

SAAS Part Time Discretionary Fund Procedures

- 1 Applicants must meet the following criteria:
 - i. Enrolled for the current session **and**
 - ii. Attending a part-time course **and**
 - iii. Be in receipt of **one of the following**: Job Seekers Allowance (JSA) (6 week eligibility), Disability Living Allowance, Incapacity/ Invalidation Benefit, Employment and Support Allowance, Carer's Allowance, Severe Disablement Allowance, Attendance Allowance, Working Tax Credit, Income Support, Housing Benefit, Pension Credit, Income-based Job Seekers Allowance **or** a weekly income of less than £74 **and**
 - iv. Meet any further eligibility conditions stipulated in the SAAS guidelines for the current academic year.
- 2 Full-time students should refer to the SAAS Discretionary Funds procedures.
- 3 These procedures are also for part-time students wishing to apply for childcare costs (registered or unregistered).
- 4 These funds are not a guaranteed source of income and are likely to become exhausted during the academic year.
- 5 These funds can only assist with the costs of books and course materials, travel, disability costs and childcare. No maintenance assistance is available to part-time students.
- 6 A flat rate of £30 per 20 credit module may be awarded for books and course materials for eligible modules. A module is deemed ineligible for this support if the academic staff have advised us that there will be no need for students to purchase materials or books, i.e. if materials are provided.
- 7 Travel costs awards will be considered for all required travel to the campus where the modules are running. We will consider the costs of travel to attend taught aspects of the module and any required travel to undertake assessments outwith normal class times.
- 8 Travel costs for using a personal vehicle are reimbursed using a mileage rate in line with figures published by HM Revenue and Customs. This rate is 12p.
- 9 Maximum number of weeks travel can be claimed for is 16 for Trimester 1, 15 for Trimester 2 and 10 for Trimester 3. There will be no funding available to cover the costs of parking.
- 10 Where possible, students should use public transport, although we are aware that this is not always possible and will make exceptions.
- 11 Childcare costs awards will be considered for all taught aspects of the module and required travel time either side of attendance at the necessary campus. Registered or unregistered childcare costs will be considered.
- 12 Unregistered childcare costs will be subject to a maximum contribution of £3.50 for one child per hour and £5 for two or more children per hour. If students have an arrangement with a family member or friend whereby, instead of paying childcare at an hourly rate, they make a nominal payment towards meals, entertainment, etc., they may apply for assistance with these costs.
- 13 Advisers will query any childcare costs that appear excessive or unreasonable. Regional averages will be used to determine whether costs are excessive or within the regional norm.
- 14 Maximum number of weeks childcare can be claimed for is 16 for Trimester 1, 15 for Trimester 2 and 10 for Trimester 3.

- 15 Applicants should apply to the fund as early in their studies as possible. If students choose to enrol on a further module after an original application has been processed, a further application should be submitted for the additional module(s).
- 16 The closing date to apply for support for each module is 4 weeks prior to the end of the Trimester the module runs as published on the University calendar.
- 17 Any Trimester 3 modules that start after the closing date are exempt from this closing date and should be submitted by August 31st.
- 18 Application forms for the forthcoming academic year will be made available from 1st August, immediately before the beginning of term in September. They can be obtained via the website (www.uws.ac.uk/funds) or from all Student Services reception points during the academic year.
- 19 Applications can only be submitted after students have enrolled.
- 20 Applicants should complete all relevant sections of the application and enclose photocopies of all the necessary documentation. Funding Advisers can provide assistance completing the form if needed.
- 21 Applicants should ensure that the information provided is accurate, and return the application to their Campus Student Services Reception points. Incomplete applications may be returned and will be subject to delay.
- 22 Applicants will receive a response from their application within 4 weeks of submission.
- 23 Applications will be processed at the Campus the student is based with Advisers across all campuses using the same procedures to make a decision on an application.
- 24 Award notifications will state the award amount and payment pattern and will be sent to the students University email address. Awards will usually be paid via BACS. If students have difficulty with this method of payment they should contact an Adviser on their campus at the point of application.
- 25 Initial payments will be made as soon as possible after processing the application in each Trimester.
- 26 The student must notify the Student Funding Adviser in writing as soon as possible if the student ceases to attend, withdraw, or reduce attendance on the course.
- 27 A refund of any unused portion may be requested.
- 28 A percentage of random checks may be carried out on awards, for audit purposes. Any fraudulent claims will be reported to the relevant authorities.

Confidentiality

The University retains all documents pertaining to the financial award. These will be kept in a locked, secure location as audit checks are performed annually to ensure awards are made appropriately.

The privacy and confidentiality of students will be respected at all stages of the process. Anonymous Statistical information is collected about expenditure of University and Student Awards Agency Funds for reporting purposes and budgetary management. Application forms and related confidential

documents are destroyed as per Data Protection guidelines and will be retained for **7 years** after the current academic year.

What if I disagree with the decision about my application?

Applicants are encouraged to discuss the outcome of their application with an Adviser before making any formal request for reconsideration of the decision.

If, after speaking with an Adviser, an applicant still wishes to formally query their award, their reasons for disagreeing with the decision should be submitted in writing to the Director of Student Services within 28 days of notification of the decision. The Director of Student Services will make an initial response within 5 working days of receiving correspondence.