

Learner Support Fund

Easy Read Guide

2025–2026



LEARNER SUPPORT FUND

Do you need money to help with college? **STUDENT SERVICES** Barnet Southgate College

If your household income is £27,295 or below, you may be able to get help to pay for:

- Travel
- Meals
- Books
- Stationery
- Printing credit
- Uniforms and course kits
- UCAS fees and more

How to apply?

To make an application on Pay My Student, go to the following link:
barnet.paymystudent.com/portal/
or scan the QR code



To see if you are eligible for learner support funding, check the college website:
www.barnetsouthgate.ac.uk/learner-support-fund
Your attendance must be 80% or higher to receive payment.
Email: learnerfunding@barnetsouthgate.ac.uk

If you need advice or help applying for the Learner Support Fund, visit your campus' Learning Resource Centre (LRC) where you can book an appointment for support.
You can also contact the Student Bursary Helpline: 0203 7644360

LRC opening times
Barnet & Southgate:
Mon – Fri, 8.30am – 5.00pm
Colindale:
Mon – Fri, 9.00am – 5.00pm

What is the Learner Support Fund (LSF)?

The Learner Support Fund helps students with money for things like:

- Travel
- Meals
- Books and course materials
- Childcare
- Uniforms or kits

It is for students who have a low household income and need help to study at college.

Who Can Apply?

You can apply if:

- You are a student at Barnet and Southgate College.
- You are on a full-time or part-time course.
- Your household income is low (usually under £27,295).
- You are not on an apprenticeship or paid training.
- You are not already getting help from another source.

Types of Support

There are different types of help depending on your age and course:

Fund Type	Who Can Apply	What You Can Get
16–19 Discretionary	Aged 16–18 (or 19+ continuing same course)	Travel, meals, books, kits, trips, UCAS fees
16–19 Vulnerable	In care, care leaver, or getting certain benefits	Up to £1,200 for course costs
Free College Meals	Aged 16–18 (or 19–25 with EHCP)	Free meals at college
19+ Discretionary	Aged 19+	Travel, meals, childcare, books, kits, laptop loan
Advanced Learner Loan Bursary	Aged 19+ with a loan	Help with childcare, travel, meals, learning support

How to Apply

1. [Go to Pay My Student Portal](#)
2. Fill in the online form. [View the video for a step-by-step guide on how to fill in the online form](#)
3. Upload documents to show your income (e.g. payslips, benefit letters).
4. You must apply every year.

Important Rules

- You must attend at least 80% of your classes.
- You must follow the college behaviour rules.
- Some items (like laptops or kits) must be returned at the end of your course.
- Payments may stop if your attendance is low or your situation changes.

What LSF Does Not Pay For

- Counselling or extra tutoring
- Trips not part of your course
- Rent, bills, or general living costs
- Repairs for laptops or tablets

If You Are Accepted

- You will get an email with details of what you will receive.
- Payments may be:
 - In kind (e.g. meals, travel cards, equipment)
 - Or sent to your bank account (if allowed)

If You Are Not Accepted

- You will get a letter explaining why.
- You can appeal by emailing: learnerfunding@barnetsouthgate.ac.uk

