a thank you message stating your application has been submitted.

If you have finished your application, please make sure you click on the **'click here'** button to log out, otherwise your application may not be processed.

If you selected in your application that you are 'In Care/Leaving Care' you will be required to complete an income questionnaire. Please complete the questions and save and Exit.

If you selected in your application that you require Childcare funding, you will be required to complete a childcare questionnaire. Please complete all questions.

Your application will now be submitted. You should receive an email or text confirming this. We will notify you by email once your application has been approved or if we require more information. Please keep checking your emails! Please be patient during our busy periods – August to October.

Contact details

If you have any questions, or require advice and guidance on the application process, please don't hesitate to contact us.

For further information or support please contact:
bursary@nwslc.ac.uk

Equipment/uniform order forms and receipts contact:
bursarykit@nwslc.ac.uk

Telephone: **0330 058 3000**
or visit: **www.bursary@nwslc.ac.uk**

All details are correct at the time of printing and may be subject to change.



Appendix A – Equipment and Uniform

Below is a list of college courses whereby equipment/uniform will be required and details of what bursary will pay.

Course	Amount bursary will pay	Notes
Art and Design – Hinckley Graphics/Interior/Fashion Design/Photography/Music	Pack of essential materials / items for your chosen course	Student to contact Hinckley reception once bursary has been approved. Packs will be available from October half term
Automotive Motor Vehicle/Sport Vehicle Maintenance	**£45.00** max contribution for boots **£45.00** max contribution for overalls/ cargo trousers	Student to purchase – bursary to refund on receipts.
Beauty – Full time Beauty Therapy/Specialist Nail Technician and Cosmetic make-up/ Complimentary therapy/ Spa/Massage Therapy	Uniform and Kit	Student to purchase uniform – bursary to refund on receipts. College will order kit on receipt of completed order forms and Bursary approval
Make-up Artistry Hair and Media Make-up/ Theatrical, Media and Special Effects Make-up	Kit (uniform not required)	College will order kit on receipt of completed order forms and Bursary approval
Brickwork/ Construction Carpentry and Joinery	**£45.00** max contribution for boots **£5.00** max contribution for hi-vis	Student to purchase – bursary to refund on receipts
Catering Hospitality/Catering	Cost of mandatory uniform and equipment including shoes	Student to order and pay – bursary to refund on receipts
Childcare and Health and Social Care Teaching and Learning	Cost of 2 polo shirts for placement 1 Hoodie	Student to order and pay – bursary to refund on receipts
Electrical Installation	Cost of the required electrical books **£45.00** max contribution for boots **£5.00** contribution for safety goggles	Student to purchase – bursary to refund or receipts
Engineering	**£45.00** max contribution for boots **£45.00** max contribution for overalls/ cargo trousers **£5.00** contribution for safety goggles	Student to purchase – bursary to refund on receipts.

Hairdressing – Full time Hair Barbering	Uniform and kit	Student to purchase uniform - bursary to refund on receipts. College will order kit on receipt of completed order forms and Bursary approval
Hairdressing /Barbering and Beauty Part time learners	50% refund	Student to order and pay - Bursary to refund 50% on receipts.
Media and Games Design	**£20.00** contribution towards headphones **£35.00** contribution towards USB	Student to purchase – bursary to refund on receipts.
Nail Technology Part time	50% refund	Student to order and pay - Bursary to refund 50% on receipts
Painting and Decorating	**£45.00** max contribution for boots **£45.00** max contribution for overalls/ cargo trousers	Student to purchase – Bursary to refund on receipts
Sport and Coaching	Cost of required mandatory uniform T-shirt and jumper	Student to order and pay – bursary to refund
Travel and Tourism Aviation Cabin Crew	Cost of required mandatory uniform	Student to order and pay - Bursary to refund on receipt

Please email completed order forms and receipts to bursarykit@nwslc.ac.uk

Refunds will not be processed until the start of term. Students must have commenced the course before refunds are given. Any receipts submitted more than 2 months after items are purchased, will not be refunded.

Equipment purchased through the Bursary Fund remains the property of the College. If you leave your course early, we will request you return the equipment in good condition to the College.

All equipment orders and refunds are subject to attendance checks and may be delayed pending satisfactory attendance levels being met.

All details are correct at time of printing and may be subject to change.

Appendix B – Uploading Evidence of Universal Credit

Here is an example of an acceptable Universal Credit monthly statement.

We require the last 3 months statements.

These can be accessed in your online Universal Credit portal account, under "Payments". In the 'Statements' section click into each of the last 3 months statements and take screenshots.

