



**BILBOROUGH**  
SIXTH FORM COLLEGE

# 16-19 Further Education Bursary

## PayMyStudent (PMS) Application Guide

Please note: you will only be able to apply for the college bursary once you have enrolled on your course at Bilborough Sixth Form College

## Step 1 – Accessing PMS

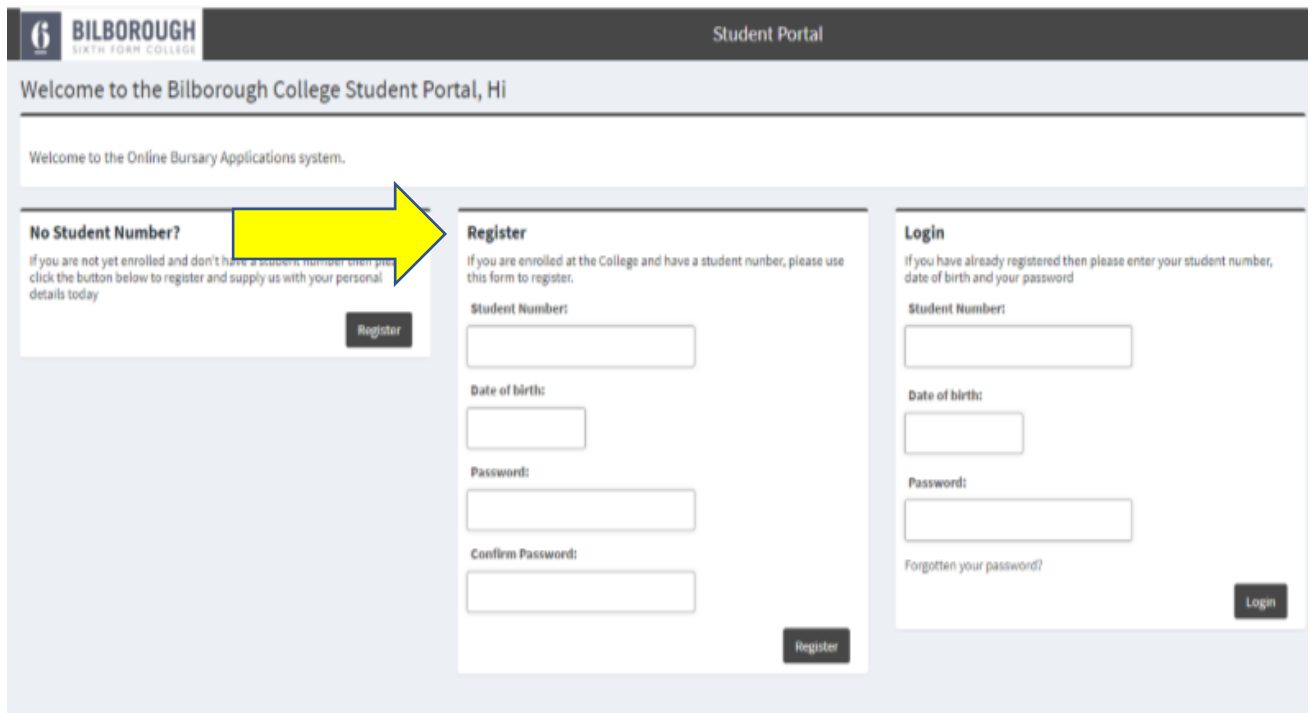
Type in the following web address :

<https://bilborough.paymystudent.com/>

## Step 2 – Registering

You will need to register.

- You will need your Bilborough student number BIL00\*\*\*\*\* or B00\*\*\*\*\* this can be found on your paperwork that was issued to you when you enrolled or on your student ID card.
- Your date of birth should be 8 digits. Example 20/03/2006
- You can choose your own password.



