

# **Bursary16+ Journey**

**Curriculum Year 12-14**

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# Preparing for your New Cycle (For current customers)

Adding a new Academic Year

Renewing student Bursary into year 13

Updating School Bands

Updating your Student Homepage

Application Form Configuration

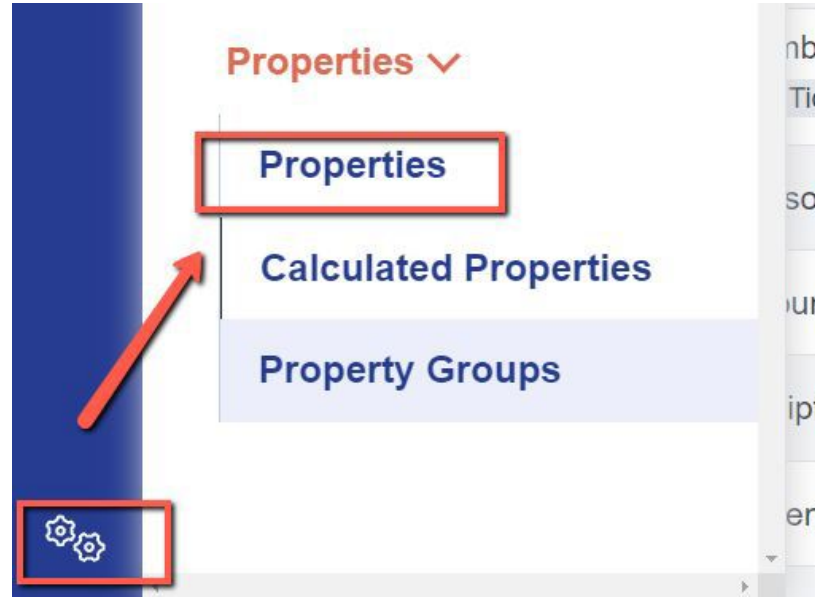
Email Templates to check/review

Linking your B16+ with your Admissions+ System

# Creating a New Academic Year

To create a new Academic Year, this needs to be added on your system's properties area first.

To do this, navigate to **Settings > Properties > Properties**.



On your properties area, look for “**Bursary Application Year**”, and click the pencil icon to make the new academic year active.

**Properties**   Calculated Properties   Property Groups

Group

Model

Type of answer

Import answers

Export

Sample file

Use the search in table to look for the Bursary Application Year Property

New Property

Showing 1 to 2 of 2 entries (filtered from 746 total entries)   Show 

50

 entries

Category	Apply For	Name	Code	MIS	Lookups imported?	Used in number of fields	Actions
Residency Requirement	mis_code, Student	Have both parent / applicants been ordinarily resident in an EU member state for the 2 years preceding the date of this Bursary Application?	residency_eu_member_state_for2_years		Yes	8	
Bursary Data	Student	Application Year	bursary_application_year		Yes	2	

### Edit Property: Application Year

Apply for  
Student

Property group \*  
Bursary Data

Type of answer  
Dropdown Single Select

Title \*  
Application Year

Unique Code \*  
bursary\_application\_year

Sort Alphabet

Sort	Label	MIS Description	MIS Code	Active	
⬆	2020/2021	2020/2021	2020/2021	<input type="checkbox"/> Active	🗑
⬆	2021/2022	2021/2022	2021/2022	<input type="checkbox"/> Active	🗑
⬆	2022/2023	2022/2023	2022/2023	<input checked="" type="checkbox"/> Active	🗑
⬆	2023/2024	2023/2024	2023/2024	<input checked="" type="checkbox"/> Active	🗑
⬆	2024/2025	2024/2025	2024/2025	<input checked="" type="checkbox"/> Active	🗑

Select to activate the new year

Settings

2023/2024

Bursary Application Year

2025/2026

2024/2025

2023/2024

2022/2023

2021/2022

All years

When you return to your Dashboard, your new Academic Year will be visible once at least one student has renewed their bursary or you have received new applications for the new year.

