



STUDENT GUIDE

Submitting Bursary
Request

HOW-TO GUIDE

01

LOGIN



1

Login as Existing User

2

Login using your email address & password.

3

Please check your emails for your username & password or use the "forgot your password" link

You will see under additional phases there is a **'My Requests'** button to begin with.

02

MY REQUESTS



Applicaa Bursary16+ Demo

Hello Kelly,

Kelly Clarkson Student Code: U-5FC6

Additional phases

- [Bursary Request](#)
- [My Requests](#)**

Bursary Status **2022/2023** Awarded

[Withdraw](#)

School Message

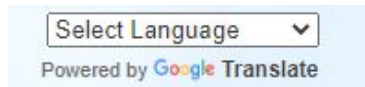
Welcome! 2023!!

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 [Show full message](#)

When you click the **'My Requests'** button, you will be redirected to a new page which shows you a table of your request history.

Handy tip - if English is your second language, you can use Google Translate to help you complete the form



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Showing 1 to 2 of 2 entries

Show 50 entries

Date	Created By	Request Type	Item	Amount	Reason	Status	Action
08/08/2023	Kelly Clarkson	Purchase	College Laptop	£300.00		Pending	Edit Delete
08/08/2023	Kelly Clarkson	Reimbursement	Printer Credits	£25.00		Pending	Edit Delete

Showing 1 to 2 of 2 entries

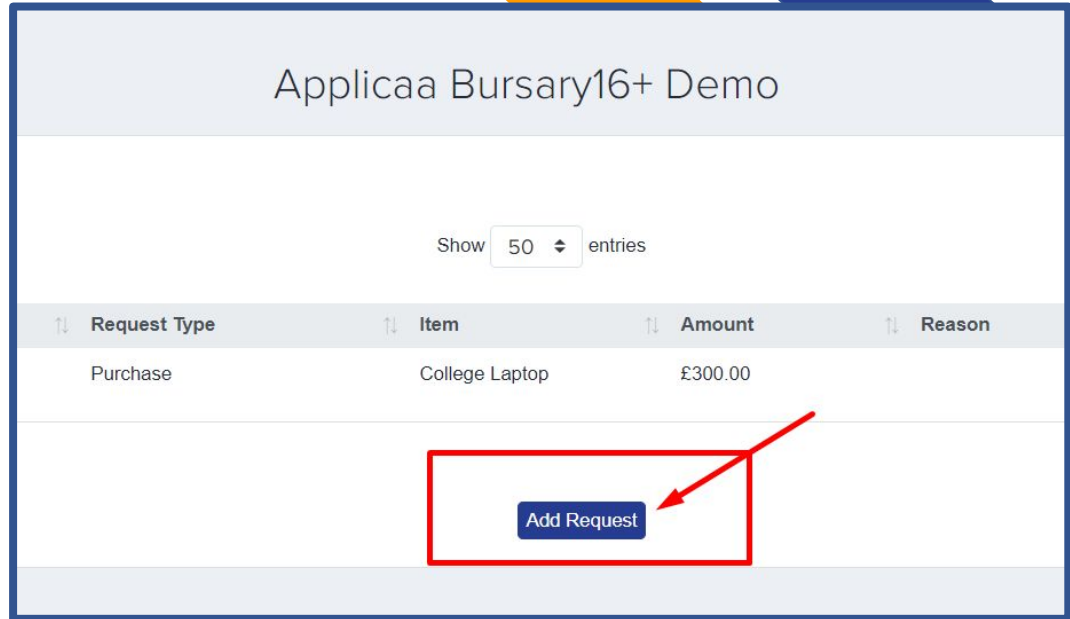
[Add Request](#)

COMPLETE ALL STEPS

03

1

To submit a bursary request, kindly click on the 'Add Request' button to start filling in the necessary fields.



Applicaa Bursary16+ Demo

Show 50 entries

Request Type	Item	Amount	Reason
Purchase	College Laptop	£300.00	

Add Request

COMPLETE ALL STEPS

03

2

From here, you will indicate the Request type:

Purchase Item - You will request an item and the school will purchase this on your behalf

or

Reimbursement Item - you buy the item and the school sends you the money back

Then populate other fields based on the request type;

For reimbursements, schools will usually need you to upload evidence/ a receipt;

For requests, schools may ask you to upload a link.

The image shows a laptop screen displaying a 'Request' form. The form is titled 'Request' and has a close button (X) in the top right corner. The form contains several input fields, each highlighted with a red box:

- Request type
- Purchase item
- Reimbursement item
- Reason
- Amount (with a currency symbol £)
- receipt upload (with a plus icon)
- Add File Max 100MB (with a plus icon)
- screenshot upload (with a plus icon)
- Add File Max 100MB (with a plus icon)
- Link for item (with a plus icon)

At the bottom of the form is a blue 'Save' button. To the right of the form, there is a red arrow pointing to the 'Add File Max 100MB' field, and another red arrow pointing to the 'Link for item' field. The text 'Upload evidence/receipts' is written in red next to these arrows.

