



Financial
Support

Barnsley
College

LSF APPLICATION GUIDE

Important information about how to apply for LSF using Pay My Student.

1 STEP 1: ACCESSING THE PORTAL

Scan or click this QR code. Or enter the below into google



<https://barnsley.paymystudent.com/portal/>

Please note, if you are registering for the first time, a link will be sent to your email to login once registered.

2 STEP 2: LOGGING IN

To register or login, enter your student number, date of birth and password.

Register for the first time You will be required to have access to your Student ontrack account to access your student details. Student Number: Student Date of birth: Pay my Student Password (Not linked to College log in): Confirm Password: Register	Login If you have already registered to use Pay My Student then please enter your student number, date of birth and your password. These details are not linked to your Student College log in. Student Number: Student Date of birth: Pay my Student Password (Not linked to College log in): Forgotten your password? Login
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3 STEP 3: GETTING STARTED

Click on this button to start your application.

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

4 STEP 4: PERSONAL DETAILS

Check that your personal and course details are correct, and select your campus.

Personal Details

Below are the details we have on file for you. I

Date of Birth:	10/07/1999
Address:	1, Barnsley
	Barnsley

Courses

The courses you have applied for or have withdr

bursary payments

Course
First Steps in Digital (JCP SY)
Design, Planning & Surveying for Construction
Construction

8 STEP 8: EVIDENCE

Upload 3 months worth of income evidence by clicking "click here to upload..."

Evidence of eligibility

If you have access to a scanner or a smart phone or other digital camera, y

Your answer: Universal Credit

All these evidence documents must be uploaded

[Click here to upload another page of your Full Universal Credit.](#)

Please upload a FULL breakdown of the 3 most recent Universal Credit payments show

7 STEP 7: ELIGIBILITY QUESTIONS

Carefully and accurately fill out each question.

Eligibility questions

We need to know a little more about your circumstances. Please answer the following questions, funding. Once you have answered all the questions, click **Next** to continue

Do any of the following housing situations apply **Required**

- ☐ I live on my own
- ☐ I live with my partner
- ☒ I live with my parents/guardians
- ☐ I (the Student) claim Universal Credits
- ☐ I am currently claiming asylum
- ☐ I am in a refugee or Indefinite Leave to Remain status

6 STEP 6: FURTHER OR HIGHER EDUCATION

Choose from the following options. Please note if you're working at:

- University level choose Higher
- Advanced Learner Loan choose Further

Further Education Bursary Application

Choose this option if you are studying A Levels or a vocat

Higher Education Bursary Application

Choose this option if you are on a university level course

Higher Education Hardship Application

Choose this option if you are on a university level course

5 STEP 5: CHILDCARE (IF NEEDED)

If you need childcare, fill out the relevant information. If not, click next.

Childcare and Dependents

Your age indicates that you may be eligible for help with childcare. We need to know firstly if you for support. There are further questions to answer which will confirm whether you are eligible for

If you have children, enter each child's first name, last name, and date of birth. You can add up to 5

After entering the details, click **Add Dependent** to save the child to the list.

To update a dependent, click **Edit** next to their name, make your changes, and then click **Save Dep**

To remove a dependent, click **Remove** next to their details.

Forename Surname Date of Birth

Add Dependent

16-18 who require Care2Learn, speak to student funding directly.

9 STEP 9: BANK DETAILS

Enter your bank details. Don't have any? Click next.

Bank details

If you are awarded bursary funds through BACS, we need your bank details. These r
If someone manages your money through a Power of Attorney, you can use their bank
You will need to enter your account number and sort code. These will be checked wh
For security, we encrypt your bank details and only show the last four digits once they
and click **Next**.

Sort Code Account Number Bank Name
000000 ****0000 Bank

10 STEP 10: SUMMARY OF APPLICATION

Please read through and double check all of the details you have given are correct.

Application Summary

Thank you — your application has been submitted for 2026/27!
Please allow up to 10 working days for your assessment outcome.
You will receive the result by email to your student and personal email address

11 STEP 11: DECLARATION

Carefully read the declaration, tick the box once understood and sign using your full name. Then submit.

Declaration

You agree to the below:

- ☐
- Financial support eligibility — I
 - then.
 - Withdrawal responsibility — I
 - withdrawal date, this may need b
 - Attendance requirements — I
 - 90%, and funding will be suspen
 - Travel discounts — I confirm th
 - scheme if available in my area.
 - Equipment return — I undersa
 - Bank payment conditions — I

Signee Name/s

William Test

Submit Application

12 STEP 12: COMPLETED!

Well done, you have successfully completed your LSF application!



Please note, you will receive your result within 10 working days.

Need help?
Contact us at studentfunding@barnsley.ac.uk
or
01226 216267