



STUDENT GUIDE

Submitting Bursary
Request

HOW-TO GUIDE

01

LOGIN



1

Login as Existing User

2

Login using your email address & password.

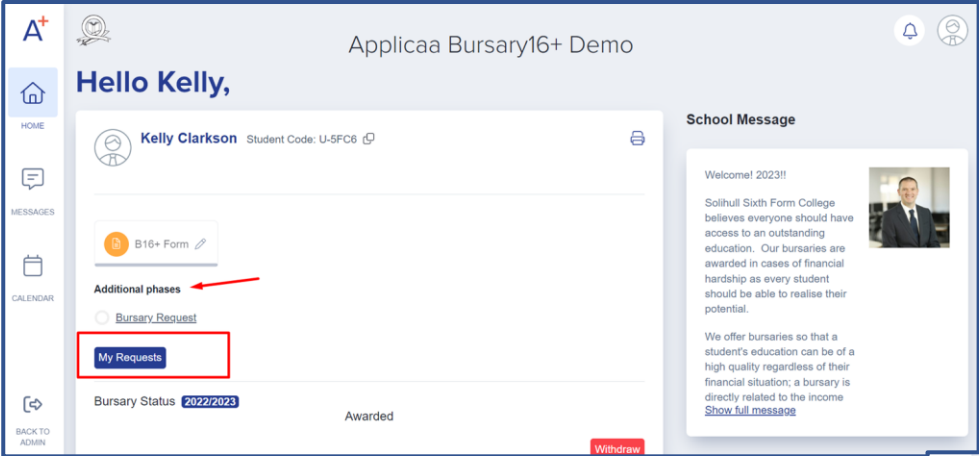
3

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.

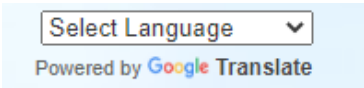
02

MY REQUESTS



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



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 has several input fields, some of which are highlighted with red rectangles: 'Request type', 'Purchase item', 'Reimbursement item', 'Reason', 'Amount', and 'Link for item'. Red arrows point from the text 'Upload evidence/receipts' to the 'receipt upload' and 'screenshot upload' sections. Another red arrow points from the text 'For requests, schools may ask you to upload a link.' to the 'Link for item' field. The 'Save' button is at the bottom right of the form. The background of the laptop screen shows a sidebar with icons for Home, Messages, and Calendar, and a main area with a table of requests.

Request

Request type

Purchase item

Reimbursement item

Reason

Amount

receipt upload

Add File Max 100MB

screenshot upload

Add File Max 100MB

Link for item

Save

Upload evidence/receipts

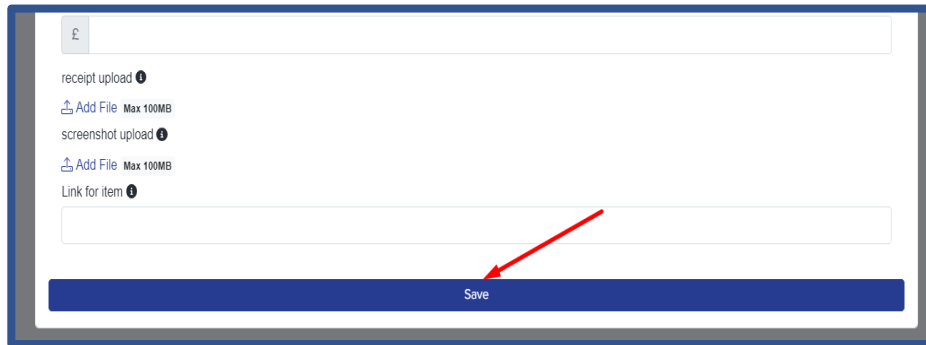
05

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

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Pumili ng Wika
Pinapagana ng Google Isalin

HOME

MESSAGES

CALENDAR

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