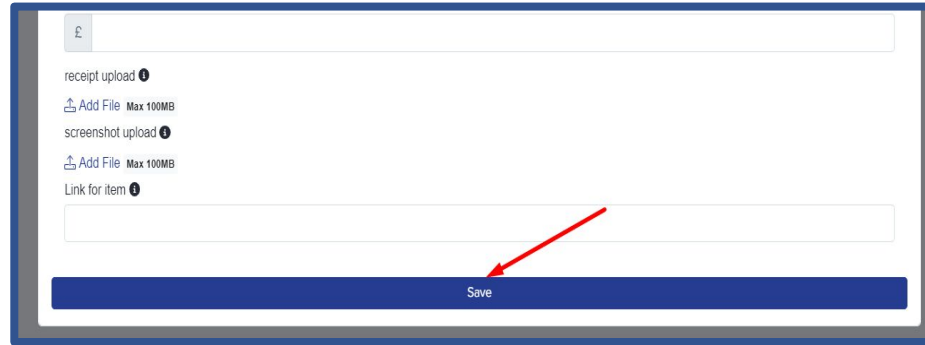
05

SUBMIT FORM

1 Once all fields are complete, Click “Save” button,

Once submitted, you will be able to see the status of your bursary requests by the 'status' column;

2 If you would like to go back & modify, click “Edit” or delete a request under ‘Action’ column.



£

receipt upload ⓘ

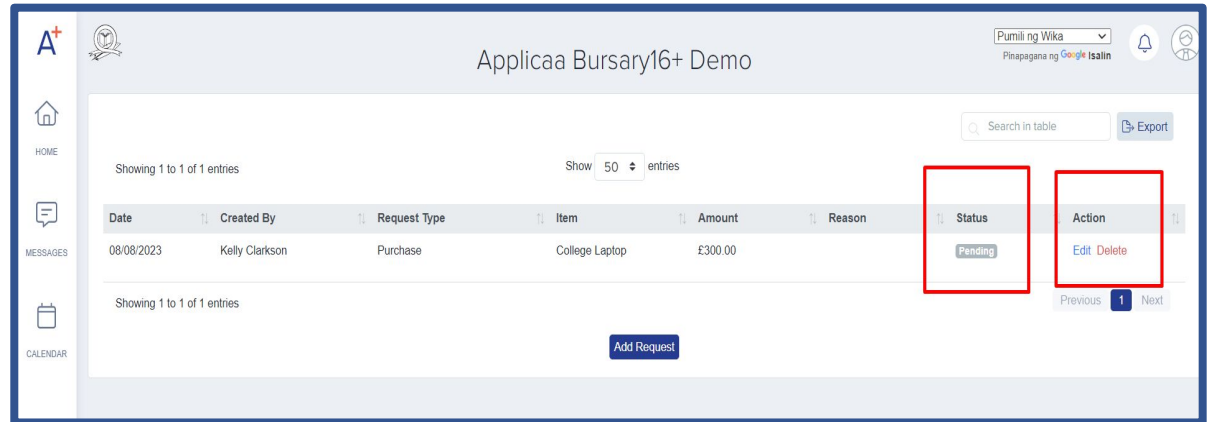
Add File Max 100MB

screenshot upload ⓘ

Add File Max 100MB

Link for item ⓘ

Save



Applicaa Bursary16+ Demo

Fumili ng Wika
Pinapagana ng Google Isalin

Search in table Export

Showing 1 to 1 of 1 entries Show 50 entries

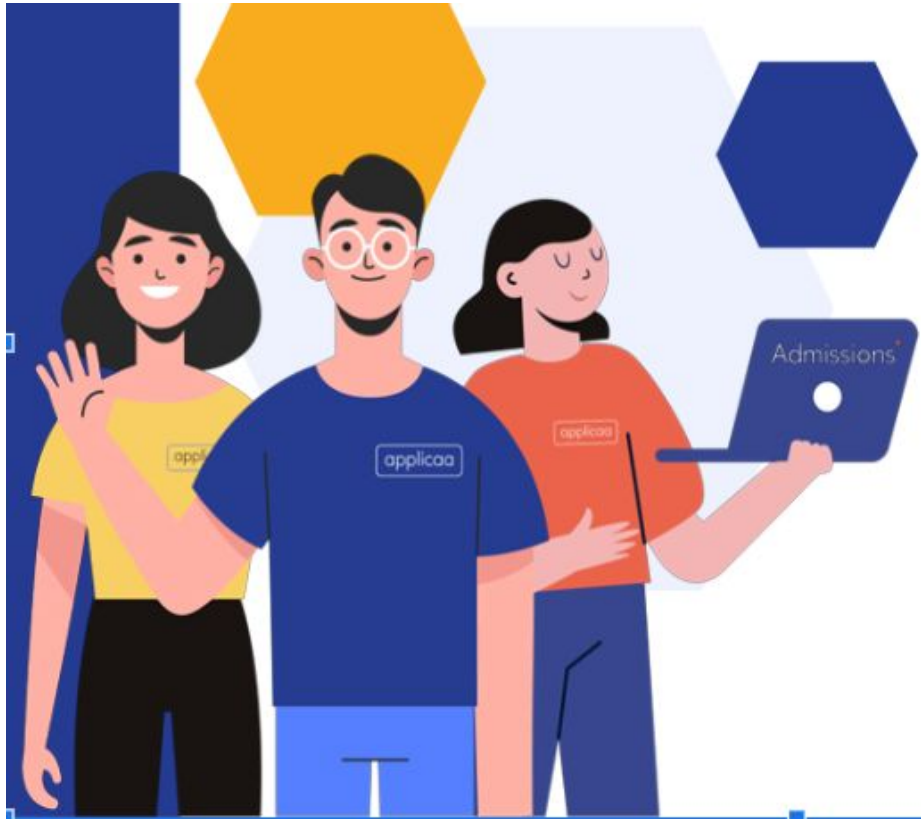
Date	Created By	Request Type	Item	Amount	Reason	Status	Action
08/08/2023	Kelly Clarkson	Purchase	College Laptop	£300.00		Pending	Edit Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Add Request

Bursary¹⁶⁺



THANK YOU

For Your Attention