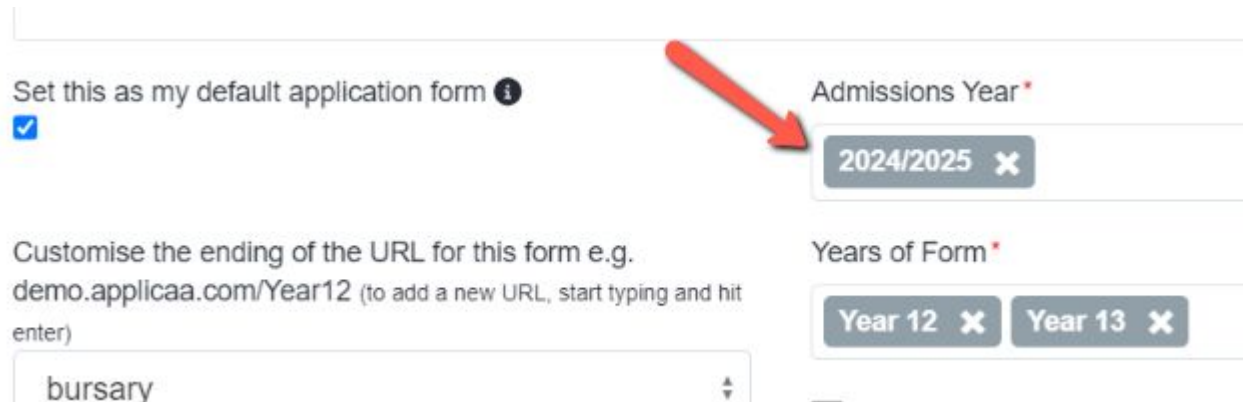
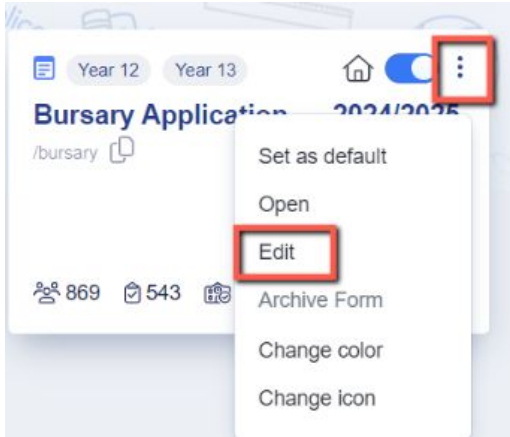
# Editing the form name to reflect the new cycle

To update the academic year of your bursary form (which will be reflected in the name seen by applicants), navigate to the forms area of your system:

Click the kebab menu to edit the form.

Remove the old academic year.

Select the new academic year before clicking to save.



# Renewing your existing students' bursaries

When a student has been eligible for the bursary during Year 12, as per the DFE guidance they will need to reapply to access the funds again in Year 13. For them to do this, you must make their status '**Bursary Renewable**'.

You have two options to renew the Bursary of your students. You can do this **individually via the student profile**, or **in bulk by going to the registered students table**.

To update this individually, go to the student profile and look for the **Bursary Renewal Status** option on their overview tab and change the answer to "Yes".

Arya Stark #U-DCC0

Phone  
School Bursary 16 Demo  
Email aryastark@apicca.com

Overview Concessions and Bursary Finance Activities Interview Family Visa

**Student Info (Internal)**

First Name	Arya
Last Name	Stark
Student Code	U-DCC0
Application Reference Number	-2019-08-E-012151
( Local ) Pupil Reference Number	
<b>Bursary Renewable</b>	No <span>Click to change</span>
Renewal	Yes
Enable Bursary Income Change	Yes
Bursary Application Year	2023/2024

Update Is Bursary Renewable

Yes

Cancel Save

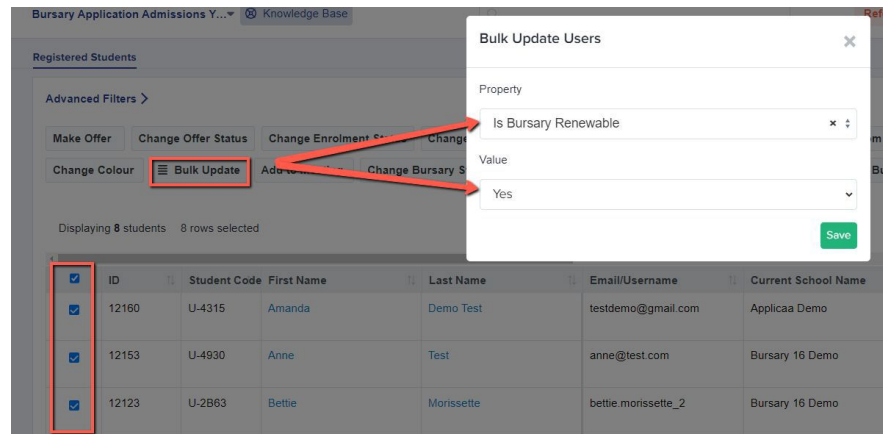
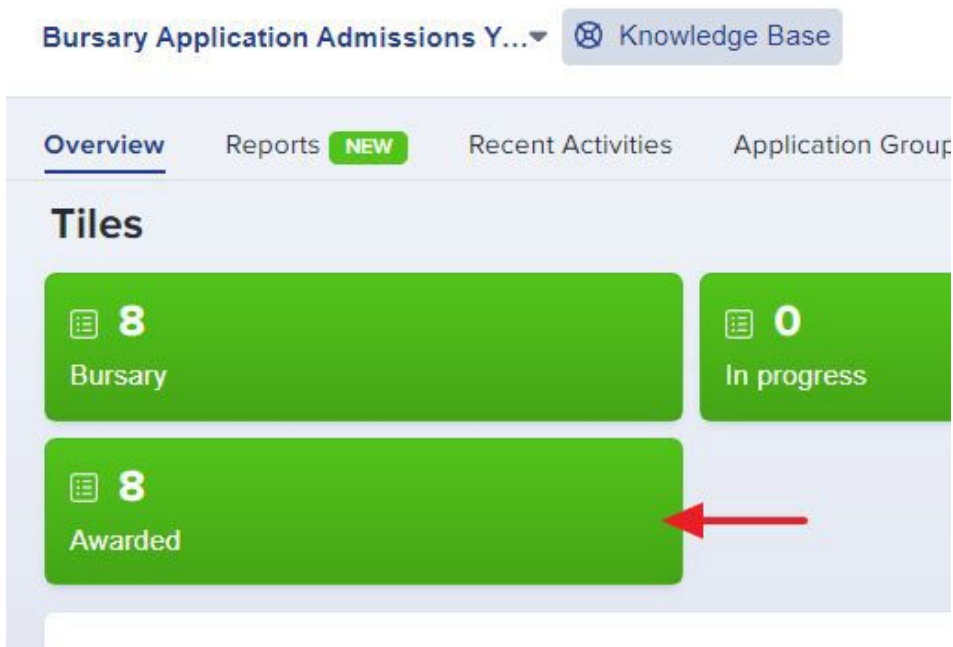
**Important - please note:**

