

Bursary16+

Journey

Curriculum Year 12-14

This session will be recorded - a copy will be sent to you.

We will begin just after 2pm to allow everyone time to arrive.

Preparing for your New Cycle (For current customers)

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

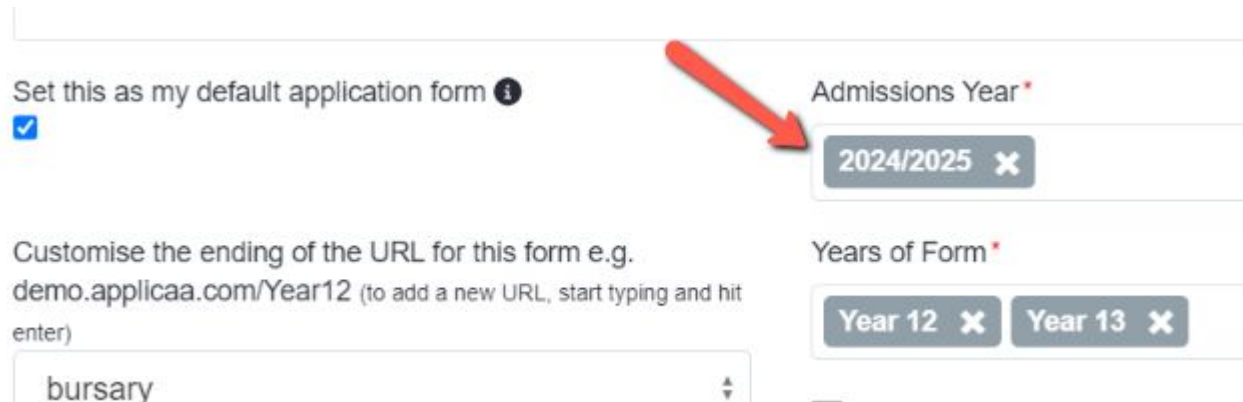
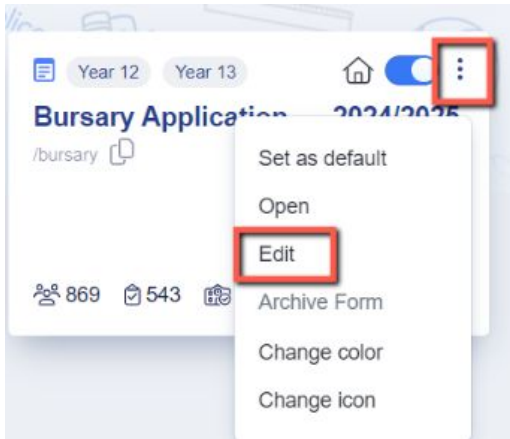
Editing the form name to reflect the new cycle

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 ESFA 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@appicaa.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 | |
| Bursary Renewable | No Click to change |
| 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 previous 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**.

Bursary Application Admissions Y... Knowledge Base

Overview Reports **NEW** Recent Activities Application Group

Tiles

- Bursary 8
- In progress 0
- Awarded 8** (highlighted with a red arrow)

Bulk Update Users

Property: Is Bursary Renewable

Value: Yes

Save

Registered Students

Advanced Filters >

Make Offer Change Offer Status Change Enrolment Status Change Bursary Status

Change Colour **Bulk Update** Add New Change Bursary S

Displaying 8 students 8 rows selected

| ID | Student Code | First Name | Last Name | Email/Username | Current School Name |
|-------------------------------------|--------------|------------|------------|---------------------|---------------------|
| <input checked="" type="checkbox"/> | 12160 | Amanda | Demo Test | testdemo@gmail.com | Applica Demo |
| <input checked="" type="checkbox"/> | 12153 | Anne | Test | anne@test.com | Bursary 16 Demo |
| <input checked="" type="checkbox"/> | 12123 | Bettie | Morissette | bettie.morissette_2 | Bursary 16 Demo |

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. The top left features a navigation menu with icons for Home, Messages (with a '10' notification badge), and Calendar. The main header says 'Hello Arya,' followed by the student's name and code 'U-03CF'. Below this, there's a 'My Requests' button and a 'Bursary Status' section for the '2023/2024' year. The status is 'Awarded'. A red callout box with an arrow points to a 'Renew Application' button, with the text 'Click here to renew your application'. To the right of the 'Renew Application' button is a 'Withdraw' button. On the right side of the dashboard, there is a 'School Message' section. It includes a welcome message for 2023/24, a photo of a man in a suit, and text explaining the college's commitment to financial hardship support and bursary details. It also provides instructions on how to check application status and contact the Bursary Team.

