

PART TIME DISCRETIONARY FUND 11/12

For Travel, Course Materials and Childcare

Who can apply?

- Part-time **undergraduate** and **postgraduate** students
- Must be in receipt of **one of the following**:
Personal Benefits: Disability Living Allowance, Incapacity/Invalidity Benefit, Employment and Support Allowance, Carer's Allowance, Severe Disablement Allowance, Attendance Allowance
Family Benefits: Working Tax Credit, Income Support, Housing Benefit, Pension Credit, Income-based Job Seekers Allowance, Income-based Employment and Support Allowance, **or**
- Have a weekly income of less than £74, **or**
- Be in receipt of the ILA200, **or**
- Be in receipt of the Part Time Fee Grant from SAAS (formerly the ILA500 scheme), **or**
- Be in receipt of fee support through the SAAS Postgraduate Student Allowances Scheme

How do I apply?

- Complete form and return to the **Student Link** on your campus. Visit www.uws.ac.uk/fundingadvice for full postal addresses, and contact details
- If you enrol on further modules after you apply, email the campus you applied to with details of the new module. You may submit one application for the full year if you know what you are studying.
- You **must include the following** before your application will be accepted:
 - *A copy of your Banner ID card*
 - *Evidence of public transport costs (i.e. copies of train or bus tickets)*
 - *Evidence of receiving one of the above benefits (i.e. copy of benefit letter or highlighted clearly on copy of bank statement) **or***
 - *Evidence of a weekly income of less than £74 shown on copy of bank statement **or***
 - *Copy of ILA200 letter **or***
 - *Copy of your part time fee grant award letter from SAAS **or***
 - *Copy of your Postgraduate Student Allowances Scheme award letter from SAAS*
- The closing date for **postgraduate** students is 10th October for Trimester 1 modules, 13th February for Trimester 2 modules and 18th June for Trimester 3 modules.
- The closing date for **undergraduate** students is 16th December for Trimester 1 modules, 27th April for Trimester 2 modules and 29th June for Trimester 3* modules.

What happens next?

- We send all information to your student email address so you must access this regularly.
- **Undergraduate:** we will let you know the outcome within 4 working weeks of you submitting your application.
- **Postgraduate:** we will let you know the outcome within 4 working weeks of the closing date.

* If your module starts after this date, we will take this into account but you must apply when your module starts

Please read carefully before completing. All information will be treated as *CONFIDENTIAL*. If you have any queries, or need help completing this form, contact Funding and Advice on your Campus.

Full procedures online at www.uws.ac.uk/funds

Books/Course Materials:

A standard amount of £30 is allocated per module to help with the costs of text books, photocopying or stationary, if your module has a requirement for the above.

Travel/Childcare Costs:

- **Postgraduate:** We will contribute 80% of travel/childcare costs to attend any required elements of the module.
- **Undergraduate ILA200/Part time Fee Grant:** We will contribute 80% of travel/childcare costs to attend any required elements of the module.
- **Undergraduate Benefits or low income:** We will reimburse 100% of travel/childcare costs to attend any required elements of the module.

If you travel by car we use a mileage rate of 15p and confirm distances on AA route planner (www.theaa.com). We will not pay the costs of parking. If you travel multiple times each week by public transport, we will only reimburse you for the cheapest ticket, i.e. weekly tickets rather than daily tickets.

Payments:

Payments are paid directly via BACS to students and Childcare Providers. We will inform you and your childcare provider when we have reached a decision on your application and will send them an email detailing the amount to be paid.

Section 1- Personal Details:

Full Name: _____	
Banner ID No.: _____	Age: _____
Address: _____	
Town: _____	Postcode: _____
Tel. No.: _____	Mob. No.: _____
Are you a Lone Parent? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a Care Leaver? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in receipt of one of the benefits listed? (see list on front page) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which one(s)? _____	
Are you in receipt of the ILA200?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in receipt of the Part time Fee Grant (formerly the ILA500)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you receiving fee support through the PSAS scheme from SAAS?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you undergraduate (UG) or postgraduate (PG)?	UG <input type="checkbox"/> PG <input type="checkbox"/>

Section 2- Childcare Details:

Each Childcare Provider is required to complete Form A in full (available from Student Link receptions and at www.uws.ac.uk/funds).

We will pay your Childcare Provider directly by BACS and they should complete the BACS form on the reverse of Form A.

Section 3- Course Details and Travel Costs:

Module(s) Enrolled on (e.g. Spanish 1A)	Trimester 1, 2 or 3?	Days of Required Attendance Per Week (M, Tu, W, Th, F, S)	Number of Weeks Required Attendance

How do you travel to University? (tick all that apply)

Car Bus Train

By CAR: How many miles for one return trip: _____ x £0.15 = Cost per return journey of £ _____

By PUBLIC TRANSPORT: Cost per return journey: £ _____ or weekly ticket cost: £ _____

Trimester 1:

Cost per return journey of £ _____ x no. of times travel per week: _____ = Weekly cost of £ _____

Weekly cost of £ _____ x no. of weeks required attendance = **Trimester 1 cost of £ _____**

Trimester 2:

Cost per return journey of £ _____ x no. of times travel per week: _____ = Weekly cost of £ _____

Weekly cost of £ _____ x no. of weeks required attendance = **Trimester 2 cost of £ _____**

Trimester 3:

Cost per return journey of £ _____ x no. of times travel per week: _____ = Weekly cost of £ _____

Weekly cost of £ _____ x no. of weeks required attendance = **Trimester 3 cost of £ _____**

TOTAL TRAVEL COSTS FOR ACADEMIC SESSION: £ _____

Section 4- Declaration:

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.

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

Date: _____ Requested by: _____