

Online Booking Instructions: Bursary Applications

Step 1: Logging in

Please log in to student tools by inserting the link into your internet web address bar:

<http://www.salfordcc.ac.uk/additionalPages/StudentTools/ToolsLogin.aspx>

Log in using your son/daughter's:

- Student Number (located on your letter in the left hand corner)
- Surname
- Date of Birth (format DD/MM/YYYY)

Insert your email address to ensure you receive details regarding the bursary application.

Step 2: Completing the application

Select the green plus symbol to add a new form, complete the form by selecting the options that apply to the student's parent/guardian(s). Please note the overall household income includes all those in the household responsible for the student you are applying for.

Step 3: Uploading supporting documentation

You will need to provide evidence, this is dependent on your circumstances, see below list:

- Income Support, letter dated within the last 3 months
- Job Seekers Allowance/Employment Support, letter dated within the last 3 months
- Disability Living Allowance/Personal Independence Payment, along with Employment Support Allowance
- Disability Living Allowance/Personal Independence Payment, along with Incapacity Benefit
- Working Tax Credit, full award notice
- Self-employed earning (official tax return)
- P60
- Wage slips (last 3 most recent wage slips)
- Universal Credit, letter dated within the last 3 months

How to upload? You will be asked to upload this on the application form.

- Scan the documents to your computer
- Take photos of your documentation and upload
- Download an App to scan documents (for example, Tiny Scanner – PDF Scanner App)

Step 4: Confirmation and declaration

Tick the boxes to confirm you have read the terms carefully.

Checking bursary application status

You can log back in at any time to check the bursary application status, please note acceptance make take up to six weeks during busy periods.

Having issues, who to contact

If you are unable to upload your supporting documentation you can email this to bursaryenquiries@salfordcc.ac.uk, you will need to reference the student number and the student's full name in the subject of the email to ensure we are able to match this to the bursary application. If you would like to speak to someone with regards to the bursary application please contact our bursary helpline on 0161 631 5199.