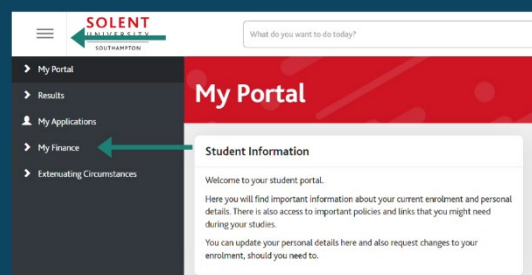


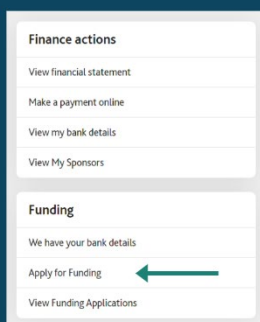
# How to Apply for Funding



To begin your application - login to **Gateway** and click the **My Finance** option on the left hand side. If you are using a mobile device, you will need to click the 3 lines in the corner to open this menu.



Click **Apply for Funding** on the right hand side. If you are using a mobile device, please scroll to the bottom of the page.



Here you can find a list of **grants** and **bursaries** available to most undergraduate students with Home fee status.

The eligibility criteria, award amount, and submission deadline will also be listed.

Click **APPLY** to start your application.



Review the required steps for the application, then click **CONTINUE**.

To complete each task, select the category from the drop down menu, then click **SELECT FORM SELECTION**.

You must complete each section in full before making a submission.

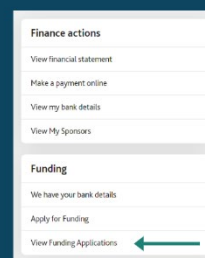
Incomplete tasks will appear **yellow**.  
Complete tasks will appear **green**.

When all tiles are **green**, click **SUBMIT**.



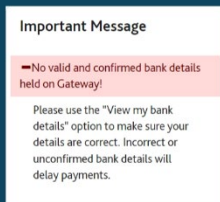
If your application is successful, you will receive a confirmation email to your **Solent email address**.

To see the amount you have been awarded and the payment schedule, click **View Funding Applications** in the **My Finance** section.



If you are expecting a payment, please ensure your bank details have been entered into **Gateway**.

If you have not entered your bank details, you will receive an error message.



Missing, incorrect, or unconfirmed\* bank details will delay payments.

\*Confirmation emails to verify your bank details will be sent to your **Solent email address**

## REMEMBER

You can review the status of your funding application at any time by visiting the **My Finance** tab on Gateway.

## NEED MORE HELP?

Come visit us in the Hub and we can either walk you through the process or get you in touch with a Funding Advisor.

# Frequently Asked Questions

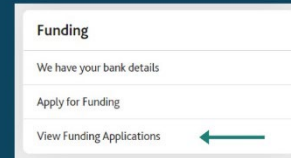


## I received a "Congratulations" email. What happens next?

Please wait 3-4 working days for the **My Finance** portal to update with the details of your award.

## How much will I get paid? When will I receive the payment?

To see the award amount and payment schedule, click **View Funding Applications** in the **My Finance** section.



## How much will I get paid? When will I receive the payment? (Cont.)

On this page, you should see a list of your funding applications. Next to the application that says **Offer Accepted**, click **VIEW DETAILS**.

Scroll to the bottom of this page and click **VIEW PAYMENT SCHEDULE**.

You will find all relevant details here, such as:

**Payment Date**  
**Amount (£)**  
**Status**  
**Payment Method**

## The payment date has passed and I still haven't received any funds - what do I do?

First - Check that your bank details have been entered on Gateway. If your bank details are missing or incorrect, we cannot make a payment.

**This is the #1 reason students don't get their payments as expected!**

Second - Check what day it is. Payments are usually made on **Thursdays**. If it is Monday, please be patient and wait a few more days. Bank transfers take time!



## I haven't received a decision on my application yet - what's the hold up?

Please check your Solent email inbox regularly. The Student Funding team may require additional evidence or clarification on the contents of your application.

In some cases, they may need to speak with you in-person or over the phone.