Renewing a student's bursary ends their current bursary cycle - they will be unable to submit any requests for the current year

Only renew your students once you have finished with their bursaries for the current year

The second option is to change the students' bursary status to renewable **in bulk**.

To do so, navigate to your previous year's **Awarded** tile, select your students, and then click **Bulk Update**.



A pop-up window will then display for you. Choose "**Is Bursary Renewable**" in the Property Field and "Yes" in the Value, then **Save**.



Once you've renewed the student's bursary, they should log in and a **"renew application"** option will appear, allowing them to fill out a new form or **sign a declaration that nothing has changed, and retain all their financial information for the next form.**

The screenshot shows a user interface for a student named Arya Stark. On the left is a sidebar with icons for Home, Messages (with a 10 unread message badge), and Calendar. The main header says "Hello Arya,". Below this, the user's profile "Arya Stark" and "Student Code: U-03GF" are shown. A green status box indicates "B16+ Fo..." with a checkmark and edit icon. A "My Requests" button is present. The "Bursary Status" for "2023/2024" is shown as "Awarded". At the bottom, there is a "Renew Application" button and a "Withdraw" button. A red callout box with an arrow points to the "Renew Application" button, containing the text "Click here to renew your application". On the right, a "School Message" section contains a welcome message for 2023/24, a photo of a man in a suit, and information about bursaries, including contact details for the Bursary Team.

**Hello Arya,**

Arya Stark Student Code: U-03GF

B16+ Fo... [edit icon]

My Requests

Bursary Status **2023/2024**

Awarded

Renew Application

Click here to renew your application

Withdraw

**School Message**

Welcome! 2023/24

Solihull Sixth Form College believes everyone should have access to an outstanding education. Our bursaries are awarded in cases of financial hardship as every student should be able to realise their potential.

We offer bursaries so that a student's education can be of a high quality regardless of their financial situation; a bursary is directly related to the income and financial resources of the pupil's family.

You can check the status of your application at any time on this page. Once your application has been validated, this means we have all the information we require from you and we will be in touch to inform you of the outcome of the assessment.



If you have any questions regarding the bursary process, you can email the Bursary Team at [bursary@solihullsf.ac.uk](mailto:bursary@solihullsf.ac.uk) or phone... [Show full message](#)



Note that if they select the option to re-apply due to a change in their circumstances, the Pupil Step will be auto-populated from last year, so that the student may ensure that all of the information is still correct. Then they must complete the remaining stages.

# Renewal Feature - how it appears to the student

Once the student has logged in and clicked on the 'Renew Application' button, the students will see a pop up preview which shows them a review of their Financial Information.

## Hello Test Demo,

 **Test Demo Test** Student Code: U-D424 

 B16+ Fo... 

**Additional phases**

☐ [Bursary Request](#)

[My Requests](#)

Bursary Status **2023/2024**

Awarded

[Renew Application](#)

[Withdraw](#)

## Review Financial Information



Please review last year's application and indicate whether any of your **financial information** has changed.

### Income

Earned Income (Father/Legal Guardian) (£)

Pension received (Father/Legal Guardian) (£)

Pension received (Mother/Legal Guardian) (£)

Child Support/Maintenance Payments (Received) (£) £ 1,000.00

Any Other Income (£)

Benefit Type	Benefit Frequency	Amount	Benefit Annual Total
Working Tax Credit / Pension Tax Credit	Monthly	£ 100.00	£ 1,200.00

### Summary Table

[Review Policy](#)

They will also have to review your policy again and agree to it by clicking the 'Review Policy' button.

**Review Financial Information** ✕

Please review last year's application and indicate whether any of your **financial information** has changed.

