

# STUDENT FINANCIAL SUPPORT

## FOR YOUNG PEOPLE IN CARE

### YOU CAN APPLY FOR HELP WITH:

- Travel expenses
- The cost of essential uniforms, books, or equipment for your course
- Support towards the cost of lunch on timetabled days at college
- Other learning-related costs (e.g. trips)

### APPLICATION PROCESS

1. Complete the online application form at [bdcpaymystudent.com](https://bdcpaymystudent.com)  
(You will need to be enrolled at the college and log in using your college details).
2. Provide proof of Looked After or Care Leaver status within the application by uploading a letter from your social worker, on headed paper, dated within the last 3 months
3. You will receive a confirmation email once your application has been received – this can take up to 2 working days to receive
4. Once your application has been assessed, an email will be sent confirming eligible payments, a payment schedule and details of any next steps. Processing time is 25 working days from day of submission

**APPLY NOW**



## ADDITIONAL STEPS FOR TRAVEL

If you need support with travel costs, you will need to complete a separate request form and provide receipts for approval. A travel questionnaire will be assigned to your online application portal once your application has been assessed.

Your application will then be processed and you will be sent an email confirming your eligible payments, a payment schedule and details of any next steps. Processing time is 25 working days from day of submission.

Please note: all requests must be linked to your timetabled days at college and payments will not be made if the dates in the application and your timetable do not match.

## ATTENDANCE CRITERIA

You must have at least 95% attendance to receive your financial support payments. Missing classes without a valid reason may delay or stop your payments. Always speak to your tutor if you have issues affecting attendance.

## PAYMENT DATES

Payments can only be released after 42 days of study (6 weeks) from your course start date. Once approved, payments are usually made once a month, directly in your bank account. This rule applies to all students and cannot be changed.

Payments may be considered for backdates to the date an application has been submitted. Backdated payments before this date are not guaranteed and may require additional support.

## APPEALS PROCESS

If you are unhappy with a decision about your financial support:

1. Speak to Student Financial Support team to understand the reason
2. If you still disagree, you can submit an appeal by emailing [sfsappeals@bdc.ac.uk](mailto:sfsappeals@bdc.ac.uk)
3. A review will be carried out and you will receive a written response within 15 working days

## ADDITIONAL INFORMATION

- Correspondence is sent to your college Gmail account, so please familiarise yourself with this. If you are unsure, your tutor should be able to help you
- Payments should be made into a bank account in your own name. If you do not have an account in your own name, please make the Student Financial Support team aware and they can advise. In these circumstances, payments can be made into a nominated bank account
- You must keep your details up to date with the college e.g. contact number and address
- If you withdraw from your course, your bursary payments will stop and will not be backdated

For more information, visit **BDC Online** (BDC Google account required), call **0203 667 0050** or email [sfs@bdc.ac.uk](mailto:sfs@bdc.ac.uk)