HOME

MESSAGES 10

CALENDAR

Hello Arya, Arya Stark Student Code: U-03CF

My Requests

Bursary Status 2023/2024

Awarded

Renew 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 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 |
|---------------------|-------|
| Total Income | £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

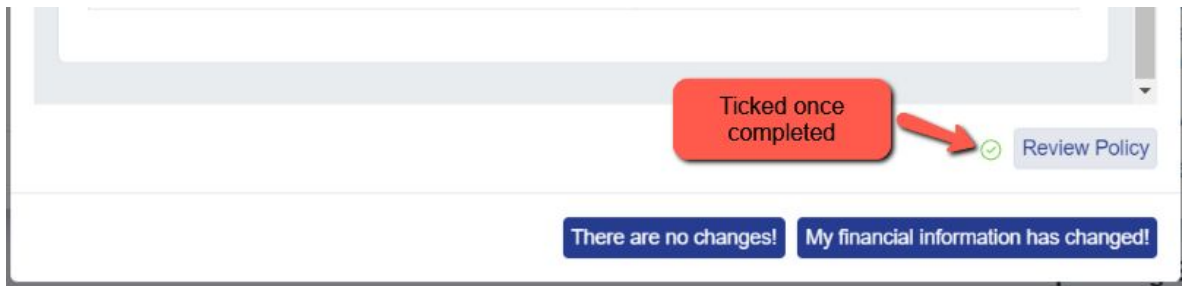
[Bursary Guidelines and Next Steps](#)

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.



'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 'Bursary Application Year' interface. At the top, there are navigation tabs: Overview, Reports (NEW), Recent Activities, Application Groups, Tasks, Calendar, All Activities, **Requests**, Expenses, and Schools & Settings. Below the tabs, the 'Bursary Application Year' section is visible. It includes a dropdown menu for the application year, currently set to 2024/2025, with 2022/2023 highlighted. To the right, there are settings for 'Number of authorisations required per request' (set to 2) and 'Email notifications' (set to Disabled). Below this, there are three dropdown filters: 'Request type', 'Item', and 'Status'. A 'Filter' button and a 'Reset' button are located below these filters. At the bottom of the interface, there are action buttons: Approve, Action, Complete, Decline, Delete, and Send Email. A search bar labeled 'Search in table' and an 'Export' button are also present. The table below shows a list of transactions with columns for ID, Request ID, Student Code, Date, Created By, Students, Schools, Request Type, Item, and Amount. The first two rows are visible, showing transactions from 2022.

click here to visit previous year's transactions

Use the filters here to filter any request by request type, item or status

Use this to quickly search for a particular student

| 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 prior year profile, as well as their previous year's transactions, band assignments, and household income information.

Bettie Morissette #U-2B63 

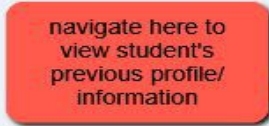
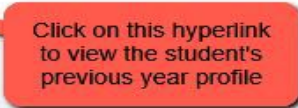
 Phone
School Bursary 16 Demo
Email

     more ▾

 Overview Concessions and Bursary Finance Activities Interview Family Visas Concessions **Bursary History**

Bursary History

| Name | Bursary Year |
|---|--------------|
| Bettie Morissette active | 2023/2024 |
| Bettie Morissette this application | 2023/2024 |
| Bettie Demo Morissette | 2021/2022 |

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.



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

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"**.

