

How to apply for **Financial Support or Free Meals**



To apply for Financial Support, you must complete your enrolment and obtain your student ID card. (HE students and those studying full-cost courses are not eligible).

Please follow the instructions in this document.

What you will need to apply for bursary

1. Student ID number.
2. Student Email address and log-in details.
3. Immigration Documents: Your Passport, Home Office Card, Birth Certificate (UK Only) or Settlement Documents.
4. Your income or benefit documents:
 - If you or your parents are in receipt of Universal Credits – 2 Full UC statements in PDF format and last two month's bank statements showing UC payments
 - If you or your parents are in receipt of Income Support, Job Seekers Allowance, ESA or Pension Credits – The letter from DWP dated 2022 and 3 recent bank statements showing benefit income
 - If your family income is from sources not mentioned above, you can drop in to bursary office to speak to a member of staff

How to complete bursary application

When you are ready with your documents follow these steps to complete your online application.

1. Visit: <https://westthames.paymystudent.com/portal/>
2. Enter your full college email address and the password you use to login to college computers
3. Answer all questions correctly – If you or your family is in receipt of Universal Credits, you must tick this option.
4. Upload your documents - Universal Credits Statements in PDF format or benefit letters scanned copies or clear pictures of all pages
5. Upload bank statements – PDF statements or clear pictures of paper statements- All pages
6. Accepted document formats are: JPG, GIF, DOC, DOCX, PDF, PNG

Financial support checklist

There are various ways that you may be entitled to financial help while you are studying at West Thames College.

All payments are made subject to 90% attendance (the College expect 100% attendance)

For students under 19

Vulnerable Bursary

For students who are aged 16-18 on 31 August 2022 and either:

- In care or leaving care (social services) *or*
- Receiving Income Support or Universal Credits and **living independently** *or*
- On Employment & Support Allowance with Disability Living Allowance or Personal Independence Payments.

Discretionary Bursary

For students who are aged 16-18 on 31 August 2022 or aged 19 continuing the same course and either:

- You or your parents/guardians are in receipt of benefits* *or*
- Have a family income of not more than £25,000.

** If on Universal Credit, your family income including UC must be less than £25,000.*

For students over 19

Discretionary Learner Support (DLS)

To be eligible for DLS, all of the following must apply:

- You are aged 19-23 on an FE course up to and including Level 3, or aged 24+ on an FE course up to and including Level 2, *and*
- You are in receipt of benefits, *and*
- You have a family income of not more than £28,000.

Loan Bursary

To be eligible, you must be aged 19+ and:

- Be studying on a course at Level 3 or higher, *and*
- Be in receipt of the Advanced Learner Loan or have had your Loan approved by the Student Loans Company, *and*
- Be in receipt of benefits*, *and*
- Have a family income of not more than £35,000.

** If on Universal Credit, your family income including UC must be less than £35,000.*

Free meals at college

Please see the Free College Meals posters, Moodle or college website for eligibility.

Need more information?

Please see the Student Guide to Financial Support booklet, the college website or Moodle for more information. This booklet is only a guide. If you have further questions, please speak to your student learning adviser, the Welfare and Support Advisor, or any member of the Student Experience Team.

Isleworth campus

Sanjeevani Seneviratne

Welfare and Support Adviser

- studentwelfare@west-thames.ac.uk
- 020 8326 2412
- Room A006 (Student Common Room)
- Office hours: Mon-Thurs, 9.30am to 4pm

Samantha Louisy

Head of Student Experience & Safeguarding

- samantha.louisy@west-thames.ac.uk
- 020 8326 2258
- Room A007 (Student Common Room)

Eva Apeed

- eva.apeed@west-thames.ac.uk
- Nursery Manager
- 020 8326 6386

Feltham Skills+Logistics Centre

Student Enrichment Officer

- studentwelfare@west-thames.ac.uk
- 020 8326 2130
- Office hours: Mon-Fri, 9.30am to 4pm

Information leaflets

Please call 020 8326 2000 to request a copy of these leaflets or view them on our website:

- Advanced Learner Loan and Loan Bursary
- College for school students
- Data protection
- Fees and costs, concessions and payment by instalments
- Funding for childcare
- Term dates

Information in this booklet was correct at the time of printing but may be subject to change.