**Income**

Pension received (Father/Legal Guardian) (£)

Pension received (Mother/Legal Guardian) (£)

Child Support/Maintenance Payments (Received) (£)

Any Other Income (£)

No Benefit

**Summary Table**

	Value
<b>Total Income</b>	£0.00
House Equity	£0.00

Review Policy

ⓘ There are no changes!

My financial information has changed!

**Review Policy** ✕

Please review and agree to the the bursary policy attached below

[Bursary Policy September 2021](#)

☐ I have read and agree to the above policy

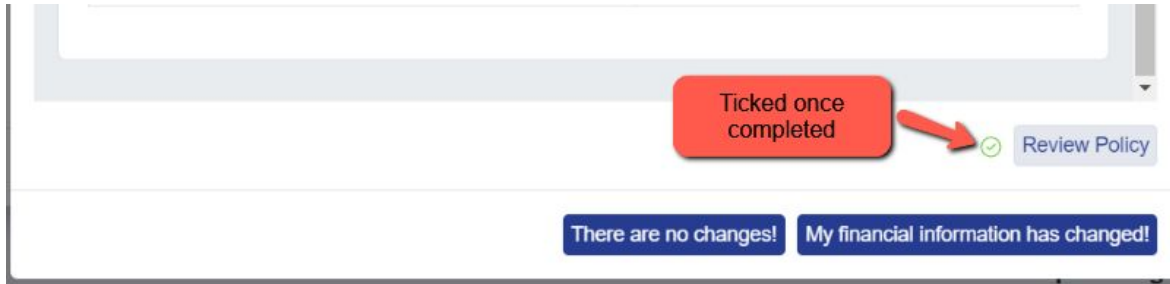
[Bursary Guidelines and Next Steps](#)

☐ I have read and agree to the above policy

Submit

# Declaration of Financial Information

Once the policies have been reviewed and agreed, the buttons below will become active for the students.



The screenshot shows a web form interface. At the top, there is a light gray header bar. Below it, a red button with the text "Ticked once completed" is positioned to the left of a green checkmark icon. A red arrow points from the red button to the checkmark. To the right of the checkmark is a light blue button labeled "Review Policy". At the bottom of the form, there are two dark blue buttons: "There are no changes!" on the left and "My financial information has changed!" on the right.

**'There are no changes'**

OR

**'My Financial Information has changed'**


If they clicked on **'There are no changes'** - **it will ask them for a signature to declare that there are no changes with their financial information and it will be copied over to next cycle.**

**Add Signature**

Please sign as confirmation that none of your financial information has changed.

**Draw** Type Upload

↺ 🗑️ ✓ ● ●



By signing this area with an electronic signature, I agree that the signature will be as valid as handwritten signatures to the extent allowed by local law.

Cancel **Accept & Sign**

If there are changes to their information they'll select **'My Financial Information has changed'** and a pop up will appear:

**You are about to renew your bursary application. Are you sure?**

You have confirmed your financial information has changed. We will NOT copy the information over.

**Confirm** Cancel



Once confirmed, it will show on their homepage that their current status is back to **'Not Started'**.

Bursary Status **2024/2025**


Not Started

Withdraw

The renewal information on the student's profile overview will also instantly update to **"Yes"** once the student has renewed their bursary via the student profile.

Student Info (Internal)	
Student Code	U-D3B8 
Application Reference Number	-2019-08-E-01
( Local ) Pupil Reference Number	
Bursary Renewable	Yes
Renewal	Yes
Enable Bursary Income Change	Yes
Bursary Application Year	2023/2024

will automatically update to "yes" once the student has renewed their Bursary



A fresh Approval Band will be calculated for the students after their Bursary has been renewed, regardless of whether they still have any bursary funds left over from previous year (funds do not carry over).

Approval Band	£500.00
Funds Remaining	£500.00 (100.00%)

**Additional information:** Any transaction records from the previous year will also be removed on the student profile.

But you may still view these past transactions on the Bursary request area of the student by impersonating them, or by simply going to your system's request area to view your transactions from the previous academic year.

The screenshot shows the 'Requests' section of a system. At the top, a navigation bar includes 'Overview', 'Reports', 'Recent Activities', 'Application Groups', 'Tasks', 'Calendar', 'All Activities', 'Requests' (active), 'Expenses', and 'Schools & Settings'. Below this, the 'Bursary Application Year' section has a dropdown menu with '2024/2025', '2022/2023' (highlighted with a red box and a callout), and '2021/2022'. A callout points to this dropdown: 'click here to visit previous year's transactions'. To the right, there are settings for 'Number of authorisations required per request' (set to 2) and 'Email notifications' (set to Disabled). Below these are filters for 'Request type', 'Item', and 'Status', each with a dropdown arrow. A callout points to these filters: 'Use the filters here to filter any request by request type, item or status'. Below the filters are 'Filter' and 'Reset' buttons. Further down, there are action buttons: 'Approve', 'Action', 'Complete', 'Decline', 'Delete', and 'Send Email'. A search bar with the text 'Search in table' and an 'Export' button are on the right. A callout points to the search bar: 'Use this to quickly search for a particular student'. Below the search bar, it says 'Show 10 entries' and 'Showing 1 to 10 of 16 entries'. At the bottom, a table displays transaction records with columns: ID, Request ID, Student Code, Date, Created By, Students, Schools, Request Type, Item, and Amount. The first two rows of data are visible.

