

FULL TIME POSTGRADUATE DISCRETIONARY FUND 18-19

(PGDE STUDENTS APPLY TO FULL TIME UNDERGRADUATE DISCRETIONARY FUND)

WHO CAN APPLY -
<ul style="list-style-type: none"> UK domiciled studying PGCert, PGDip and/or Masters level. Applicants must have taken out the maximum student support available to them.
WHO CANNOT APPLY -
<ul style="list-style-type: none"> EU and International students, and those studying pre. Registration Nursing and Midwifery courses. Students studying the MSc in Social Work, which falls under the purview of the SSSC.
HOW TO APPLY -
<ul style="list-style-type: none"> Complete the application and return to The Hub or Student Link on your campus. Incomplete applications with missing evidence may be returned, delaying the time it takes to finalise your application. Guidance for completing the application accurately is available at www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/ Use the handy checklist inside to ensure you include the evidence required. The guidance notes will help you identify what is required. Book an appointment if you need help.
IMPORTANT NOTES -
<ul style="list-style-type: none"> While there is no closing date, funds are awarded on a first come, first served basis. You are encouraged to apply early to avoid disappointment. You should read all guidance notes when completing the application. This will help ensure your application is completed accurately, allowing us to assess your application and advise you of the outcome more quickly.
WHAT HAPPENS NEXT -
<ul style="list-style-type: none"> It will take around 4 weeks for your application to be assessed. This is due to the volume of applications received but we do this as quickly as we can. Missing evidence? Don't worry - we will email you to advise what we need. Application complete? If we have all we need to make a decision, we will inform you via your student email*. This decision will either result in an award or explain why you are not eligible to receive an award at this time. <p>*New students who are yet to enrol and get access to student email should provide an email address on pg. 4.</p>

Section 1- About you and your household:	
Full Name:	Banner ID No.:
Date of Birth:	Tel. No.:
Status: Single <input type="checkbox"/> Living with Partner <input type="checkbox"/>	How many adults live in your household? <input type="checkbox"/>
No. of financially dependent children: <input type="checkbox"/> <small>(Include only those under 18, or for whom you still receive Child Benefit)</small>	Ages of each financially dependent child: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tick which best describes your housing arrangements: Parental Home <input type="checkbox"/> Rented /Owned <input type="checkbox"/> University Accommodation <input type="checkbox"/>	

Section 2- About your course:

Course title:

Level of Study, i.e. PGCert, PGDip, MSc.:	Will you be completing your studies this academic year?
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Campus:

Ayr Dumfries Hamilton Paisley London

Other (Please specify): _____

Section 3- About your childcare:

Tell us about the childcare provider(s) you will be using and how much this will cost. You do not need to tell us about this again in Section 5c.

Name of provider	Registration Number	Total cost for year	Childcare Form attached ✓
		£	
		£	
		£	

You must attach a Childcare Form for each provider, completed by them in line with our guidance of the costs we can consider. You can find this form and guidance at www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/ The details on the Childcare Form should match the total cost noted above.

If you have unregistered childcare costs, you must book an appointment with an Adviser to discuss your application further. Ask your unregistered provider to complete the Childcare Form and bring this, and a completed application, to the appointment. We will discuss your need for unregistered childcare and, where appropriate, will endeavour to finalise your application during the appointment.

Section 4 – Supporting Statement:

Use this section to provide any information you feel may help the Adviser/Panel further understand your circumstances. We understand that not everything is a monthly expense, or easy to fit into the budget we provide, so tell us about any unexpected or one- off expenses that you have recently experienced.

Section 5a)- Current financial situation:

Tell us about all of your household accounts (you, partner, and joint) and the overdraft facilities you may have. The balance your account shows will not affect your application. You do not need to provide details of your dependents' accounts.

Bank Account	Current Balance	Arranged Overdraft Limit
	£	£
	£	£
	£	£
	£	£

Section 5b)- Outstanding Debts:

Tell us about your regular monthly household debt repayments. You should provide supporting documentation for each debt listed and may use an additional page if needed. If you live with a spouse or partner, you should also include their debt repayments. If you cannot easily provide evidence of any of the debts listed, submit the application anyway. We will only ask you to submit the evidence if it will make a difference to the outcome.

NB: Paying only the minimum monthly payment towards debts will mean it costs more and takes longer to repay. We recommend paying a little more than the minimum and will assess your application as such, however, we will query any amounts that appear excessive and unaffordable.

