



How to Apply for Bursary

2026/27

A simple step-by-step guide to applying online through PayMyStudent.

START YOUR APPLICATION

[Open the CTA PayMyStudent portal](#)

Before you apply

Have household-income evidence, course details and bank information ready.

Step 1: Go to the CTA bursary portal

Use the CTA PayMyStudent portal to create an account, sign in, start a new application, continue a saved application or check your application status.

CTA PayMyStudent Portal

Choose the registration or login option shown on screen.

[Open the bursary application portal](#)



Scan to open

Portal address:

<https://centraltraininggroup.paymystudent.com/portal/>



Portal note

The live portal may look slightly different from this guide. Follow the instructions shown on screen.

Step 2: Create your account

Choose Register and complete the information requested. Use an email address you can access and create a secure password.

- Have your learner or applicant details ready
- Use an email address you check regularly
- Complete any email-verification step
- Keep your login details private

Step 3: Sign in and start your application

Once your account is active, sign in, open the bursary application and complete each section. Save your progress if the portal gives you this option.

Check your details

- Name and date of birth
- Address and contact information
- CTA centre and course
- Programme details where requested

Need to correct something?

If information is wrong and cannot be changed, contact CTA before submitting.

Step 4: Tell us about your circumstances

Answer every question honestly and accurately. CTA uses the information to understand your circumstances and the costs that may make it difficult to take part in your course.

- Household income and benefits
- Travel and attendance costs
- Books, equipment, uniform or PPE
- Required course trips
- Free-meals circumstances
- Care status or benefits received in your own right

Income limit

The CTA discretionary bursary income limit is £50,000 gross annual household income or below. Meeting the limit does not guarantee an award.

What CTA looks at

- Your financial circumstances
- The costs you need help with
- The evidence you provide
- The bursary funding available





Step 5: Tell us what support you need

Select only the support you genuinely need to take part in your course.

- Travel
- Books and learning materials
- Essential equipment and specialist materials
- Uniform, protective clothing or footwear
- Required course trips or visits
- Free meals where eligible
- Other essential course-related costs shown in the portal

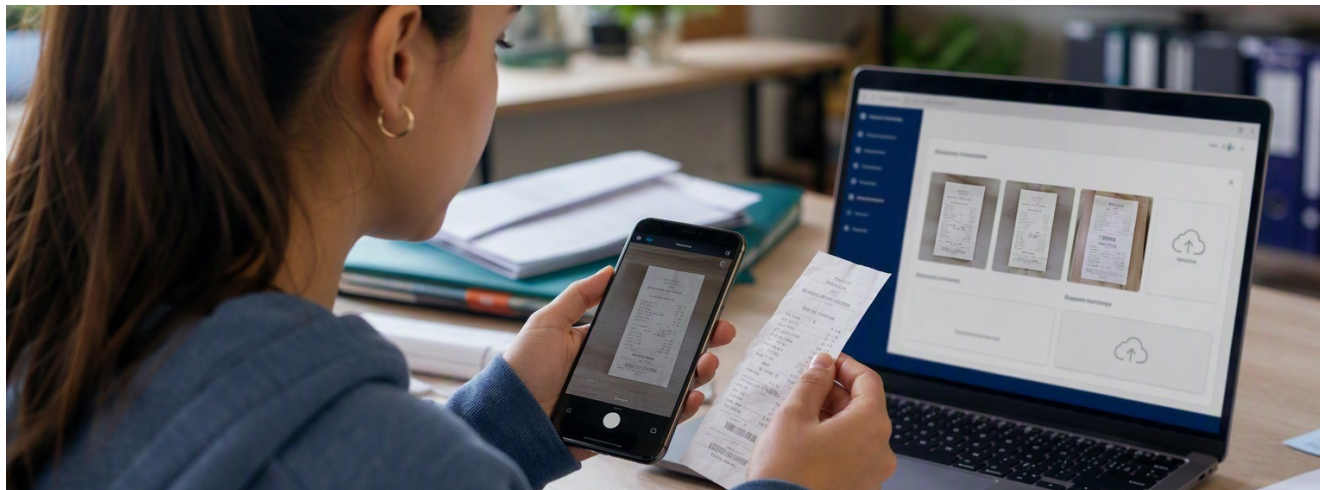
CTA will check whether each cost is essential, supported by evidence and affordable from available funding. Approved support may be provided by direct purchase, travel pass, voucher, reimbursement or payment to a supplier.

Step 6: Upload your evidence

The portal will tell you which documents are needed. You may need to upload Universal Credit statements, benefit letters, payslips, travel evidence, proof of care status, course information, quotes, receipts or invoices.

Upload clearly

Make sure every page is complete, current and easy to read. CTA may ask for more information.



Step 7: Add your bank details

If requested, enter the account name, sort code and account number carefully. CTA will decide the most suitable way to provide approved support based on the need and cost.

Step 8: Review and submit

- Check every answer
- Check all requested evidence is attached
- Read the declarations and terms
- Complete the required signature or confirmation
- Select Submit and check the application status

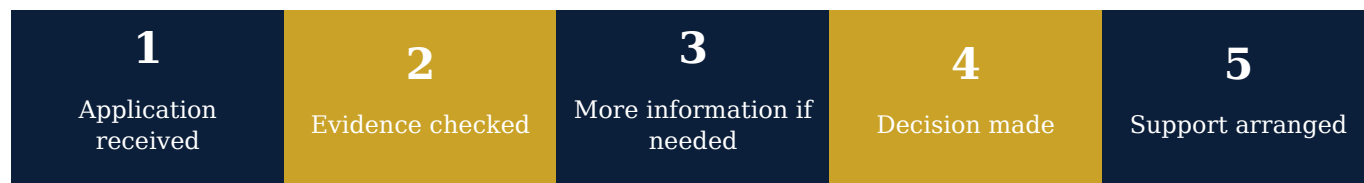
Important

Submitting an application does not guarantee an award. Awards depend on eligibility, actual need, evidence and available funding.

Step 9: After submission

- Check the portal for updates
- Respond promptly if CTA asks for information
- Keep receipts, invoices and confirmation emails
- Tell CTA if your circumstances change

What happens next?



Continue to check the portal and respond promptly to any request from CTA.



Need help?

Bursary Team

bursary@centraltraininggroup.com

[Open the CTA PayMyStudent portal](#)

Reviews and appeals

If you think the decision is wrong, you can ask CTA to review it and provide extra information or evidence. Wherever practicable, a manager or panel not responsible for the original decision will carry out the review.

This guide summarises the application process and CTA Bursary Policy. The live portal and current funding requirements take precedence if anything changes.