**Bursary Application Year**

2024/2025  
**2022/2023**  
2021/2022

Number of authorisations required per request: 2  
Email notifications: Disabled

Request type: [Dropdown]  
Item: [Dropdown]  
Status: [Dropdown]

Filter Reset

Approve Action Complete Decline Delete Send Email

Search in table Export

Show 10 entries Showing 1 to 10 of 16 entries

ID	Request ID	Student Code	Date	Created By	Students	Schools	Request Type	Item	Amount
11404	2590	BONS	21/06/2022	Adela Stark	Adela Stark	Bursary 16 Demo	Purchase	College Laptop	£400.00
12003	2606	A3E4	21/07/2022	Alana Kessler	Alana Kessler	Bursary 16 Demo	Reimbursement	Textbook	£15.00

Another option is to view the student's Bursary History on the student profile. This will then allow you to access the student's application from the previous year, as well as their previous year's transactions, band assignments, and household income information.

**Bettie Morissette #U-2B63** 



Phone  
School Bursary 16 Demo  
Email



more ▾

navigate here to view student's previous profile/ information

**Bursary History**

**Bursary History**

Name	Bursary Year
Bettie Morissette <span>active</span>	2023/2024
Bettie Morissette <span>this application</span>	2023/2024
Bettie Demo Morissette	2021/2022

Click on this hyperlink to view the student's previous year profile



# Updating School Bands

After renewing your students, you should check your bands to ensure that you have the accurate banding for this year.

To do so, go to the **Schools & Settings** tab on your Dashboard.



On your Bands Area, you may choose to clone last year's Bands by clicking the **“Clone Bursary Fee & Band Settings from this Year to a New Year”**.

## Bursary Application Year

2027/2028  
2026/2027  
2025/2026  
2024/2025  
**2023/2024**  
2022/2023  
2021/2022  
2020/2021

Clone Bursary Fee & Bands Settings From This Year (2023/2024) To A New Year

## Clone Bursary Fee & Bands Settings

×

Copying All Bursary Fee, Band and Equity Settings from year **2023/2024** to a new application year

To Application Year

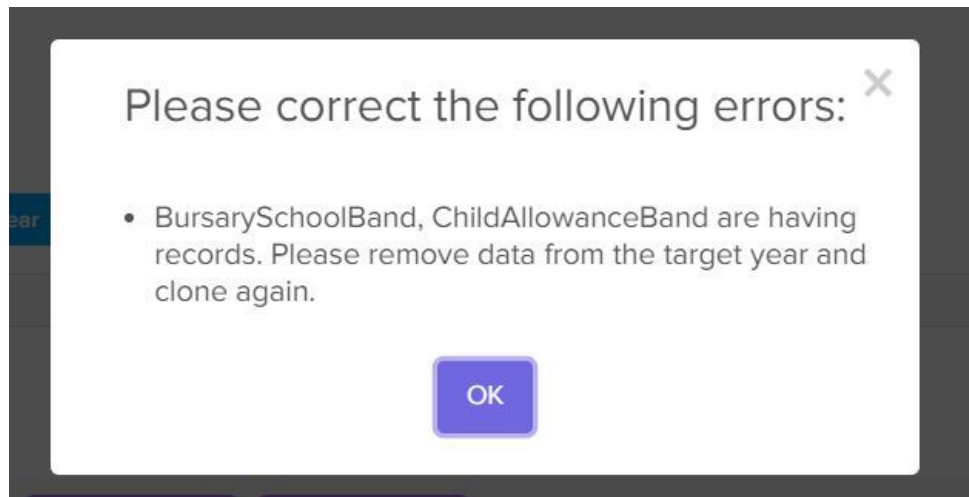
2024/2025

▼

Clone

If you see this error notice while cloning your bands, ensure that your Band settings and Child allowance Band on the new academic year are both empty.

Here is an example of how your Band and Child Allowance should appear in the new academic year if you are wishing to clone your Bands and Child Allowance from the previous year.



Search in table

Export

ID	Name	Bands	School Allocation
2	Bursary 16 Demo	+ New band	<a href="#">Edit School Allocation</a>
3	Applicaa Demo	+ New band	<a href="#">Edit School Allocation</a>
4	Greenford Demo	+ New band	<a href="#">Edit School Allocation</a>

Child Allowance Band

Application Year	Child Allowance (per child)	From child number	To child number

New Child Allowance Band

## Bursary Application Year

2027/2028

2026/2027

2025/2026

2024/2025

**2023/2024**

2022/2023

2021/2022

2020/2021



Click here to switch  
from one academic  
year to another

Clone Bursary Fee & Bands Settings From Th

To switch from one academic year to another, and view your banding and allocation for each year, select the year you wish to view on your **Schools & Settings** page.