Creditor, e.g. RBS Visa (include any accounts in arrears, special payment plans, etc.)	Amount Outstanding	Min. Monthly Payment (if applicable)	Amount you pay each month
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
TOTAL MONTHLY DEBT REPAYMENTS			£
Total to be included in your expenditure in Section 5c			

Use an additional page if needed, or download a template with more space from

www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/

Section 5c)- Household income and expenditure:

The table below details the standard rates we recommend. We will apply these rates when assessing all applications in order to be fair and consistent. Should you enter different values to those noted they will be amended.

If your monthly outgoings differ considerably to the figures below, you should book an appointment to see an Adviser who can help you understand how to make the most of your money.

We understand that not everything is a monthly expense, or easy to fit into the budget we provide, so tell us about any unexpected or one-off expenses that you have recently experienced in Section 4.

Use the table on the next page to provide details of your monthly income and expenditure. If you live with a spouse or partner, you should also include their income. It is much easier for us to match your income or expenditure to your supporting documentation when it is itemised so you must use the headings provided.

STANDARD RATES - These rates will be adhered to for all applications.

INCOME

Any weekly income (such as Tax Credits or Child Benefit) should be multiplied by 52, and then divided by 12 to get a monthly figure

Any annual income/expenditure (such as Car Insurance) should be divided by 12 to get a monthly figure

We will assume an income of £50 per month for, with the exception of single parents and/or those who are unable to work due to disability or extenuating circumstances.

‘Household’ refers to a partner and/or any financial dependents that live with you. If you share a flat with friends, they do not count.

EXPENDITURE (per month)

TV Licence	£13
Mobile Phone	£15 per adult
Food/Housekeeping	£150 per head in the household
Course Books/Materials/Equipment	£30 for you (additional £30 if partner is also studying)
Personal Costs (such as clothing, entertainment etc.)	£75 per head in the household

What costs worry you the most?

Excluding any childcare, please choose the costs that you are most worried about. You should select only one.

Paying debts Travel Costs Housing Costs Tuition Fees/
(rent, utility bills) course costs Something unexpected

If you are a new student applying in advance of enrolment, please provide an email address that we can use to contact you until you have access to your student email account:

Need a little help with these calculations? Visit www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/ for an electronic version of this budget sheet that does the calculations for you. You can complete it, print it and include it in your application instead of filling in this page.

Monthly Income (1 st – 3 rd year students, divide loan and bursary by 12 months, 4 th year students divide by 8 months)			Monthly Expenditure Include partner's expenditure if you live together			
		Self	Partner			
Student Support	Student Loan	£	£	Housing	Rent/Mortgage/dig money*	£
	Independent Bursary		£		Council Tax	£
	Young Bursary		£		Buildings/Contents Insurance*	£
	Other grant/bursary	£	£		Gas Maintenance	£
	Care Leaver Grant		£		Factor Bills	£
	Dependents Grant		£	Bills	Gas and Electricity	£
	Lone Parent Grant		£		TV Licence	£
					Home Telephone/TV Package/Internet*	£
			Mobile Phone x ____ (insert no. of mobile phones for household)		£	
Universal Credit/Benefits/Tax Credits	Child Tax Credits	£	£	Debt Repayments (as itemised in Section above, insert total)	£	
	Working Tax Credits (inc. childcare element)	£	£	Food/Housekeeping	£	
	Child Benefit	£	£	Travel	Petrol Costs	£
	Child Maintenance				Car Insurance x ____ (insert no. of cars for household)	£
	Employment and Support Allowance	£	£		Road Tax x ____ (insert no. of cars for household)	£
	Income Support	£	£		Public Transport Costs	£
	Job Seekers Allowance	£	£	Others	Course Books/Materials/Equipment	£
	Housing Benefit	£	£		Tuition Fees	£
	Carer's Allowance	£	£		Personal Costs	£
	Pension	£	£		Life Insurance	£
Universal Credit	£	£	Work related childcare costs		£	
			Other costs (please specify)		£	
					£	
					£	
Personal	Professional and Career Development Loan	£	£		£	
	Earnings/Wages		£		£	
	Assumed Income	£50	£		£	
	Trust Funds	£	£		£	
Other		£	£		£	
		£	£		£	
		£	£		£	
TOTAL INCOME		£		TOTAL EXPENDITURE		£
TOTAL INCOME MINUS TOTAL EXPENDITURE EQUALS MONTHLY EXCESS/SHORTFALL*						£

Section 6- Supporting Evidence:

Providing evidence is a key part of the application but many applicants overestimate just how much is required. While we do need to see some evidence to ensure the funds are awarded correctly and appropriately, the handy checklist below will help you identify just which pieces of evidence are required.

