



Xaverian College

How to Apply for Discretionary Bursary using PayMyStudent

Step-by-step guide

Go to website: xaverian.paymystudent.com/portal/

1. Register for an account (first time only)

Complete the details below to register and create an account

If you have already registered, please go to the login section and enter your student number, date of birth and password.

Student Number:

Date of Birth:

Password:

Confirm Password

Register

2. Validation

A validation link will be sent to your College email address. Please click the link to verify.

3. Start your application

Click on the blue button:

Welcome

Welcome to student portal. To apply for funding, please follow the instructions below.

Status: New online application



Started



Eligibility



Evidence



Bank details



Signed

Click here to proceed with your application for Bursary funding

4. Answer application questions

- Answer each question fully
- Upload evidence for every answer (e.g. proof of income, benefits)
- If any evidence is missing, your application will not be processed. We will contact you to request additional information and this may delay any payments due

5. Enter the student's bank details only

Sort Code

Account Number

8 digits

Bank Name

E.g. Lloyds

Account Holder Name

E.g. Mr John Brown

Roll Number:

If you bank with a building society you will have a roll number.

Click here to make changes to your account details

Please click on Next button to proceed

Next >>

6. Review and submit

You don't need to do anything else. We'll let you know the result once we've reviewed your application.