



## **IMPORTANT ONLINE EMA / BURSARY APPLICATION INFORMATION**

**APPLY NOW! for EMA / Bursary funding for August 2022/23 courses to ensure funding is in place at the start of your course.**

Please complete the on-line application using the following information

- Go to <https://myportal.slc.ac.uk>
- The username is your SLC student email address e.g. 1600001@slc.ac.uk
- The password is your student reference number and your date of birth (DDMMYY-230581) in one long number e.g. 1600001230581
- Click the "Funding" option on the left menu and read all the information and instructions on the screen

***N.B. If you are currently enrolled on a course or are within 10 days of finishing a course within the college, it is possible that the password will be the one that you set when you came to the college.***

College Bursary funds are limited and will be allocated on a '**first come, first served**' basis, so you should submit your fully completed bursary application and supporting documents **as soon as possible** so that your application may be assessed before the start of the academic session.

Supporting documents should be submitted in electronic format as part of the online application process. The documents must be clear and legible. Your application will be delayed if your supporting documents are not of an acceptable standard. Your supporting documents may be scanned to electronic format or photographed (e.g. using a mobile device). If you require assistance with scanning supporting documents, please bring your documents in to the College Advice Centre or Learning Centre and staff will provide assistance.

If you do not submit your bursary application until after your course starts it may take up to six weeks to assess.\* Application forms that are received more than six weeks after the start of your course will **not** normally be backdated and may be refused.

If you should require any additional assistance you can contact the Bursary Section by telephone 01355 807780 or e-mail at [Bursaries@slc.ac.uk](mailto:Bursaries@slc.ac.uk).

**\*\*\*PLEASE CLEARLY STATE YOUR STUDENT REFERENCE NUMBER ON ANY CORRESPONDENCE\*\*\***