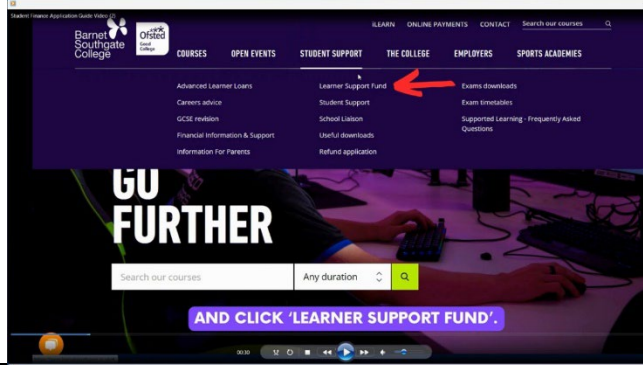
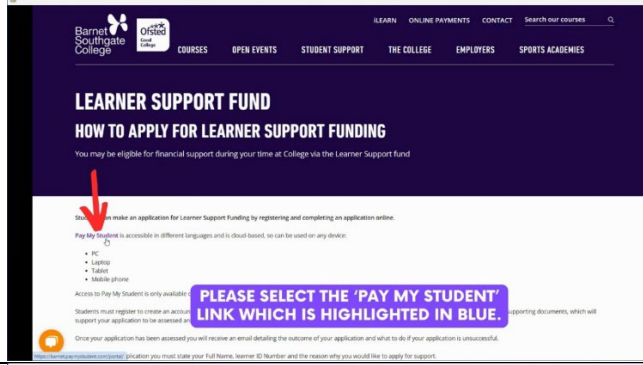
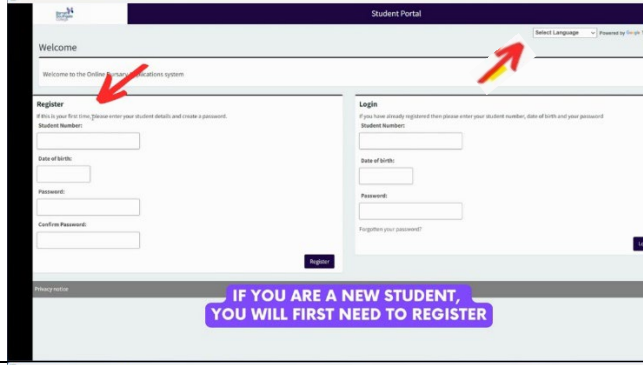
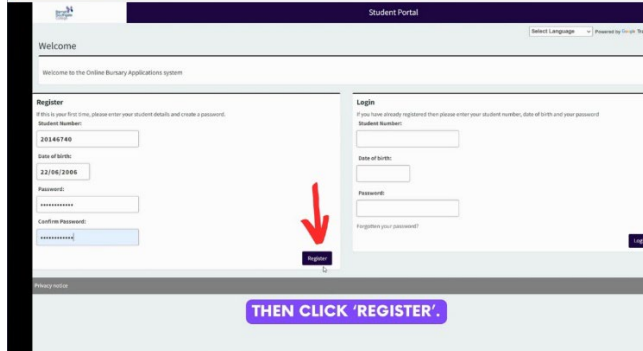
Need Help?

Visit the [college website](#) or speak to the Learner Support Fund team. You can also find help from:

- [Turn2Us](#)
- [Migrant Help](#)
- [Transport for London discounted travel](#)
- Local food banks

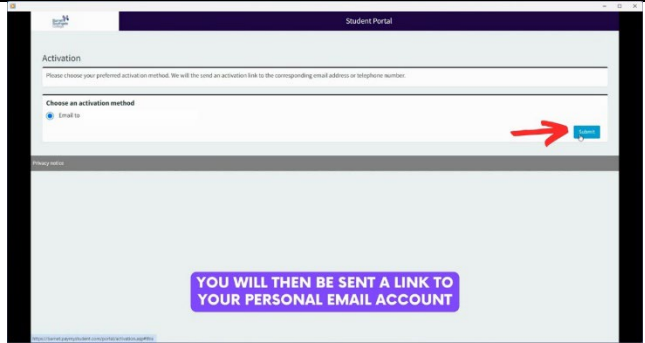
For additional information refer to the Learner Support Fund Policy 2025-2026, available on the [Barnet and Southgate College website](#)

Step By Step Guide: How to complete your application for Learner Support Fund

<p>STEP 1</p> <p>Go to the Learner Support Fund page on the college website</p>	 <p>The screenshot shows the college's website with a navigation menu. The 'Learner Support Fund' link is highlighted in blue and has a red arrow pointing to it. Below the menu is a search bar and a banner that says 'GO FURTHER'.</p>
<p>STEP 2</p> <p>Click on the Pay my Student link to access the online application.</p>	 <p>The screenshot shows the 'Learner Support Fund' page. A red arrow points to the 'Pay My Student' link, which is highlighted in blue. A text box at the bottom of the page says 'PLEASE SELECT THE 'PAY MY STUDENT' LINK WHICH IS HIGHLIGHTED IN BLUE.'</p>
<p>STEP 3</p> <p>New students need to register their account.</p> <p>Progressing students can use the same details provided the previous academic year.</p> <p>ESOL students can select the language in the top right hand of the page .</p>	 <p>The screenshot shows the 'Student Portal' registration page. A red arrow points to the 'Register' button, which is highlighted in blue. A text box at the bottom of the page says 'IF YOU ARE A NEW STUDENT, YOU WILL FIRST NEED TO REGISTER'.</p>
<p>STEP 4</p> <p>Input your personal details and create a password (minimum 8 characters) then select the register button.</p>	 <p>The screenshot shows the 'Student Portal' registration page. A red arrow points to the 'Register' button, which is highlighted in blue. A text box at the bottom of the page says 'THEN CLICK 'REGISTER'.'</p>