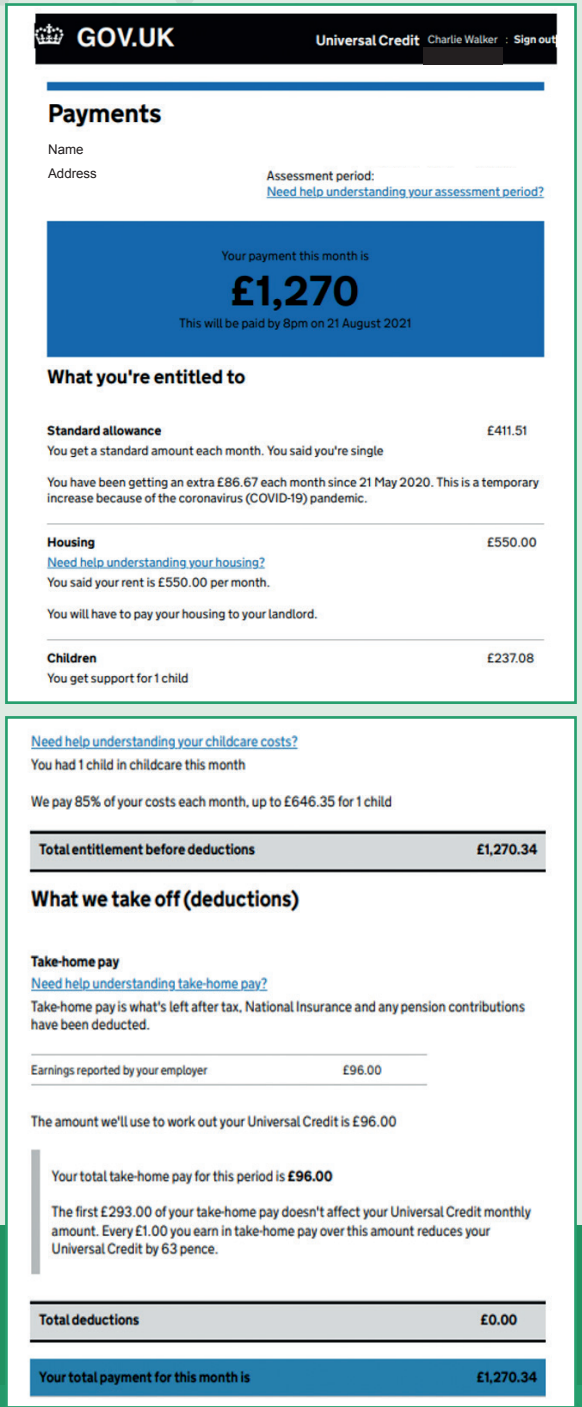
When you open the first statement, click on 'Print this statement'. This will show all the pages within that statement which will make it easier to take screenshots.

Once you have taken the screenshots, go back to the payment section and repeat previous steps so that you have the last 3 months statements ready to upload.

Your statement should look like the example shown here. Please ensure you upload the whole monthly statement, ensuring we can see your name and address, payment period, all allowances for the claimant's circumstances, all deductions for the claimant's circumstances and Total payment for the month.

Please ensure you send 3 months' worth of statements. Applications without this evidence will not be processed.

We cannot accept bank statements or screen shots showing payment for the month.



GOV.UK Universal Credit Charlie Walker : Sign out

Payments

Name

Address

Assessment period:
Need help understanding your assessment period?

Your payment this month is

£1,270

This will be paid by 8pm on 21 August 2021

What you're entitled to

Standard allowance £411.51
You get a standard amount each month. You said you're single

You have been getting an extra £86.67 each month since 21 May 2020. This is a temporary increase because of the coronavirus (COVID-19) pandemic.

Housing £550.00
Need help understanding your housing?
You said your rent is £550.00 per month.

You will have to pay your housing to your landlord.

Children £237.08
You get support for 1 child

Need help understanding your childcare costs?
You had 1 child in childcare this month

We pay 85% of your costs each month, up to £646.35 for 1 child

Total entitlement before deductions	£1,270.34

What we take off (deductions)

Take-home pay
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	£96.00

The amount we'll use to work out your Universal Credit is £96.00

Your total take-home pay for this period is **£96.00**

The first £293.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 63 pence.

Total deductions	£0.00

Your total payment for this month is	£1,270.34



NWSLC

NORTH WARWICKSHIRE AND SOUTH LEICESTERSHIRE COLLEGE

Find out more today

0330 058 3000

nwslc.ac.uk

bursary@nwslc.ac.uk

Information is correct at the time of going to print. Every effort is made to ensure accuracy. The college reserves the right to withdraw or amend courses, entry requirements, fees and details included in this publication. For latest course information please visit the website www.nwslc.ac.uk

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Scan for more information

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