Once you have successfully cloned your bands, you can also edit the bands to suit your school, and enter the total allocation you have for this academic year.

**Bands**

Click on an existing band or allocation to edit, or click to + New Band

2 Bursary 16 Demo

£ 1,500.00 Curriculum Year 12 Curriculum Year 13 Curriculum Year 14 (£ 0.00 - £ 5,000,000.00)

+ New band

**School Allocation**

£ 150,000.00

In this area you can also set or update an allowance for dependent children; if you would like the platform to reduce the 'household income' where there are a large number of children in the household, you may do so here:

#### Child Allowance Band

Application Year	Child Allowance (per child)	From child number	To child number		
2024/2025	400.0	1	4	Edit	Destroy
2024/2025	600.0	5	10	Edit	Destroy

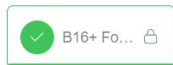
# Updating Student Homepage

If you would like to make changes on your Student Homepage to update the message that you have there for this new cycle, go to **Settings > Form Settings > Student Homepage**.

Hello Arya,



Arya Stark Student Code: U-0514



B16+ Fo...



Bursary Request



Bursary Status **2024/2025**

Submitted

Withdraw

## School Message

Welcome!

Everyone should have access to an outstanding education. Our bursaries are awarded in cases of financial hardship as every student should be able to realise their potential.

We offer bursaries so that a student's education can be of a high quality regardless of their financial situation; a bursary is directly related to the income and financial resources of the pupil's family.

You can check the status of your application at any time on this page. Once your application has been validated, this means we have all the information we require from you and we will be in touch to inform you of the [Show full message](#)



Bursary Application Admissions Y...



## SETTINGS

Bursary >

Application Form

Subject Options >

Form Settings >

Dashboard Settings

Student Homepage

Parent Homepage

Landing Page

Application Groups

Form Groups

Student Profile

School Settings >

Enrolment Settings

Properties >



To update your message to the student, click **edit** and then you may preview it from a student's perspective afterwards.

The screenshot shows the 'Form Settings' interface for the 'Student Homepage'. On the left is a sidebar with 'Welcome Message', 'Images', and 'Settings'. The main area has a top navigation bar with 'Dashboard', 'Student Homepage' (selected), 'Parent Homepage', 'Landing Page', 'Application Groups', 'Form Groups', and 'Student Profile'. Below this, the 'Display student name with:' section has a red callout box stating 'Choose whether to address students by their legal first name or their preferred first name' and a dropdown menu currently set to 'First Name'. The 'Message on student's homepage (not visible to parents when they log in)' section contains a preview of the welcome message and a red callout box stating 'This message will be visible to all bursary applicants on logging in'. At the top right of this section are 'Preview' and 'Edit' buttons, which are highlighted with a red box. The message text includes a welcome, a statement on bursaries, an offer of bursaries, application status information, and contact details for the Bursary Team.

You may also update your student's homepage photos by clicking edit and previewing it as a student as well.

This screenshot shows the 'Student Homepage Image' section. It has a header 'Student Homepage Image' and a sub-header 'Student Homepage Image For All Forms'. Below this is a placeholder for a photo. To the right, there is a 'Preview' button and an 'Edit' button, both highlighted with a red box. A red callout box with two arrows pointing to these buttons contains the text: 'click to update your Student's Homepage photo and preview it from a student's perspective'. To the right of the photo placeholder is the text 'Student Homepage Image For Bursary Application'.

# Application Form Configuration

Your Bursary Application form from last year will be the same one that your new candidates will use this year. However, you are free to make any necessary changes to your form.

Please see on our Knowledge Base, a PDF guide on [how to customise your Bursary Application form](#)

Phase: B16+ Form				<a href="#">Sort Steps</a>	<a href="#">+ New Step</a>	<a href="#">⋮</a>
Step Name	Internal	External	Visible on Student Profile <sup>1</sup>	Actions		
Step 1: Welcome	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 2: Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 3: Pupil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 4: Household Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 5: Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 6: Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 7: Other Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 8: Dependent Children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 9: Continuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 10: Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	
Step 11: Bursary Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">⚙</a>	<a href="#">💬</a>







You may also wish to review the type of requests that the student can make.

Navigate to **Settings > Application Form** and scroll down to **Bursary Request** to update your school's Bursary Request type, Reimbursement Items or Purchase Items.

