



P Card

**What Is a 'P-Card'
How to Use Your Card**

What is a 'P Card'

- A **'P Card'** is a new payment card introduced to make sure bursary funds are used appropriately and only for college-related expenses. These include bus passes, stationery, course materials, and other essential items, in line with government guidelines.
- The amount you receive for your bursary depends on your household income and the supporting evidence that you provided.
- Every case has been assessed individually, every family circumstance is different, so comparisons cannot be made.

What will your 'P Card' look like



- A 'P Card' is a payment card that holds your bursary money.
- Your P-Card shows your name and your personalised card number.

How does it work?

- A 'P Card' works like a debit card and can be used for contactless or Chip and PIN payments, online and in-person.
- There are restrictions on what the money can be spent on.
- You can easily check your balance by logging into your **PayMyStudent** account. Alternatively, you can check your balance by texting **BALANCE** to **07723 484258**.

All of this information will be explained in the letter you receive with your card.

Restrictions with your P Card

- At the end of the year, any remaining money **cannot** be rolled over.
- You **cannot** top up your card with additional funds.
- You **cannot** withdraw money from your 'P Card'.
- The money on the 'P Card' **cannot** be moved or transferred to a different account.

What to do when you first receive your 'P Card'

- When you first receive your P Card, you will be required to sign a declaration form to confirm that you have collected your card.
- To make your first purchase, you need your **PIN**. Your first transaction cannot be contactless.
- You will need to make a small purchase using a **Chip and PIN** card machine. (You can view your **PIN** by logging in to your **PayMyStudent** account, or you can text **PIN** to **07723 484258**).

What to do if you lose your card

- If you lose your 'P Card' or your 'P Card' is stolen or damaged, you will need to inform **Students Services, who are based in room F103.**
- They will guide you through the next steps and arrange a replacement card for you.
- A replacement fee of **£3** will be charged in accordance with college policy.
- This will be clearly stated in your declaration form.