Clone Bursary Fee & Bands Settings

×

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

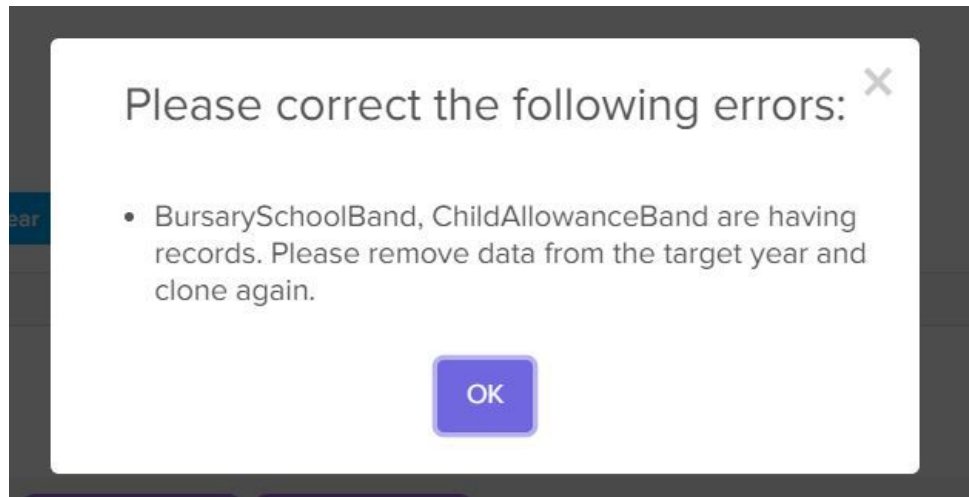
To Application Year

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.



| ID | Name | Bands | School Allocation |
|----|-----------------|------------|--|
| 2 | Bursary 16 Demo | + New band | Edit School Allocation |
| 3 | Applicaa Demo | + New band | Edit School Allocation |
| 4 | Greenford Demo | + New band | Edit School Allocation |

Search in table [Export](#)

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

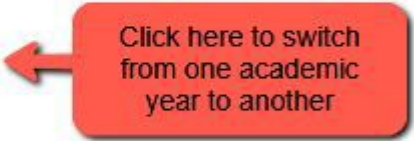
2024/2025

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.

The screenshot shows a table with the following columns: ID, Name, Bands, and School Allocation. The 'Bands' column contains a red 'x' icon next to '£ 1,500.00', three purple buttons labeled 'Curriculum Year 12', 'Curriculum Year 13', and 'Curriculum Year 14', and a blue '+ New band' link. The 'School Allocation' column shows '£ 150,000.00'. A red callout box with the text 'Click on an existing band or allocation to edit, or click to + New Band' has two arrows: one pointing to the 'x' icon and another pointing to the 'School Allocation' value.

| ID | Name | Bands | School Allocation |
|----|-----------------|---|-------------------|
| 2 | Bursary 16 Demo | ✖ £ 1,500.00 Curriculum Year 12 Curriculum Year 13 Curriculum Year 14 (£ 0.00 - £ 5,000,000.00) + New band | £ 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...
A+
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 >
Settings

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 'Student Homepage'. The left sidebar contains 'Welcome Message', 'Images', and 'Settings'. The main content area has a navigation bar with 'Dashboard', 'Student Homepage', 'Parent Homepage', 'Landing Page', 'Application Groups', 'Form Groups', and 'Student Profile'. Below this, there are two main sections. The first section is titled 'Display student name with:' and contains a dropdown menu currently set to 'First Name'. A red callout box with an arrow pointing to the dropdown says 'Choose whether to address students by their legal first name or their preferred first name'. The second section is titled 'Message on student's homepage (not visible to parents when they log in)'. It contains a text area with the following content: '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 outcome of the assessment. If you have any questions regarding the bursary process, you can email the Bursary Team at bursary@appliance.com'. Below the text is a 'Show more' link. To the right of the text area are 'Preview' and 'Edit' buttons, which are highlighted with a red box. A red callout box above these buttons says 'This message will be visible to all bursary applicants on logging in'.