The screenshot shows the 'Student Portal' for Bilborough Sixth Form College. The header includes the college logo and the text 'Student Portal'. Below the header, a welcome message reads 'Welcome to the Bilborough College Student Portal, Hi' and 'Welcome to the Online Bursary Applications system.' The main content area is divided into three sections: 'No Student Number?', 'Register', and 'Login'. A yellow arrow points from the 'No Student Number?' section to the 'Register' section. The 'No Student Number?' section contains a message: 'If you are not yet enrolled and don't have a student number then please click the button below to register and supply us with your personal details today' and a 'Register' button. The 'Register' section contains a message: 'If you are enrolled at the College and have a student number, please use this form to register.' and a form with fields for 'Student Number:', 'Date of birth:', 'Password:', and 'Confirm Password:', with a 'Register' button at the bottom. The 'Login' section contains a message: 'If you have already registered then please enter your student number, date of birth and your password' and a form with fields for 'Student Number:', 'Date of birth:', and 'Password:', with a 'Login' button at the bottom and a link for 'Forgotten your password?'.

## Step 2- Activation

You will receive an email with a link to activate your account.

### Step 3 – login in

You will then login with your student number and password that you used to register.

The screenshot shows the 'Student Portal' for Bilborough Sixth Form College. It features a 'Welcome to the Bilborough College Student Portal, Hi' message and a 'Welcome to the Online Bursary Applications system.' notice. There are three main sections: 'No Student Number?' with a 'Register' button, a 'Register' form with fields for Student Number, Date of birth, Password, and Confirm Password, and a 'Login' form with fields for Student Number, Date of birth, and Password. A yellow arrow points from the 'Register' section to the 'Login' section.

### Step 4 – Application

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

The screenshot shows the 'Student Portal' for Bilborough Sixth Form College. It features a 'Sep 2021 - Aug 2022' header and a 'Hi Bob' greeting. The main content area says 'Welcome' and 'Welcome to the student portal. To apply for your bursary application click on Bursary on the left and then Application to start the process or follow this link [click here](#)'. A yellow arrow points to a button that says 'Click here to proceed with your application form'. Below this, there are two sections: 'Courses' with the text 'No courses listed yet' and 'Recent Documents' with the text 'No documents found'.

Start your application. Financial support evidence examples can be found in the Financial Evidence Guide.

The screenshot shows the 'Financial Support Application' page on the Bilborough Sixth Form College Student Portal. The user is logged in as Bob Jones. The page has a dark sidebar menu with options: Home, Bursary, Application, Documents, and Logout. The main content area is titled 'Financial Support Application' and contains two sections of questions. The first section, 'Eligibility questions', states: 'We need to know a little more about your circumstances. Please answer the following questions. Your answers to these questions will go towards determining your eligibility for bursary funding. Once you have answered all the questions, click Next to continue'. The second section asks: 'We need to know about the level of income in your household. Please choose the option which best fits your situation. Required ?'. It lists three income ranges: '£0 - £16,190', '£16,191 - £27,500', and 'Over £27,500', each with a radio button. The third section asks: 'Do any of the following categories apply to you (the student)? Do you currently live at home with parent(s)/carers Live independently A "looked After Child" (eg in foster care or supported accommodation) A care leaver (have been in care for a period of at least 13 weeks after the age of 14) Required ?'. It lists two categories: 'In Care' and 'In Care leaver', each with a radio button.

