

## UWS CHILDCARE FUND 19 - 20

### WHO CAN APPLY -

- Pre-reg. Nursing/Midwifery Students, Research Students, International Students and EU Students.
- Applications will only be accepted from those whose household income (partners earnings, Working Tax Credits and work replacement benefits, such as Job Seekers Allowance and Employment Support Allowance), before student support is included, is under £25k per year (net) if you have up to 2 children, or under £30k per year (net) if you have 3 or more children. Child Tax Credits and Child Benefit (or equivalent) are not included.

### WHO CANNOT APPLY -

- UK Home students who are not also Pre-reg. Nursing/Midwifery or Research Students – you should apply through the Discretionary and Childcare Funds. See [www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/](http://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/) for full details.

### WHAT YOU ARE APPLYING FOR -

- Applicants are applying for a contribution towards study related childcare costs in the 19-20 academic session.
- When calculating our contribution, we will consider the amount of childcare you are liable to pay after all other relevant contributions are deducted, including the SAAS Childcare Allowance.
- You will be expected to make a personal contribution of up to £799 before being able to apply to the UWS Childcare Fund.
- The table below details the contribution you may receive.

Childcare Costs (for which you are liable, <u>after</u> deductions)	£800 - £1,099	£1,100 - £1,999	£2,000 - £2,999	£3,000 - £3,999	£4,000 - £4,999	£5,000 - £5,999	£6,000 +
Award Amount	£300	£580	£1,050	£1,600	£2,100	£2,640	£3,160

### IMPORTANT NOTES -

- 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.

### HOW TO APPLY -

- Complete the application and return to the Student Link/Hub on your campus. Incomplete applications with missing evidence may be returned, **delaying the time it takes to finalise your application**.
- Your childcare provider(s) must complete the childcare form in full, and these should be submitted with your completed application.
- Guidance for completing the application accurately is located throughout this form with further notes available at [www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/](http://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/)
- Book an appointment if you need help.

## WHAT HAPPENS NEXT -

- We will assess application in the order they were submitted and will do this as quickly as we can. It can take around 6 weeks to get back to you, and longer at peak times or where your application was incomplete.
- **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 for an award at this time.
- New students who are yet to get access to student email should provide an email address on Page 3

## Section 1- About you and your household:

<b>Full Name:</b>	<b>Banner ID No.:</b>
<b>Date of Birth:</b>	<b>Tel. No.:</b>
<b>Status:</b> Single <input type="checkbox"/> Living with Partner <input type="checkbox"/>	<b>How many adults live in your household?</b> <input type="checkbox"/>
<b>No. of financially dependent children:</b> <input type="checkbox"/> (Include only those under 18, or for whom you still receive Child Benefit)	<b>Ages of each financially dependent child:</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

### Tick which best describes your housing arrangements:

Parental Home  Rented /Owned  University Accommodation

### Tick to confirm eligibility:



I have a household income of less than £25k per year, and no more than 2 children

I have a household income of less than £30k per year, and 3 or more children

### Please itemise your annual household income:

Partner earnings	£	Working Tax Credit	£
Job Seekers Allowance	£	Employment Support Allowance	£

*UK students: Provide a copy of ALL pages of your current Tax Credits Award Notice, or equivalent. We will use this to confirm household income.*

*Non UK students: You must include evidence of your household income being less than £25k or £30k per year. This could be through P60's, payslips or bank statements.*

## Section 2- About your course:

<b>Course of study:</b>	<b>What year are you in?</b>
<b>Cohort or start date of your year of study:</b>	
<b>Undergraduate</b> <input type="checkbox"/> <b>Postgraduate</b> <input type="checkbox"/>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>
<b>Campus:</b> Ayr <input type="checkbox"/> Dumfries <input type="checkbox"/> Hamilton <input type="checkbox"/> Paisley <input type="checkbox"/> London <input type="checkbox"/> Other (Please specify): _____	

### Section 3- About your childcare:

Tell us about the childcare provider(s) you will be using.

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/](http://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- Anything else you would like us to know:

Use this section to provide any information you feel may help us better understand your circumstances.

**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:**

## Section 5 – Supporting Evidence, Declaration and Data Protection:

This section should help you identify which pieces of evidence are necessary. We can only accept copies of documents as we cannot return any items.

TICK

### Copy of SAAS Award Notice (both sides), or equivalent, if applicable

We will be unable to assess your application without confirmation that you are in receipt of all student funding to which you are entitled.

