

PRE. REG. NURSING/MIDWIFERY DISCRETIONARY FUND 18-19

WHAT YOU ARE APPLYING FOR -
<ul style="list-style-type: none"> You are applying for financial support as a result of unforeseen financial hardship, or unexpected costs, for which you could not reasonably have planned for.
WHO CAN APPLY -
<ul style="list-style-type: none"> UK domiciled students undertaking Pre-Registration Nursing and Midwifery courses. Applicants must take out the maximum student support available to them.
WHO CANNOT APPLY -
<ul style="list-style-type: none"> EU and International students, and those not studying Pre-Registration Nursing and Midwifery courses.
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 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. Book an appointment if you need help.
IMPORTANT NOTES -
<ul style="list-style-type: none"> Funds are limited so please apply promptly to avoid disappointment. We will stop accepting applications when the fund runs out. 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. We will communicate with you via your student email.

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"/> (Include only those under 18, or for whom you still receive Child Benefit)	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 of study:

What year are you in?

When did you start your course?

Month

Year

Campus:

Ayr Dumfries Hamilton Paisley London

Other (Please specify): _____

Section 3 – Your circumstances:

Use this section to detail the unexpected circumstances that have impacted your finances and caused unforeseen financial hardship. Later in this application you will have the opportunity to tell us about your day to day finances, so please focus only on the unexpected circumstances you have recently experienced. You should be specific and concise, and include details of the costs involved.

Section 4 – Childcare Costs: *(leave blank if you do not have any childcare costs)*

We appreciate childcare costs can be a considerable expenses during studies. Please complete the details below so we can better understand how this impacts your day to day finances.

Total childcare costs for the academic year	£
Childcare Allowance received from SAAS <i>(or equivalent)</i>	Minus £
Childcare award received from UWS Childcare Fund <i>(If you have not applied, please explain why in the section below)</i>	Minus £
Balance of childcare costs that you are liable to pay	£

Other information:

Section 5 – Your normal monthly budget:

In this section we will ask about your day to day finances in the form of a monthly budget. This will help us understand how you manage you money and your financial position before you experienced the unexpected financial circumstances you have told us about in Section 3.

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.

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 and budget more effectively.

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.

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

'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

Monthly Income			Monthly Expenditure			
			Include partner's expenditure if you live together			
		Self	Partner			
Student Support	Nursing/Midwifery Bursary	£	£	Housing	Rent/Mortgage/dig money*	£
	Dependents Allowance	£	£		Council Tax	£
	Single Parents Allowance	£	£		Buildings/Contents Insurance*	£
	Student Loan	£	£		Gas Maintenance	£
	Parents Learning Allowance	£	£		Factor Bills	£
	Other grant/bursary	£	£	Bills	Gas and Electricity	£
	Child Tax Credits	£	£		TV Licence	£
Universal Credit/Benefits/Tax Credits	Working Tax Credits (inc. childcare element)	£	£		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)	£
	Employment and Support Allowance			Food/Housekeeping	£	
	Income Support	£	£	Travel	Petrol Costs	£
	Job Seekers Allowance	£	£		Car Insurance x ____ (insert no. of cars for household)	£
	Housing Benefit	£	£		Road Tax x ____ (insert no. of cars for household)	£
	Carer's Allowance	£	£		Public Transport Costs	£
	Pension	£	£	Others	Course Books/Materials/Equipment	£
	Universal Credit	£	£		Tuition Fees	£
Personal	Earnings/Wages		£		Personal Costs	£
	Trust Funds/Scholarships	£	£		Life Insurance	£
Other		£	£		Other costs (please specify)	£
		£	£			£
		£	£			£
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. The handy checklist below will help you identify just which pieces of evidence are required.

Checklist for Supporting Evidence

- You must provide photocopies as originals will **not** be returned.



ESSENTIAL ITEMS	<p>Copy of SAAS Award Notice (both sides) OR Student Finance England/Wales/Northern Ireland Award Notice (all pages)</p>	
	<p>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/</p>	
	<p>Evidence of your unexpected circumstances and costs</p>	
INCOME Supply all those which apply to you	<p>Child/Working Tax Credit, 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. <i>If you have submitted this as part of your UWS Childcare Fund 18-19 application, we do not need you to submit this again.</i></p>	
	<p>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.</p>	
	<p>Child Benefit – Highlight and note on bank statement.</p>	
	<p>Other Benefits – Benefit letter(s)/ highlight and note on bank statement.</p>	
EXPENDITURE Supply all those which apply to you	<p>Rent/Mortgage – Highlight and note on bank statement and provide a copy of tenancy agreement (only those pages showing cost and number of tenants).</p>	
	<p>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/</p>	
	<p>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).</p>	
	<p>Other Housing Costs – Highlight and note on bank statement if paid monthly, or provide bills/statements.</p>	
	<p>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.</p>	

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

Make sure the figures you include match the evidence provided

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.

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: