

Learner Support Fund

Easy Read Guide

2026–2027

LEARNER SUPPORT FUND

Do you need money to help with college?

STUDENT SERVICES 

If your household income is £27,295 or below, you may be able to get help to pay for:

- Travel
- Meals
- Books
- Stationery
- Printing credit
- Uniforms and course kits
- UCAS fees and more



How to apply?

To make an application on Pay My Student, go to the following link:
barnet.paymystudent.com/portal/
or scan the QR code



To see if you are eligible for learner support funding, check the college website:
www.barnetsouthgate.ac.uk/learner-support-fund
Your attendance must be 80% or higher to receive payment.
Email: learnerfunding@barnetsouthgate.ac.uk

If you need advice or help applying for the Learner Support Fund, visit your campus' Learning Resource Centre (LRC) where you can book an appointment for support.
You can also contact the Student Bursary Helpline: 0203 7644360

LRC opening times
Barnet & Southgate:
Mon – Fri, 8.30am – 5.00pm
Colindale:
Mon – Fri, 9.00am – 5.00pm

What is the Learner Support Fund (LSF)?

The Learner Support Fund helps students with money for things like:

- Travel
- Meals
- Books and course materials
- Childcare
- Uniforms or kits

It is for students who have a low household income and need financial help to study at college.

Who Can Apply?

You can apply if:

- You are a student at Barnet and Southgate College.
- You are on a full-time or part-time course.
- Your household income is low (usually under £27,295).
- You are not on an apprenticeship or paid trainin

Types of Support

There are different types of help depending on your age and course:

Fund Type	Who Can Apply	What You Can Get
16–19 Discretionary	Aged 16–18 (or 19+ continuing same course)	Travel, meals, books, kits, trips, UCAS fees
16–19 Vulnerable	In care, care leaver, or getting certain benefits	Up to £1,200 for course costs
Free College Meals	Aged 16–18 (or 19–25 with EHCP)	Free meals when timetabled to be at college
19+ Discretionary	Aged 19+	Travel, meals, childcare, books, kits, laptop loan
Advanced Learner Loan Bursary	Aged 19+ with a loan	Help with childcare, travel, meals, learning support

How to Apply

1. [Go to Pay My Student Portal](#)
2. Fill in the online form. [View the video for a step-by-step guide on how to fill in the online form](#)
3. Upload documents to show your income (e.g. payslips, benefit letters).
4. You must apply every academic year.

Important Rules

- You must attend a minimum 80% of your classes.

- You must follow the college behaviour rules.
- Some items (like oyster cards, laptops or kits) must be returned at the end of your course.
- Payments may stop if your attendance is low or your situation changes.

What LSF Does Not Pay For

- Counselling or extra tutoring
- Trips not part of your course
- Rent, bills, or general living costs
- Repairs for laptops or tablets

If You Are Accepted

- You will get an email with details of what you will receive.
- The Pay my Student online portal will show what you have been awarded.
- Payments may be:
 - In kind (e.g. meals, travel cards, equipment)
 - Or sent to your bank account (if allowed)

If You Are Not Accepted

- You will get a letter explaining why.
- You can appeal by emailing: learnerfunding@barnetsouthgate.ac.uk

Need Help?

Visit the [college website](#) or speak to the Learner Support Fund team on:

- Telephone us: Bursary helpline on 0203 764 4360
- Email us: learnerfunding@barnetsouthgate.ac.uk
- Visit us in the Learning Resource Centres on college campus

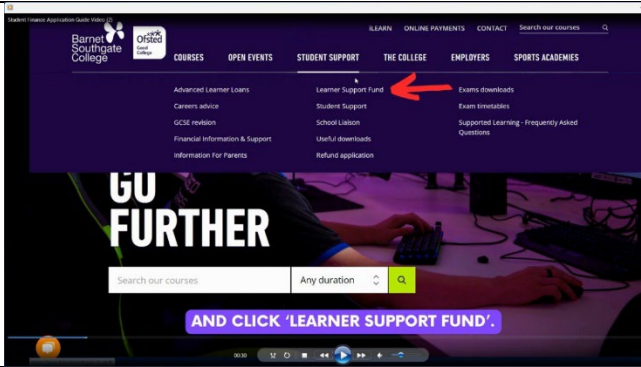
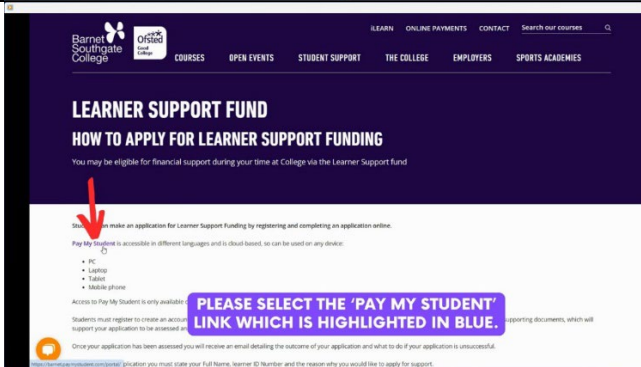
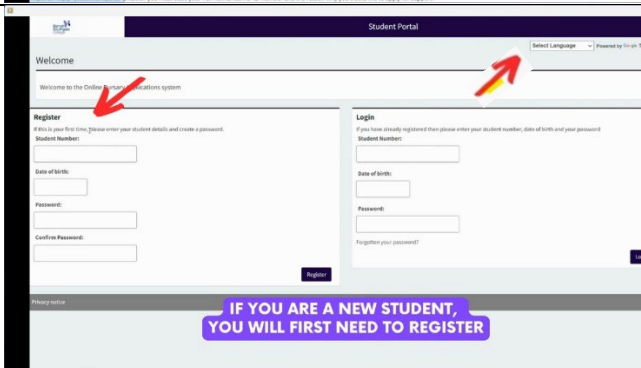
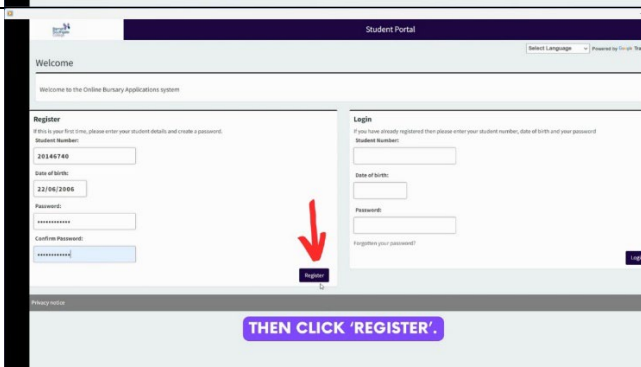
Or you can also find help from:

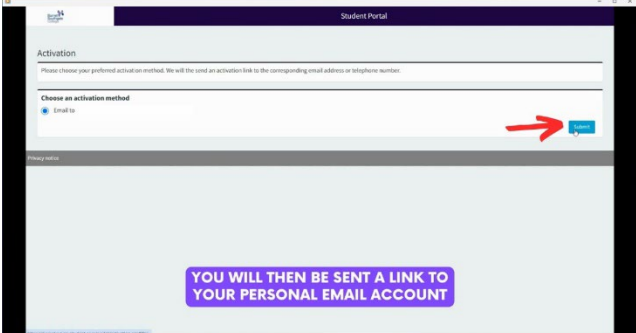
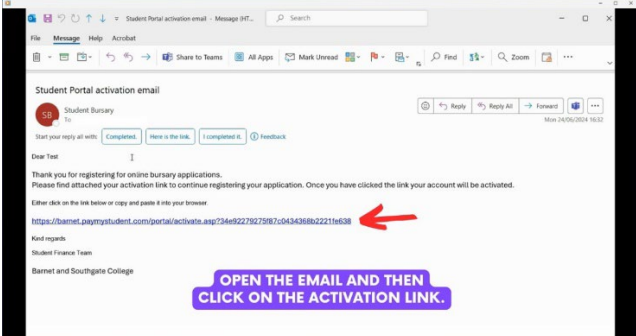
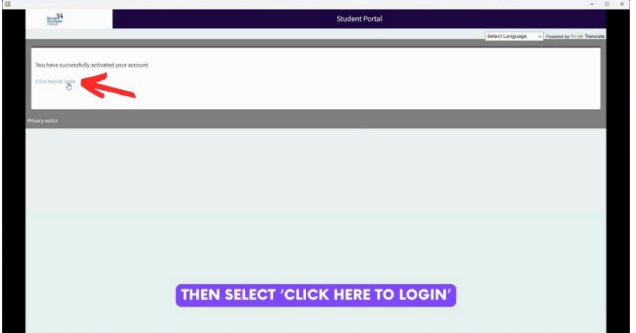
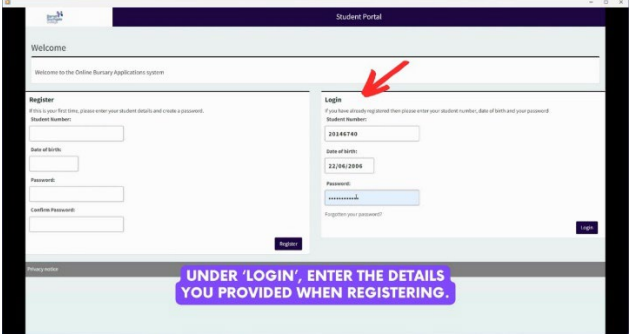
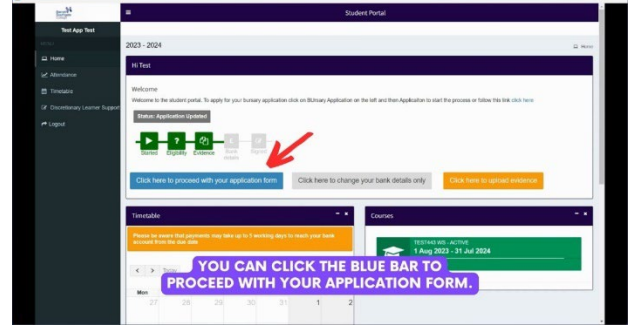
- [Turn2Us](#)
- [Migrant Help](#)
- [Transport for London discounted travel](#)

- [Family Action](#)
- Local food banks

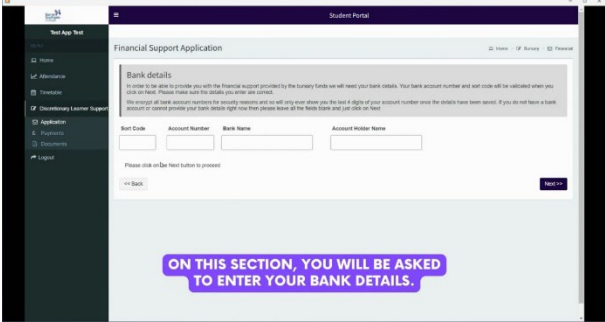
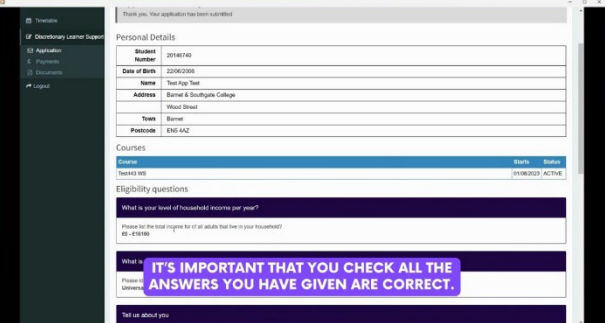
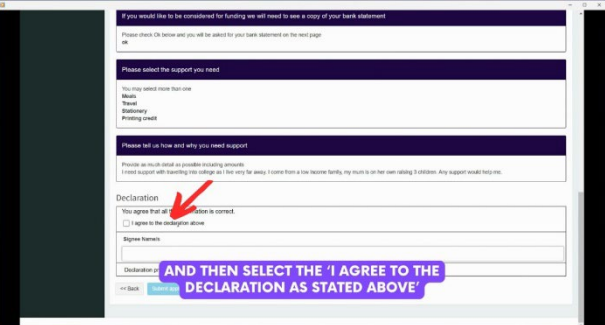
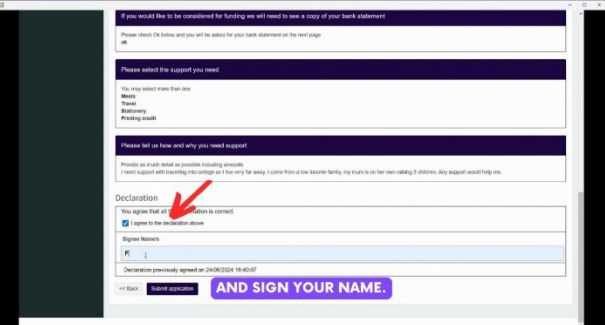
For more information refer to the Learner Support Fund Policy 2026-2027, available on the [Barnet and Southgate College website](#)

Step By Step Guide: How to complete your application for Learner Support Fund

STEP 1 Go to the Learner Support Fund page on the college website	
STEP 2 Click on the Pay my Student link to access the online application.	
STEP 3 New students need to register their account. Progressing students can use the same details provided the previous academic year. ESOL students can select the language in the top right hand of the page.	
STEP 4 Input your personal details and create a password (minimum 8 characters) then select the register button.	

STEP 5 Select the 'submit' button for an activation link to be sent to the email provided on enrolment.	
STEP 6 Go to your email and click on the link to activate your account and complete your registration.	
STEP 7 Go onto pay my student and click on the link to login into your account to take you to the login page on the pay my student portal.	
STEP 8 Enter your details using the password you created when registering your account.	
STEP 9 The pay my student portal will open to the home page where you can access the LSF application.	

STEP 10 Check your personal details to confirm they are correct then select the campus where your course is located.	
STEP 11 Once you have confirmed your campus and personal details click on 'next' to complete the eligibility questions.	
STEP 12 Complete all the questions to let us know your personal circumstances.	
STEP 13 Upload evidence to support your eligibility for funding.	
STEP 14 Once you have uploaded evidence as requested, click on the next button to enter your bank details.	

STEP 15 Include <u>your personal bank details</u>, if you don't have a bank account, we advise to set one up. Once details are inputted click on the next button.	
STEP 17 Before signing the declaration, check the details on this page to ensure they are accurate to the best of your knowledge.	
STEP 18 Once you are happy with the details, click on the box to agree and declare the details you have provided are correct.	
STEP 19 Complete your application by ticking the declaration box.	
STEP 20 Click on the submit button to complete your LSF application. We will aim to complete the assessment within 10 working days. You can check the progress of your application by logging into Pay my Student.	