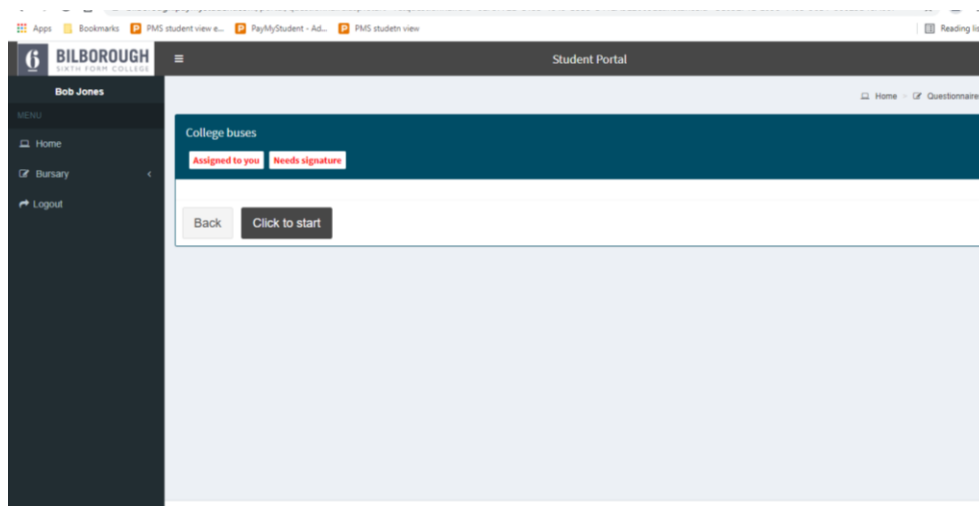
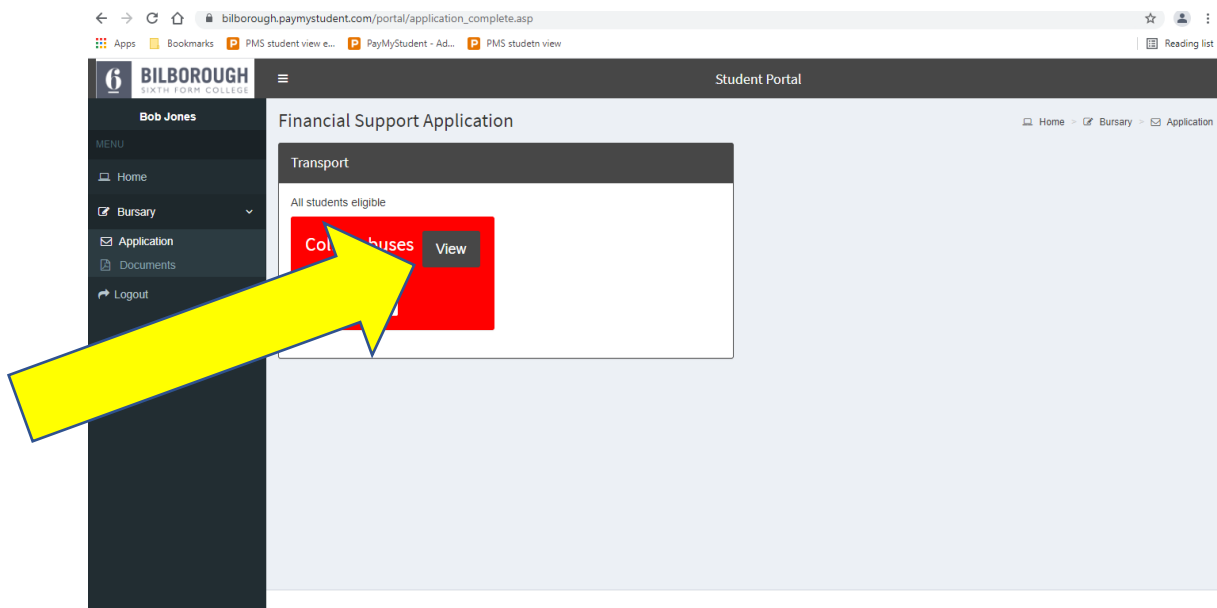
Once you have uploaded your financial evidence and completed your application please ensure you sign the form and click submit.

The screenshot shows the 'Financial Support Application' page on the Bilborough Sixth Form College Student Portal, displaying a 'Thank you' message. The user is logged in as Bob Jones. The page has a dark sidebar menu with options: Home, Bursary, Application, Documents, and Logout. The main content area is titled 'Financial Support Application' and contains a 'Thank you' message: 'Your application has been submitted.' with a 'Back to home' link. Below this, there is a red horizontal line and a section titled 'Have you completed your application?'. A large yellow arrow points to the 'Have you completed your application?' section. Below this section, there is a link: 'If you have not completed your application, please click here to logout otherwise your application may not be processed'.

