



UWS CHILDCARE FUND 18-19

Completing the Application

It is important that you read these notes carefully before completing and submitting your application. They explain all you need to do in order to complete the application correctly, which speeds up the assessment process. You will also find out about all the supporting documentation you need to submit with the form.

Remember, incomplete applications will be subject to delay.

Who is eligible to apply?

Nursing/Midwifery, International, EU students and Research Students may apply, but you must meet the other eligibility criteria detailed on the front page of the application.

What can I apply for?

Full details of the fund are detailed in the UWS Childcare Fund Procedures 18-19 documents available online [here](#). In basic terms, you are applying for a contribution towards study related childcare costs.

Do I need an appointment with an Adviser to hand in the application?

You do not need an appointment to submit the application. These step-by-step instructions will help you complete your application accurately and include the correct supporting evidence. You can then submit your application directly to The Hub or Student Link on your campus. In the event that you cannot submit this to us in person, you can send it to us by post and can find out more [here](#).

Should you need help, we are happy to offer this. If you have a quick question about any aspect of the fund procedures, the best way to contact us is via fundingadvice@uws.ac.uk where we can respond quickly. If you would rather discuss an application with an Adviser, or any aspect of the fund in more detail, please book an appointment through The Hub or Student Link on your campus. You can find more details [here](#).

When will I find out if I have been successful?

We assess applications as quickly as we can, but it can take around 4 weeks, and sometimes a little longer due to the volume we receive at peak times. Once we have assessed your application, we will contact you via email. The outcome may be a request for further information, details of your award, or reasons for us being unable to make an award at this time. **We send all correspondence to your student email account*.**

How do I know what supporting documentation to provide?

These step-by-step instructions, as well as the application itself, will explain what evidence is needed. If you don't include something that we need, you will be given a further opportunity to provide this, and it is your responsibility to do this quickly as we cannot honour applications where the fund becomes exhausted.

** New students who are yet to enrol and get access to student email should provide an email address on Page 3 of the application. If we need to contact you prior to the start of term, we will use this email address. Once enrolled, we will use your student email address.*

Supporting Evidence:

You must provide copies of documents as we do not accept originals and cannot return any items.

SAAS Award Notice

If you are a SAAS funded student, we need a copy of this document for the academic year for which you are applying. This allows us to confirm you are in receipt of all funding to which you are entitled.

Tax Credits or Universal Credits:

If you are a UK student, a copy of all pages of your Tax Credit award document is essential. We will use this to confirm your household income. If this document does not include details of your household income, you should provide additional evidence, such as P60, but should provide this as well as your Tax Credits document.

If you receive Universal Credit instead of Tax Credits, please provide a copy of all pages of this award document instead.

If you are not a UK student, you will not have Tax Credits or Universal Credit, so we do not expect you to include this evidence.

Evidence of household income:

If evidence that your household income is under £25k or £30k per year is not on your Tax Credits award notice, you should provide additional evidence, such as a P60, payslips for the last 3 months etc.

The Application:

You must complete the application in full, ensuring information is clear.

Section 1:

Fill in your personal details; including telephone numbers should we need to reach you. When telling us the number of financially dependent children you have, this should include only those who you are still receiving Child Benefit for. If you have a child who still lives with you, but is no longer deemed financially dependent, you can include them as an adult living in the household but should explain this in Section 4. You should also use Section 4 to explain any other adults (other than a partner) living in your household, such as parents.

Please tick to confirm how you meet the eligibility criteria.

Please provide details of your annual household income so we can confirm this meets the eligibility criteria and can match this to your evidence. Use Section 4 if there is anything else you want to tell us about your household income.

Section 2:

Tell us what course you are studying and the mode of study.

Section 3:

Each Childcare Provider is required to complete the Childcare Provider Form. Before completing the childcare provider form, you should ensure you read the procedures for the fund and childcare factsheet so you understand what you can apply for. You should then include the details of each provider in Section 3. This should match the information provided in the Childcare Form.

When completing the childcare form, your childcare provider must provide us with contact and payment details. Due to new data protection regulations, they must also give us permission to use the information they provide to assess your application. To do this, they should tick the box within the declaration. If they do not do this, we will be unable to assess your application or make an award.

They must also sign and date the declaration. This should be a real signature, and cannot be digital or typed. This is known as a wet signature, and is needed for us to process any payment.

If you have unregistered or informal costs, such as relatives or friends, please book an appointment with an adviser to discuss further. We are generally unable to contribute towards the costs of unregistered care, but will consider any extenuating circumstances.

Section 4:

Use this section to add anything further to your application that you feel is important. Don't forget to provide an email address if you are a new student applying before enrolment.

Section 5:

This section details what evidence we require. **Do not submit original documents as we cannot return any items.**

Due to new data protection regulations, you must give us permission to use the information you provide to assess your application. To do this, tick the first box within the declaration. If you do not do this, we will be unable to assess your application or make an award.

We also need your permission to email you information about any funding opportunities that may be relevant to you. To do this, tick the second box within the declaration. If you do not do this, we will be unable to let you know about additional funding that we think you might be eligible for.

You must also sign and date the declaration. This should be a real signature, and cannot be digital or typed.

Finally:

When you have completed the form and copied all of the supporting documentation that we require you will now be ready to hand it in. We would encourage you to hand it in in person, to The Hub or Student Link on your campus. In the event that you cannot submit this to us in person, you can send it to us by post and can find out more [here](#). You should ensure you include enough postage, and a clear and correct address as we cannot be held responsible for any applications or supporting evidence that do not make it to us.

Unfortunately, we are unable to accept emailed applications. This is because we need real signatures on the paperwork.