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

The screenshot shows the 'Student Homepage Image' settings interface. It has a header 'Student Homepage Image' and a sub-section 'Student Homepage Image For All Forms'. Below this is a section titled 'Student Homepage Image For Bursary Application' which contains a photo of a man in a suit. To the right of the photo are 'Preview' and 'Edit' buttons, which are highlighted with a red box. A red callout box with arrows pointing to the buttons says 'click to update your Student's Homepage photo and preview it from a student's perspective'.

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 | | | | | Sort Steps | New Step | |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|------------|----------|--|
| Step Name | Internal | External | Visible on Student Profile | Actions | | | |
| Step 1: Welcome | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   | | | |
| Step 2: Agreement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   | | | |
| Step 3: Pupil | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   | | | |
| Step 4: Household Information | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   | | | |
| Step 5: Income | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   | | | |
| Step 6: Outgoing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   | | | |
| Step 7: Other Assets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   | | | |
| Step 8: Dependent Children | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   | | | |
| Step 9: Continuation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   | | | |
| Step 10: Documents | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   | | | |
| Step 11: Bursary Summary | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   | | | |

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"/> | edit settings delete |
| Step 2: Bursary School Expense | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | edit settings delete |

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

← Bursary Request

Bursary Request

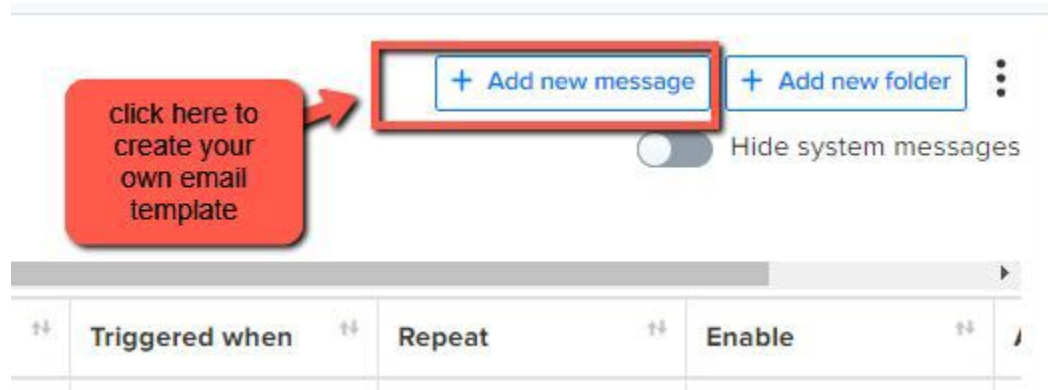
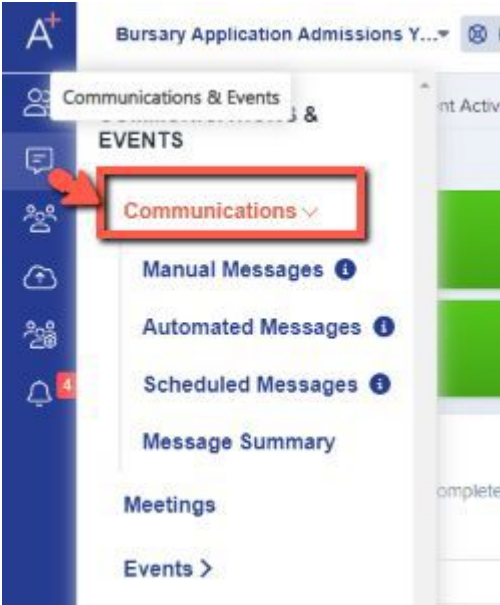
| Question | MIS export | Internal | External | Visible on Profile | Actions |
|--|------------|-------------------------------------|-------------------------------------|--------------------------|---|
| Request type | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input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


