

I already have an online account from last year - must I register again?

No, you do not need to register again – please just log in with the same password from last year.

Where will the activation link be sent to?

We are using the personal email address which you provided to the College.

What if my personal email address is incorrect?

Contact us so we can update your student record; this will take 24 hours to update, so please wait a day before trying again to apply.

Where do I find my student number?

This is usually a 6-digit number which will be found in the top left-hand corner of your letter from Admissions.

I don't have access to a computer or smartphone.

Come to the Advice Shop with evidence of your household income and ask for the Bursary Team; we can help you apply online. Paper forms are available in exceptional circumstances.

What happens if I forget my password?

There is a 'forgotten password' link on the Login screen.

Can I apply without the evidence needed?

Yes, you can upload the evidence later by logging into your account and going back through the application form until you reach the upload evidence section. Please note that your bursary application will not be processed until you have attached the evidence.

I don't have a scanner; how can I submit my evidence?

You can either take a photo or screenshot and upload it online, or you can bring the documents to the Advice Shop and we will scan copies for you.

I haven't received any letters or confirmation of my bursary application

If you applied online, you will be able to log back into your account; in the documents section you will see all emails which have been sent to you.

Please allow 2-3 weeks for us to process your application after you have submitted all your evidence. At busy times it may take longer than this to process your application.

Contact us on **01603 773 773**
(ask for the bursary team)
or email **bursaryadmin@ccn.ac.uk**

Bursaries & Free Meals



Information correct at time of print. March 2020.

We have various funds to help you with the different costs of coming to college, depending on your age, course you are studying, and circumstances.

16-19 Bursary

This is aimed at low income households; your parent(s) taxable income needs to be less than £24,000 per year. You will need to provide evidence of earnings and any means tested benefits that your household receives.

Due to limited funds applications will close 30 SEPTEMBER. Early application is advised.

Vulnerable Young Persons Bursary

If you are 16-18 and in care or a care leaver, or you support yourself and you are in receipt of Universal Credit/Income Support, or you (the student) get both ESA/UC and DLA/PIP.

19+ Bursary & Advanced Learner Loan Bursary

If your annual income is less than £22,000 (or £35,000 if you have a partner). It is evidence of your income, not of your parents, that we need.

Free College Meals worth £3.50 per day

We put the money on your student card and you can use this to pay for food and drinks at all the outlets on campus.

Residential Bursary

Easton students on certain courses maybe able to apply for help towards their residential costs.

Online applications open in July

City College Norwich, Easton College and Paston College students can apply for a bursary and/or Free College Meals on the main websites. Look for the Student Finance pages.

Not everyone is eligible so please read the guidance documents on our website before applying; you can find these with the online applications.

How do I apply?

You can do this on your smartphone, tablet or computer. You will need to register with online bursary applications using your student number, which is found on any correspondence from Admissions and your date of birth.

An activation email will be sent to the personal email that you used when applying for your course. Please ensure you make a note of your password.

Bank Account

You will need a bank account that we can make payments into; the Money Advice Service has useful information about setting up accounts here:

www.moneyadviceservice.org.uk/en/hub/bank-accounts

What evidence do we need?

We will need evidence of your household income, this can include benefits, wages and tax credits. The online application form makes it clear which evidence we need.

You will need to scan or photo evidence to upload onto the application. We will not be able to process your application until you have provided us with the evidence we have asked for.

Cashless Campus

Parents can load money onto student's ID cards for lunch, paying for trips etc. this is through an online account with WisePay. More details:

www.ccn.ac.uk/support-and-advice/students/student-finance-at-city-college-norwich/cashless-campus