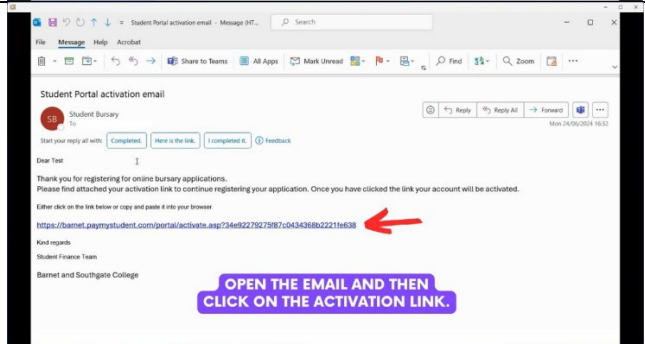
STEP 5

Select the 'submit' button for an activation link to be sent to the email provided on enrolment.



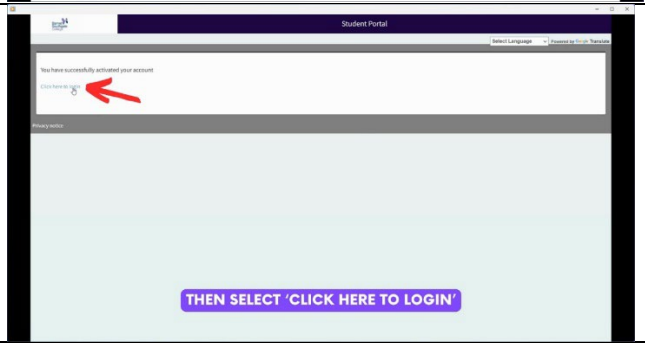
STEP 6

Go to your email and click on the link to activate your account and complete your registration.



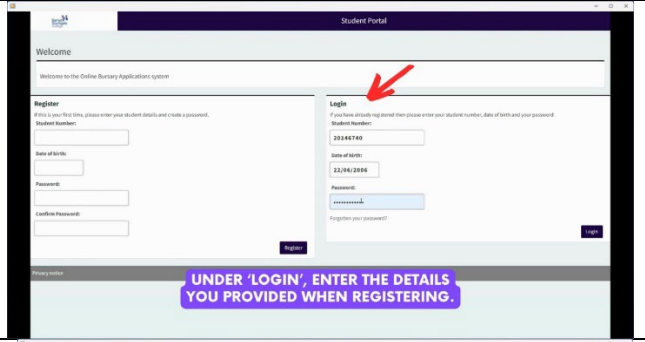
STEP 7

Go onto pay my student and click on the link to login into your account to take you to the login page on the pay my student portal.



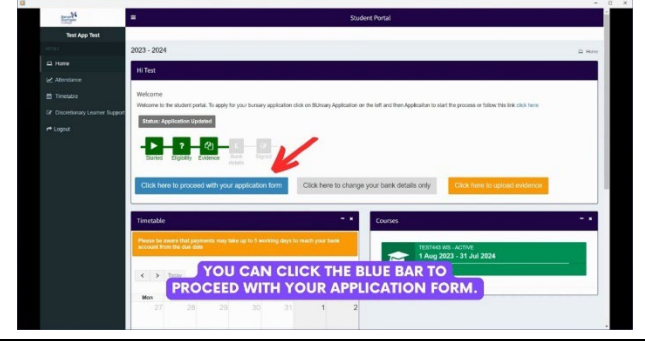
STEP 8

Enter your details using the password you created when registering your account.



STEP 9

The pay my student portal will open to the home page where you can access the LSF application.



STEP 10

Check your personal details to confirm they are correct then select the campus where your course is located.

Support you request. Payments of all bonuses are dependent on your maintaining attendance of 80% or above on all your courses and behaving appropriately in College.