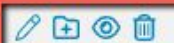


Automated Messages Scheduled Messages Messages Summary

Search: request + 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 |
|------|--|--|---------------------|---------|--------------|-----------------|-----------------------------|--------|--------|
| ✉ | Forward Reference Request to Another Referee | Your Reference Request has been forwarded | admin@appliance.com | Student | | Reference | Forwarded reference request | N/A | 🔴 |
| ✉ | Request Declined | Your request has been Declined | admin@appliance.com | Student | Manually | | Bursary request declined | N/A | 🔴 |
| ✉ | Request Completed | Your Reimbursement request has been Completed | admin@appliance.com | Student | Manually | | Bursary request completed | N/A | 🔴 |
| ✉ | Request Actioned | Your request has been Actioned | admin@appliance.com | Student | Manually | | Bursary request actioned | N/A | 🔴 |
| ✉ | Request Approved | Your request has been Approved | admin@appliance.com | Student | Manually | | Bursary request approved | N/A | 🔴 |
| ✉ | Request Created | {{REQUEST_CREATOR_NAME}} has submitted a new request | admin@appliance.com | Student | Applicant | Bursary Request | | | 🔴 |

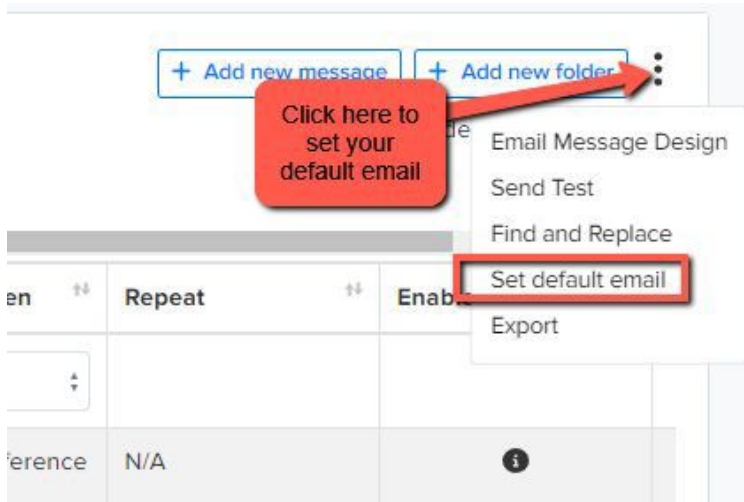
You can preview and edit them by scrolling to the right of the table.

| | | |
|--------------------------|---|---|
| Bursary request actioned | N/A |  |
| Bursary request approved | N/A |  |
| After completed |  |  |

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

Allows you to switch on/off an email

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!

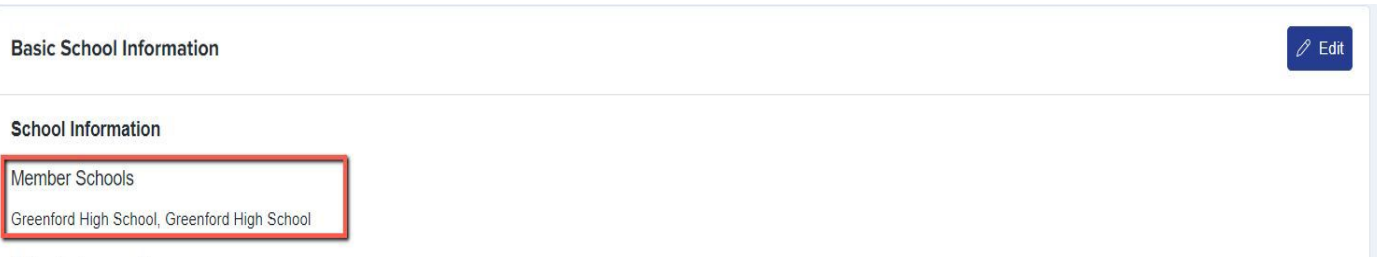
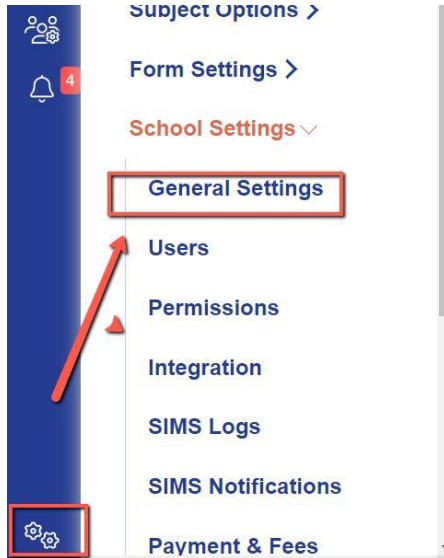
A screenshot of a dialog box titled 'Set default email addresses for this form'. The dialog contains the following elements: a close button (X) in the top right; a message: 'To update this for other forms you will need to navigate to the email template area for that form'; a 'From address' field with 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' field with a placeholder text '(to add a new email, start typing and hit 'Enter' to save)'; a 'Default email address for emails targetted at staff' field; and an '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 pull across 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**.