Those with more complex finances are more likely to be required to submit more evidence. If your finances are complex or you find it difficult to know what is happening with your money, you should book an appointment to see an Adviser who can help you understand how to manage and make the most of your money.

Checklist for Supporting Evidence

- You'll find lots of information and sample evidence online at www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/
- You must provide photocopies as originals will **not** be returned.



ESSENTIAL ITEMS	Copy of latest bank statements for ALL household accounts (showing at least 1 month) Highlight and itemise expenditure on your bank statement. For information on acceptable formats, please refer to the application guidance notes, and see samples online at www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/	
INCOME Supply all those which apply to you	Copy of SAAS Award Notice (if you are in receipt of the SAAS Postgraduate Tuition Fee or Living Cost Loan) AND/OR Evidence of financial support received from elsewhere	
	Child/Working Tax Credits, or Universal Credits – Copy of ALL pages of current award document. If you are in receipt of these, you <u>must</u> provide this evidence.	
	Partner Earnings – Highlight and note on bank statement or copy of payslips if not on statements. If these vary each month, we will average the last 3 months, so please provide payslips or bank statements showing the last 3 months.	
	Child Benefit – Highlight and note on bank statement	
	Other Benefits – Benefit letter(s)/ highlight and note on bank statement	
EXPENDITURE Supply all those which apply to you	Rent/Mortgage – Highlight and note on bank statement and provide a copy of tenancy agreement (only those pages showing cost and number of tenants).	
	Dig Money/Housekeeping – Letter from the person you pay detailing amount paid, how often and what it covers. See sample letter online at www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/	
	Insurance Payments – e.g. Life, car, home. Highlight and note on bank statement where paid monthly, or copy of policy document showing monthly /annual amount (which we will divide by 12 to get a figure for your application).	
	Other Housing Costs – Highlight and note on bank statement if paid monthly, or provide bills/statements.	
	Debts – Highlight on bank statements where payments are the same each month (i.e. loan repayments, car finance). Provide most recent full statement for credit or store cards.	
	Childcare Costs – Completed Childcare Form for each provider	

Remember, incomplete applications will be subject to delay.

Have you done everything you can to avoid this?

Read the procedures for the fund so you know what to expect

This will help you understand how we assess your application

Check you have completed the application in full

Make sure the information is clear and legible

New students make sure you provide an email address on pg. 4

Make sure the figures you include match the evidence provided

You can explain any irregularities in Section 4

Enclose the required supporting evidence

If you are unsure about anything, it is best to ask us before submitting your application. Contact us at fundingadvice@uws.ac.uk

Complete the back page – Section 7

Without payment details, a signed declaration, or your permission to use your data, we cannot assess your application

Section 7- Payment Details, Declaration and Data Protection:

You **do not** need to complete this section if you have previously provided these details, and have received payments from us before, **but you must sign the declaration below.**

Please complete **LEGIBLY** in **BLOCK CAPITALS** as unclear details may result in delayed payments. Please note you have a responsibility to notify us as soon as possible if your bank details change. We will only pay funds into your account or joint account.

Please tick:

UWS have my bank details and these have not changed

or

UWS does not have my bank details (provide below)

or

UWS have my bank details but these have changed (provide below)

BANNER NO.:

NAME AS HELD ON ACCOUNT:

BANK/BUILDING SOCIETY NAME:

SORT CODE:								ACCOUNT NO.:									
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I confirm that the information given by me in this form is correct and complete. I 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) and recovery of paid funds through the university credit control procedure.

I am aware that it is my responsibility to ensure that I include all the relevant documentary evidence and to advise the University of any change to my circumstances. I have read the guidance procedures for this fund, which outline the processes used by the University when they are making a decision.

I authorise the University to make any enquiries that they think are necessary to verify the accuracy of my application. I understand that my childcare provider will be made aware of the status of my application in respect of childcare costs should an award be made.

Data Protection

I authorise the University to use the information I have provided in this form and any related documentation about me for the purposes of processing my funding application. I am aware that further information about how the University will process my information can be found in the student Privacy Policy which I can view on the University website (www.uws.ac.uk) or ask for a copy of from a member of the Funding and Advice team. I understand that I can withdraw this consent at any time by e-mailing fundingadvice@uws.ac.uk

PLEASE TICK THIS BOX →

I authorise the Funding and Advice Team to contact me about any other funding opportunities that may be relevant to me. Don't worry, we won't spam you, and you can contact us at any time if you change your mind.

PLEASE TICK THIS BOX →

SIGNED:	DATE:
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