[How to submit a Bursary Request \(Staff guide only\)](#)

[How to update the Bursary Request form](#)

[How to submit a Bursary Request \(Student Guide\)](#)

Phase: Bursary Request					Sort Steps	New Step	
Step Name	Internal	External	Visible on Student Profile	Actions			
Step 1: Bursary Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	  			
Step 2: Bursary School Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	  			
























Click here to update your Bursary Request Type, Reimbursement and Purchase Items

Bursary Request

Bursary Request

Sort Questions

New Question

Question	MIS export	Internal	External	Visible on Profile	Actions
Request type		<input checked="" type="checkbox"/>	<input type="checkbox"/>		 
Purchase Reimburse		<input type="checkbox"/>	<input type="checkbox"/>		
Purchase Item		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
College L... Lab Down Book School Trip Printer C... 15 answers		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Reimbursement Item		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Bus Tickets Textbook Dinner Money Printer C... Other		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Reason		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Amount		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
receipt upload		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
screenshot upload		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Link for item		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
On a mobile (delivered instantly to phone)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		  
support for: Purchase Item					
On a swift card (upload photo & card delivered to College within 7 days)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		  
support for: Purchase Item					

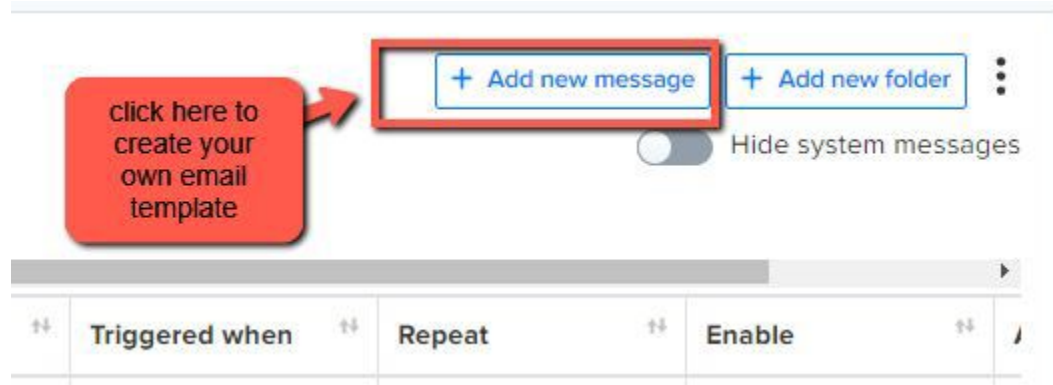
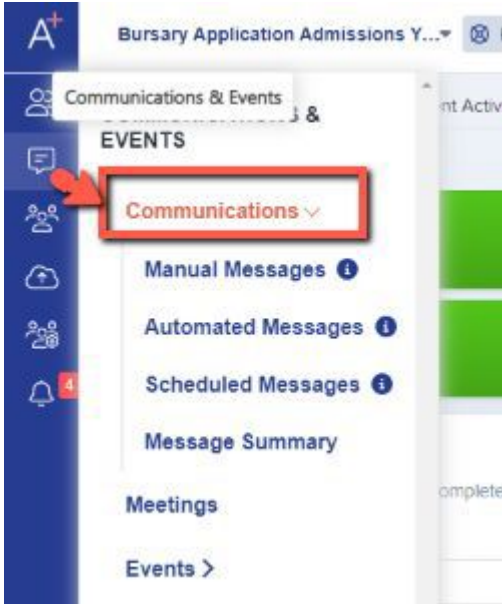


# Email Templates

In your **Communications & Events** tab you will see sections for Manual Messages, Automated Messages and Scheduled Messages.

The platform has several email templates already available for you to use. We would recommend having a look through these templates, seeing which ones you would like to make any changes to, to reflect the messages you would like to use at your school for this year.

You may create your own manual templates that you may use later in the cycle here:



There are also several automated emails you will need to check. We recommend going over these templates and determining which ones you want to turn on/off or alter.

Automated Messages   Scheduled Messages   Messages Summary

Search request   Type here to search for an email   + Add new message   + Add new folder   Hide system messages

Showing 1 to 6 of 6 entries (filtered from 21 total entries)   Show 50 entries

Type	Template Name	Subject	Send from	Send to	Triggered by	Phase	Triggered when	Repeat	Enable
<input checked="" type="checkbox"/>	Forward Reference Request to Another Referee	Your Reference Request has been forwarded	admin@appliance.com	Student		Reference	Forwarded reference request	N/A	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Request Declined	Your request has been Declined	admin@appliance.com	Student	Manually		Bursary request declined	N/A	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Request Completed	Your Reimbursement request has been Completed	admin@appliance.com	Student	Manually		Bursary request completed	N/A	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Request Actioned	Your request has been Actioned	admin@appliance.com	Student	Manually		Bursary request actioned	N/A	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Request Approved	Your request has been Approved	admin@appliance.com	Student	Manually		Bursary request approved	N/A	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Request Created	[[REQUEST_CREATOR_NAME]] has submitted a new request	admin@appliance.com	Student	Applicant	Bursary Request			<input checked="" type="checkbox"/>

You can preview and edit them by scrolling to the right of the table.