Personal Details

Below are the details we have one file for you. If anything is incorrect, please notify the college as soon as possible as this may affect your bursary payments.

Student Number: 20146740
Date of Birth: 22/09/2006
Forename: Tom
Surname: App. Tom
Address: Barrow & Southgate College
Wood Street
Barrow
Postcode: EN9 4AZ

Courses

The courses you have applied for or have withdrawn from in the current academic are shown below. If anything is incorrect, please notify the college as soon as possible as this may affect your bursary payments.

Course	Start	Status
EN943 VES	EN943001	ACTIVE

If you wish the name of the Campus where you will be located, please select it from the list otherwise please leave it as selected.

Please click on the next button to proceed.

AND SELECT THE CAMPUS YOU WILL BE LOCATED AT USING THE DROP-DOWN MENU.

Next >

STEP 11

Once you have confirmed your campus and personal details click on 'next' to complete the eligibility questions.

Support you request. Payments of all bonuses are dependent on your maintaining attendance of 80% or above on all your courses and behaving appropriately in College.

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Course	Start	Status
EN943 VES	EN943001	ACTIVE

If you wish the name of the Campus where you will be located, please select it from the list otherwise please leave it as selected.

Please click on the next button to proceed.

MAKE SURE THE DETAILS ARE ACCURATE AND THEN CLICK 'NEXT'

Next >

STEP 12

Complete all the questions to let us know your personal circumstances.

Personal or Partner Check

- All Section Allowance
- Employment Support Allowance
- Apprenticeship Retention
- Lowest other (or Young Career) Learner
- Personal Independent Payment and Disability Living Allowance
- Home Office Income

Tell us about your **Address**

Please confirm if you fit under one of the qualifying subgroups

- Country in care
- Care leaver
- Living alone
- Living with a partner
- Young Career
- Living with partner

Financial Support

If you would like to be considered for funding we will need to see a copy of your bank statement.

Please click on the next button to proceed.

ANSWER EACH QUESTION ACCURATELY AND THEN CLICK 'NEXT'

Next >

STEP 13

Upload evidence to support your eligibility for funding.

Student Portal

Financial Support Application

Evidence of eligibility

Below is the list of evidence required based on your criteria selection and other information provided. Any document that you add that meets our requirements will show with a green tick in this list below. You can add evidence which is not shown as required and it will still show in the list below but without a green tick.

Once you have uploaded evidence, the documents can be removed from the list as well providing your application has not already been processed.

Question: What is your source of Household Income?

Your answer: Universal Credit

All of these evidence documents are required: [Click here to upload your Universal Credit award notice](#)

Question: If you would like to be considered for funding we will need to see a copy of your bank statement.

Your answer: 06

All of these evidence documents are required: [Click here to upload your bank statement](#)

Please click on the next button to proceed.

JUST CLICK ON EACH TAB IN TURN TO UPLOAD YOUR EVIDENCE.

Next >

STEP 14

Once you have uploaded evidence as requested, click on the next button to enter your bank details.

Student Portal

Financial Support Application

Evidence of eligibility

Below is the list of evidence required based on your criteria selection and other information provided. Any document that you add that meets our requirements will show with a green tick in this list below. You can add evidence which is not shown as required and it will still show in the list below but without a green tick.

Once you have uploaded evidence, the documents can be removed from the list as well providing your application has not already been processed.

Question: What is your source of Household Income?

Your answer: Universal Credit

All of these evidence documents are required: [Click here to upload another page of your Universal Credit award notice](#)

Question: If you would like to be considered for funding we will need to see a copy of your bank statement.

Your answer: 06

All of these evidence documents are required: [Click here to upload your bank statement](#)

Please click on the next button to proceed.

GO AHEAD AND CLICK THE 'NEXT' BUTTON.

Next >

STEP 15

Include your personal bank details, if you don't have a bank account, we advise to set one up.

Once details are inputted click on the next button.

STEP 17

Before signing the declaration, check the details on this page to ensure they are accurate to the best of your knowledge.

STEP 18

Once you are happy with the details, click on the box to agree and declare the details you have provided are correct.

STEP 19

Complete your application by signing your name after ticking the declaration box.

STEP 20

Click on the submit button to complete your LSF application.

We will aim to complete the assessment within 10 working days.

You can check the progress of your application by logging into Pay my Student.