

FULL TIME DISCRETIONARY FUND

(Undergraduate and Postgraduate*)

- UK domiciled or eligible for Student Loan support (applicants must be in receipt of maximum support).
- Please return your completed application form to the Student Link reception on your campus.
- *The closing date for **postgraduate** students is 10th October for Trimester 1 entry, 13th February for Trimester 2 entry and 18th June for Trimester 3 entry. There is no deadline for undergraduate students.
- Incomplete forms with missing evidence will be delayed.
- Guidance notes for completing the application, and notes on processing procedures, can be found at www.uws.ac.uk/funds. Use the handy checklist inside to ensure you include the evidence required.
- All correspondence will be sent to your student (banner) email account.

Section 1- Personal Details:

Full Name:	
Banner ID No.:	Age:
Tel. No.:	Are you a care leaver? Yes <input type="checkbox"/> No <input type="checkbox"/>

Marital Status: Single <input type="checkbox"/> Living with Partner <input type="checkbox"/>	No. of financially dependent children: <input type="checkbox"/>
Ages of each child: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	How many adults live in your household? <input type="checkbox"/>
Please tick which best describes your housing arrangements:	
Parental Home <input type="checkbox"/>	Rented /Owned <input type="checkbox"/> University Accommodation <input type="checkbox"/>

Campus:				
Ayr <input type="checkbox"/>	Dumfries <input type="checkbox"/>	Hamilton <input type="checkbox"/>	Paisley <input type="checkbox"/>	Other (Please specify) <input type="checkbox"/>
.....				

Section 2- Childcare Details:

Each Childcare Provider is required to complete Form A (available from Student Link receptions and at www.uws.ac.uk/funds). **If you have unregistered or informal childcare costs, such as relatives or friends, please enclose a letter explaining why you cannot use registered childcare.**

Section 3 – Current Finances

Bank Account	Current Balance	Arranged Overdraft Limit
	£	£
	£	£
	£	£
Creditor, e.g. RBS Visa (include any accounts in arrears, special payment plans, etc)	Amount Outstanding	Min. Monthly Payment
	£	£
	£	£
	£	£
	£	£
	£	£
TOTAL MIN. MONTHLY DEBT REPAYMENTS		£
Total to be included in your expenditure		

Income and Expenditure (* delete as applicable) For further details on how to work this out, see the Guidance Notes, available online at www.uws.ac.uk/funds or from the **Student Link**

Monthly Income (continuing students divide yearly income, i.e. SAAS/SLC, by 12 months, final year students divide by 10 months)			Monthly Expenditure Include partners expenditure if you live together		
	Self	Partner			
Student Loan	£	£	Housing Costs	Rent/Mortgage*	£
Independent Bursary	£	£		Council Tax	£
Young Bursary	£	£		Buildings/Contents Insurance*	£
Parental Contribution	£	£		Gas Maintenance	£
Care Leaver Grant	£	£		Factor Bills	£
Dependents Grant	£	£	Bills	Gas and Electricity	£
Lone Parent Grant	£	£		TV Licence	£
Child/Working Tax Credits	£	£		Home Telephone/TV Package/Internet*	£
Child Benefit	£	£		Mobile Phone x ____ (insert no. of mobile phones for household)	£
Child Maintenance	£	£		Debt Repayments (as itemised in Section above, insert total)	£
Professional and Career Development Loan	£	£	Travel Costs	Food/Housekeeping	£
Earnings/Wages	£	£		Car Insurance and Road Tax x ____ (insert no. of cars for household)	£
State Benefits exc. DLA	£	£		Petrol Costs	£
Scholarships/Trust Funds	£	£	Others	Public Transport Costs	£
Pension	£	£		Course	£
Housing Benefit	£	£		Books/Materials/Equipment	£
Other (please specify)	£	£		Tuition Fees	£
	£	£		Childcare	£
	£	£		Clothing	£
	£	£		Entertainment (inc. kids' activities, family trips, gym memberships etc.)	£
	£	£		Life Insurance	£
	£	£	Other costs (please specify)	£	
TOTAL INCOME	£		TOTAL EXPENDITURE		£
TOTAL INCOME MINUS TOTAL EXPENDITURE EQUALS MONTHLY EXCESS/SHORTFALL*					£

Checklist for Supporting Evidence: Must provide photocopies as originals will not be returned.	
ESSENTIAL ITEMS Won't accept without these	Copy of Banner ID card
	Copy of SAAS Award Notice (both sides)
	Copy of latest bank statements for ALL household accounts (showing 4 wks)
INCOME Supply all those which apply to you	Child/Working Tax Credits – Copy of ALL pages of Award document
	Earnings – Copy of recent payslip/highlight on bank statement (self/partner)
	Child Benefit – Highlight on bank statement
	Other Benefits – Highlight on bank statement/benefit letter(s)
EXPENDITURE Supply all those which apply to you	Rent/Mortgage – Highlight on bank statement if mortgage/copy of lease if rent
	Dig Money/Housekeeping – Letter from the person you pay detailing amount paid, how often and what it covers
	Insurance Payments – e.g. Life, car, home. Highlight on bank statement/copy of policy document showing monthly amount
	Other Housing Costs – Highlight on bank statement if paid monthly, or provide bill
	Debts – Copy of recent statement for all debts (loan agreements, credit card bills, car finance agreements etc. and letters from creditors if accounts are in arrears)
	Childcare Costs – Complete Form A for each provider

Section 4- Supporting Statement and Declaration

Please provide any further information you feel may help the Adviser/Panel further understand your circumstances. This may include any exceptional circumstances that you have not planned for or information on how you budget your income. You may attach an additional page if required.

I certify that the information given by me in this form is correct and complete and understand that a false declaration will invalidate my application and may be considered fraudulent, resulting in disciplinary proceedings in accordance with the University Code of Discipline for Students (Section 12 of the Regulatory framework). I am aware that it is my responsibility to ensure that I include all the relevant documentary evidence and to advise of any changes to my circumstances. I am aware that the procedures for this fund are available online outlining the processes used when making a decision. I authorise the University to make such enquiries as it shall deem necessary to verify the accuracy of my application. I understand that my childcare provider will be made aware of any award made in respect of childcare costs.

Signature: _____ Date: _____

The information provided by you is processed by the University in accordance with the provisions of the Data Protection Act 1998. The information will be accessed only by authorised persons of the University of West of Scotland and its agents and will not be disclosed to anyone else outside the University unless under statutory law. The University undertakes to maintain this data in secure conditions and to process and disclose data only within the terms of its Data Protection notification.

Have you completed all sections of the form and included your signature, bank details and evidence?

Section 5- BACS Form

Please note you have a responsibility to notify us as soon as possible, if your bank details change. Please complete LEGIBLY in BLOCK CAPITALS as unclear details may result in delayed payments.

To be completed by STUDENT

Full name: _____ Banner ID: _____

Name as held on account: _____

Bank/Building Society name: _____

Sort Code: / / Account Number:

Student signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Campus: Ayr Dumfries Hamilton Paisley

Total Award per Fund BACS:

Bursary UG	4328 A04	£	SAAS Childcare	4328 A03	£
Bursary PG	4328 A05	£	UWS Childcare	2095 / 615	£

Instalment Details:

Date of 1st Instalment	Amount of Instalment	Frequency	No. of payments	Student	Childcare Provider
	£				
	£				
	£				
	£				

Date: _____ Requested by: _____