Bursary request actioned

N/A

Bursary request approved

N/A

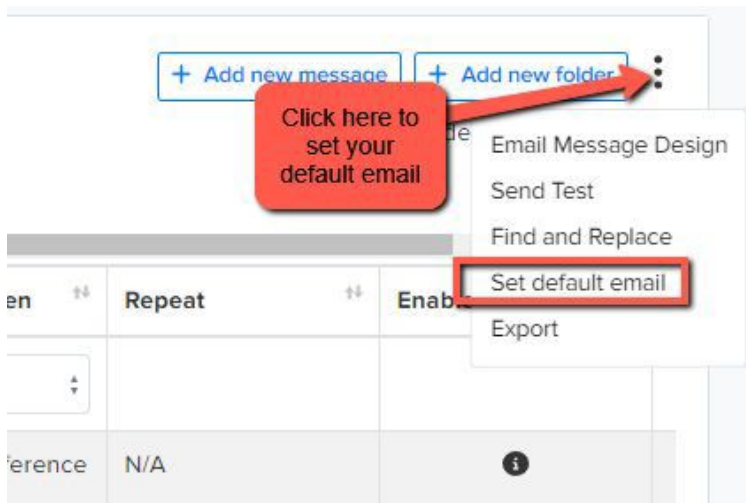
After completed

Allows you to switch on/off an email

You can edit, move to folder, preview and delete using these icons



Before you send any emails via your platform, it is important to set your default emails; this will determine which email address your emails will be sent from (visible to students) and also which email address replies will go back to. You can set these by going to one of your email areas, clicking the kebab menu in the top right corner, and choosing **'Set Default Email'**.



Please access our [Knowledge Base](#) for an overview of the communication area, and of course contact us on us on **020 8762 0882** for further questions.

Read more about DNS [here](#).

If you are seeing “admin@applicaa.com” in the From address, this means you have not requested a DNS update. You can request this by clicking this icon and adding the details for your IT Manager - it will then mean you can send emails from your own school domain once this has been activated!

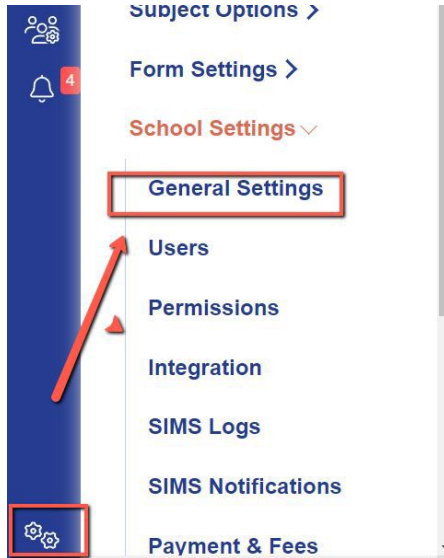
A screenshot of a dialog box titled 'Set default email addresses for this form'. The dialog contains the following elements: a close button (X) in the top right; a message: 'To update this for other forms you will need to navigate to the email template area for that form'; a 'From address' field with an information icon (i) to its left. The field contains the text 'admin@applicaa.com'. A red callout box with an arrow points to the information icon, containing the text 'Click here to submit your DNS request'; a 'Reply to email (to add a new email, start typing and hit 'Enter' to save)' text label above an empty text input field; a 'Default email address for emails targetted at staff' text label above another empty text input field; and a blue 'Update' button at the bottom.

# Linking your Bursary Platform with your A+ System

We can easily link your bursary platform to your A+ platform so your enrolled students in A+ can log into your B16+ system using the same credentials and begin an application for the bursary fund. Their basic details will carry over to B16+.

To check that the two platforms are already connected to one another, please log in to your Bursary Platform and navigate to **Settings > General Settings**.

If no member school is listed, but you would like your A+ and B16+ systems to be connected please call our Support Team on **0208 762 0882**.



## Basic School Information

[Edit](#)

## School Information

### Member Schools

Greenford High School, Greenford High School

Another way of checking whether the two platforms are already linked to one another is by checking if a new Bursary Phase is visible on your A+ platform.

To verify this, log in to your A+ Platform and navigate to **Settings > Application Form > Phase View**.









**Concessions & Bursary** should be visible to you, which you may activate so that students registered/enrolled in your A+ platform can access your Bursary while logged in on the same platform.

You may also provide them with the Bursary link (which is the same link you are using to login as a staff member), and they should be able to log in using the same credentials they used in A+.

Settings / Student Application Form

**Customise Application Journey** Step View **Phase View** Global Form Settings + Create Test Application

All Application Phases Sort Phases + New Phase

Phases	Category	Visible to Applicants 1	Visible to staff on Applicant Profile 1	Filter 1	Actions
2. Application Form 1	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
3. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
4. Enrolment Form Interested	Enrolment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
5. Concessions & Bursary	Form Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>		 

Toggle on to Activate your Bursary Form

The background features a collection of geometric shapes: a large light blue hexagon in the center, a grey hexagon at the top left, a dark blue hexagon at the bottom left, a small light blue hexagon at the bottom center, a medium light blue hexagon at the bottom right, and an orange parallelogram at the top right.

**Do you have any questions?**