



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

## GUIDANCE NOTES

*Please read the guidance that follows before applying. These funds are limited and are not a guaranteed source of income, so please apply promptly to avoid disappointment. While every effort will be made to budget the fund across the entire academic year, we will stop accepting applications when the fund runs out, which can happen with little notice.*

### **WHO CAN APPLY:**

The Pre-Registration Nursing and Midwifery Discretionary Fund is available to all UK students studying a full-time pre. Registration programme, and who are in receipt of the maximum student support available to them. Although funding comes from the Scottish Government, you do not need to be Scottish to be eligible, but should be in receipt of student support from Student Finance England, Northern Ireland or Wales.

EU or International Students cannot apply.

### **WHAT YOU CAN APPLY FOR:**

Discretionary Funds can provide additional financial support to top up the support you receive from government, and help you meet the cost of living, where something unexpected has impacted your finances.

We appreciate that the vast majority of students on these courses will struggle to meet their cost of living throughout their studies. However, as a result of the limited budget available, we can only consider applications from students experiencing unforeseen and short-term financial hardship.

Unforeseen financial hardship is when a situation has arisen that is causing you financial hardship but for which you could not reasonably have planned for.

Examples of scenarios where you might be eligible to apply are noted on Page 3. This is not an exhaustive list. We will endeavour to support as many scenarios as possible within the constraints of the budget so if you are unsure your circumstances meet the criteria, we would encourage you apply. The worst that can happen is that we say no.

### **HOW TO APPLY:**

You will need to complete and submit an application and supporting evidence. The application will ask about:

#### **Your family and living situation, and your course:**

This allows use to confirm your eligibility and get a better understanding of your circumstances.

#### **The unexpected circumstances that have impacted your finances and caused unforeseen financial hardship:**

As we can only consider applications from students experiencing unforeseen financial hardship, this will be the focus of the application and gives you an opportunity to detail these unexpected circumstances, how they are impacting on your finances and the costs associated with this.

### **Any childcare costs that you incur:**

This gives you the opportunity to make us aware of your childcare costs for the year, any support you receive towards these, and the balance that you are liable to pay. We'll be able to ensure you have applied for any childcare support to which you might be eligible, and have a better understanding of your financial commitment towards this cost.

### **You regular monthly budget before any unexpected circumstances are taken into account**

This will allow us to get a picture of your day to day finances, including any debt repayments, before taking into account the unexpected circumstances that have led you to apply. This will allow us to consider whether you have any room in your monthly budget to cover unexpected costs. Advisers will also consider how well you manage your money in general, the financial choices you make and the impact that an award might have.

You should only apply once in each academic year. Should new unexpected circumstances arise in the same academic year, we may be able to consider these and you should contact us at [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk)

### **EVIDENCE:**

Evidence is a key part of any application and Page 6 of the application gives guidance on the evidence we require. In the very least we need\*:

- Copy of SAAS Award Notice (both sides) OR Student Finance England/Wales/Northern Ireland Award Notice (all pages)
- Copy of latest bank statements for ALL household accounts (showing at least 1 month)
- Evidence of your unexpected circumstances and costs

You must also evidence the figures you have provided in Section 5 of the application so we can verify the detail in your monthly budget. As everyone is different there is no standard set of evidence that we require. What you submit will be unique to you and your situation. Page 6 of the application gives guidance on the evidence we require and will help you identify what you should include.

\*If you submit only these items, it is unlikely that we will be in a position to consider your application.

### **HOW AN APPLICATION IS ASSESSED:**

The Funding and Advice Team will consider each application independently. The most important element of this is the unexpected circumstances that have impacted your finances and caused unforeseen financial hardship, so it is important your application details this clearly, concisely and includes details of the costs involved.

We will also consider your monthly budget, how well you manage your money in general and the financial choices you make. When considering your monthly budget we will look at whether you should have any room in this budget to cover unexpected costs.

It is unlikely that any award will cover your unexpected costs in full. We will do our best to provide as much support as we can within the constraints of the budget available.

### **AWARDS:**

Any awards made are in the form of non-repayable bursaries and are paid via BACS. They are likely to be in the form of a one-off payment, although this is at the discretion of the Funding and Advice Team.

### **EXAMPLES OF SCENARIOS WHERE YOU MIGHT BE ELIGIBLE TO APPLY:**

You may be able to apply to these funds where something unexpected has impacted your finances, and has resulted in you facing unforeseen financial hardship. The following are examples of scenarios that we would consider, but this is not an exhaustive list, so please do not restrict yourself to this.

*If you are unsure that your situation fits the criteria, we would advise you to submit an application and allow us to make a decision.*

- You have a shortfall in bursary entitlement as a result of extenuating circumstances, i.e. illness
- You have no warranty, insurance or savings, and an essential household item needs to be replaced, i.e. washing machine, fridge, cooker etc.
- A vehicle you rely on has not passed an MOT and/or requires repairs to make it road worthy
- You have received an unexpected bill
- Your spouse/partners earnings have unexpectedly reduced
- Other household income has unexpectedly reduced, i.e. benefits or tax credits income
- Your circumstances have changed, impacting your household income, i.e. separation from spouse/partner
- You unexpectedly need to move home and face the costs associated with doing so