## College bus

If you have selected College Bus you will need to complete the college bus questionnaire. Please select which zone and route bus you require. Once you have completed the questionnaire it will ask for your signature.

Details of the dedicated college bus route and zones is on the college website <https://bilborough.ac.uk/students/transport/>



College buses

0% Complete Needs signature Section(s) 0

Please provide the following details

Select Zone Required

☐ 1  
☐ 2  
☐ 3  
☐ 4

Select route Required

☐ 1 Tibshelf  
☐ 2 Mansfield Woodhouse  
☐ 3 Mansfield/Ravenshead  
☐ 4 Alfreton  
☐ 5 Swanick  
☐ 6 Heage  
☐ 7 Belper/West Hallam  
☐ 8 Morley  
☐ 9 Derby  
☐ 10 Chaddesden  
☐ 11 Long Eaton

Once you have completed the questionnaire click 'sign and finish'

Select Zone Required

Select route Required

1  
2  
3  
4

1 Tibshelf  
2 Mansfield Woodhouse  
3 Mansfield/Ravenshead  
4 Alfreton  
5 Swanick  
6 Heage  
7 Belper/West Hallam  
8 Morley  
9 Derby  
10 Chaddesden  
11 Long Eaton

Back

Save and Exit

Sign and Finish

Your signature is required

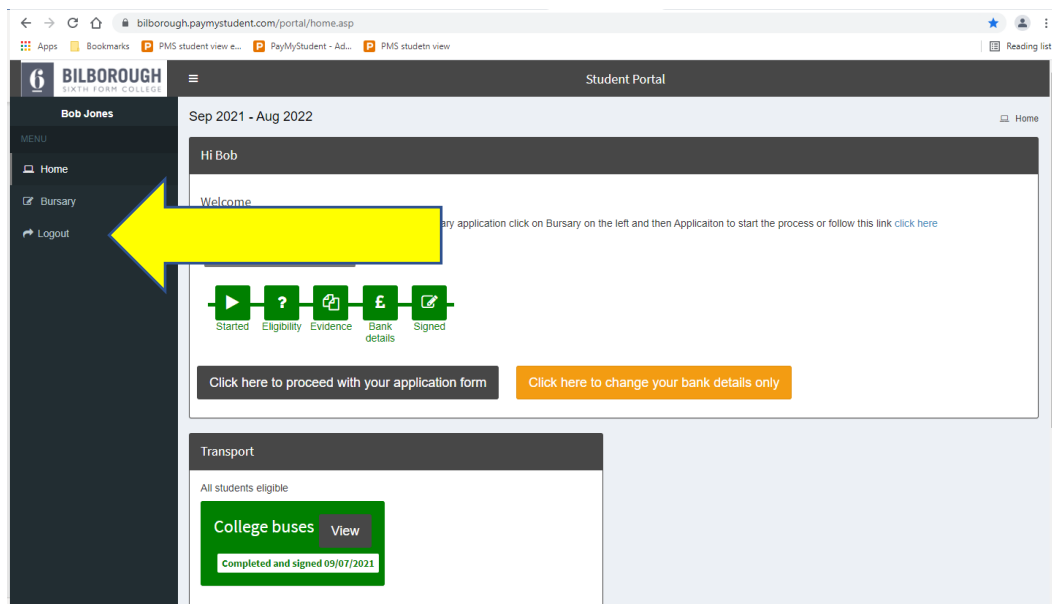
Please use your finger or your mouse to sign your name inside the box above the line

Bob

Click or press Submit when done

Cancel Submit

Sign the form (using your mouse/finger) click submit.



Once you have completed everything you must 'logout' otherwise your application may not be processed