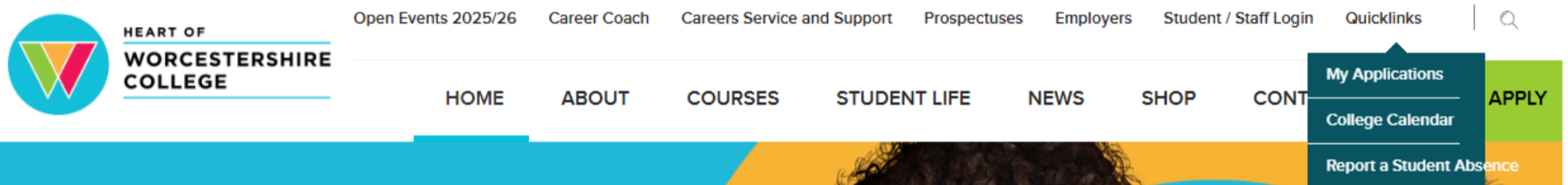


Step by Step Guide on how to apply for Financial Support at Heart of Worcestershire College

This is dedicated to bursary applications for Further Education and Higher Education.

Applying (If you're a new learner)

Once you have officially enrolled for your course you can apply for Student Finance. Please follow the guidelines below: Visit our website www.howcollege.ac.uk Log into the college portal by clicking 'Quicklinks' then 'My Applications'



Please note that you will need to use the details you created when you registered an application with us.

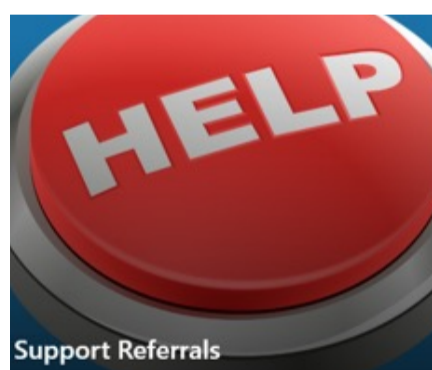
Select Financial Support from the menu on the right-hand side, you must be enrolled on a course before this option will appear.

Applying (If you're a returning learner)

Once you have officially enrolled for your course you can apply for Student Finance. Please follow the guidelines below: Visit our website www.howcollege.ac.uk Select Student/Staff login on the top ribbon

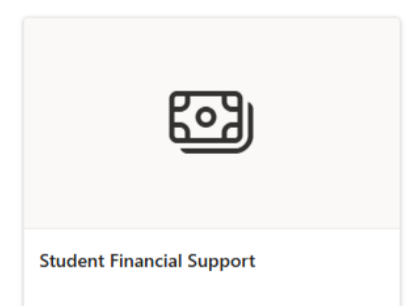


Select Student portal
Select the Help button
as shown below



Scroll down to find
the button below for
Student Finance

Student Finance



You will then need to log
In using the email address
and password you originally
used when first applying to
college



Email Address

Password

On the right-hand side bar
select 'Financial Support'



Review Eligibility Criteria

Before applying, check eligibility requirements for bursary support via the financial support information sheets on our website.

Ensure you have the relevant documents that are required to evidence household income, you have your bank account details and have submitted a registration for bus or train travel.



Complete the Bursary Application Form



As part of the application, you will need to upload supporting documents:

- Proof of household income (3x Full Universal Credit statements including the breakdown and deductions. If you're not in receipt of benefits 3x Payslips or recent P60)
- Vulnerable learners - Letter from local authority confirming your status
- Student bank account details
- Bus Travel - EDT number (for Worcestershire residents only)
- Train Travel - Photocard number

Please note without this information we are unable to assess your application.

Submit your application

Review your application for accuracy at the financial screen and click 'Submit' to send your bursary request for assessment.

Monitor application status - return to the portal to check your application status.

You'll be notified when a decision has been made. Should you be successful you must sign the Financial Agreement for funds to be released, this will come through to your email as an Adobe Sign document

Please note if you do not sign this document we are unable to continue with your application.



Key Contact Information

Student Finance:

Redditch & Bromsgrove:
studentfinance-redditch@howcollege.ac.uk

Worcester & Malvern:
studentfinance-worcester@howcollege.ac.uk

Office Hours:

Monday - Thursday: 8.30am-5.00pm

Friday: 8.30am-4.30pm