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 | Visible to staff on Applicant Profile | Filter | Actions |
|------------------------------|----------------|-------------------------------------|---------------------------------------|--------|---------|
| 2. Application Form | 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

Update Staff Users

Check your list of staff users, particularly if you have had a change in personnel over the summer.

Ensure any staff who no longer work there are removed, and that new colleagues are added.

Set your Key Contacts - anyone set as a Key Contact will receive information from us such as important system updates, invitations to events etc (we send these by email).

Settings > School Settings > Users

The screenshot displays the 'Users' management interface. At the top, there are several action buttons: 'Permission', 'Reset password', 'Send Welcome Email', 'Disable', 'Enable', 'Delete', 'Import users', and '+ Add User Manually'. A search bar is located below the buttons. The table below shows a list of users with columns for Name, Email Address, Job Role, Role, Key Contact, Status, and Welcome Email. The first user, 'Test: A1', is selected, and a modal is open for editing their settings. The 'Key contact' checkbox is checked and highlighted with a red box. The 'Update' button is visible at the bottom right of the modal.

Users

Permission Reset password Send Welcome Email Disable Enable Delete Import users + Add User Manually

Search in table

Show 50 entries 1 to 45 of 45 entries

Prev 1 Next

| | Name | Email Address | Job Role | Role | Key Contact | Status | Welcome Email |
|-------------------------------------|----------|----------------------------|-------------------------------|----------|-------------|-------------|---------------|
| <input checked="" type="checkbox"/> | Test: A1 | oanh+1staffa@appliance.com | Admissions Manager / Director | View All | | Deactivated | Not sent |

Job Role: Admissions Manager / Director

Permission: Admissions

Key contact

Enable staff

Form types they can access

all

specific

Cancel Update

Earn Rewards

Use your Referrals button to introduce us to other schools, and we will reward you!

For every school you refer, who then joins us:

Your school will receive 10% discount on their next renewal, and the school you refer will receive a 10% sign-up discount.

You will personally receive a £50 Amazon voucher

The screenshot shows a software interface with a navigation bar at the top containing 'Sixth Form Admissions 2025/2026...', 'Knowledge Base', and a search icon. A red arrow points to a notification banner that reads 'Referrals! Earn £50 Amazon Voucher' with a gift icon. Below the navigation bar is a 'Referrals & Billing' section with a sub-menu for 'Referrals & Billing' and 'Invoices'. A large blue banner displays 'Saving made for renewal' with a '0%' and '-£0.0' indicator, and a 'Make referral' button. A red arrow points to this button. To the right, a white box shows 'Your personal referral code:' with an empty input field, 'Your code has been used: 0 time', and 'Personal rewards: x0 £50 Amazon Voucher', with a red box around the reward text. A 'See your recent referrals' link is at the bottom.

Sixth Form Admissions 2025/2026... Knowledge Base

Referrals! Earn £50 Amazon Voucher

Referrals & Billing

Referrals & Billing Invoices

Saving made for renewal

0%
-£0.0

Make referral

Your personal referral code:

Your code has been used: 0 time

Personal rewards: x0 £50 Amazon Voucher

See your recent referrals

The background features a central light blue hexagon. To its top-left is a light gray hexagon, and to its top-right is an orange parallelogram. Below the central hexagon are three smaller hexagons: a dark blue one on the left, a light blue one on the right, and a very small light blue one at the bottom center.

Do you have any questions?