### Child/Working Tax Credit, or Universal Credits – Award document (copy of all pages) for 19-20 if applicable

We will use this to confirm your household income. If this is not included in the document you have, please provide additional evidence, such as P60.

### Non UK students: Evidence of household income under £25k or £30k per year

P60, copy of recent pay slip or highlight and note income on bank statement.

### Childcare Form for each childcare provider listed in Section 3

This must be completed and signed by the childcare provider.

## Declaration:

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](http://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](mailto: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 →

Signature:

Date:

# CHILDCARE FORM TO BE COMPLETED BY PROVIDER

This is an **additional form** that should be submitted by the student, along with the relevant application. Submitting this form alone does not constitute an application for financial support.

## STUDENT - Ask your childcare provider to complete this form

- You should consider your childcare requirements for your full academic year and discuss this with your provider.
- You are applying for a contribution towards study related childcare costs for your academic year.
- While we cannot contribute toward work related childcare costs, we do need information on these costs.
- Refer to our fund procedures and Childcare Fact Sheets before applying. Full details of the childcare costs we can consider are detailed in these documents, available at [www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/](http://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/)
- If you have more than one provider, a copy of this form should be completed by each provider. You can download and print from the above webpage.
- You should submit this form with your main application to the relevant fund, along with supporting evidence. Submitting this form alone does not constitute an application for financial support.

## CHILDCARE PROVIDER – Please refer to our childcare fact sheet for further information

- Students are applying for a contribution towards study related childcare costs over their academic year. You should complete this form to reflect the childcare you have discussed and agreed to provide.
- Not all students are eligible for the same support. The student should be able to confirm what they are eligible to apply for, but you can also refer to our fund procedures and Childcare Fact Sheets before applying. Full details of the childcare costs we can consider are detailed in these documents, available at [www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/](http://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/)
- While we cannot contribute toward work related childcare costs, we do need information on these costs.
- Students remain responsible for any childcare payments until we have completed our assessment. After which, they will remain responsible for any amounts not covered by us.
- Any award will be paid directly to you by BACS and we will email you remittance advice detailing the payment plan for the year if an award is being made.

### Your data:

- The information you provide to us on the Childcare Form will be used by the University of the West of Scotland (the "University") to process the childcare claim made by the student and to make payments directly to you. The University will be the data controller for the information you have provided to us. The University will make sure we process all personal information you have provided in line with the current data protection legislation.
- We will keep your information in our records for 7 years and then this will be securely destroyed. Only staff of the University will have access to your information and we will not pass the information you have provided to us to any third parties.
- If you would like further information about what choices you have in relation to the information we hold about you, how we keep your information secure and who you can contact if you have concerns about how we use your information, you can find the relevant information in our privacy notice (<https://www.uws.ac.uk/about-our-website/privacy/>)



PAGES 2 AND 3 ARE TO BE COMPLETED BY CHILDCARE PROVIDERS:

Please read guidance on page 1

**DETAILS OF CHILDCARE COSTS:**

STUDENT NAME:

STUDENT BANNER ID:

NAME OF NURSERY/AFTER SCHOOL/CHILDMINDER:

NAME OF CHILD(REN)	COST PER DAY (after any government funding)	NO. OF DAYS PER WEEK	WEEKLY COSTS	NO. OF WEEKS REQUIRED	TOTAL FOR THE ACADEMIC YEAR
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**STUDY RELATED CHILDCARE REQUIRED (INC. PLACEMENT)**

	£		£		£
	£		£		£
	£		£		£
	£		£		£
	£		£		£

**WORK RELATED CHILDCARE REQUIRED**

	£		£		£
	£		£		£
	£		£		£
	£		£		£
	£		£		£

I CONFIRM THIS IS A TRUE REFLECTION OF CHILDCARE TO BE PROVIDED AND I HAVE THE AUTHORITY TO PROVIDE THIS INFORMATION.

TOTAL

£

NAME (PRINT):

POSITION:

SIGNED:

DATE:

**CONTACT DETAILS:****NAME OF NURSERY/AFTER SCHOOL/CHILDMINDER:**

(INCLUDE NAME IF UNREGISTERED)

**COMPANY NAME (IF DIFFERENT):****ADDRESS (INC. POSTCODE):****TEL. NO:****EMAIL\*:****REGISTRATION NO.:****TO BE COMPLETED BY LOCAL AUTHORITY CHILDCARE PROVIDERS:****EMAIL ADDRESS OF YOUR CONTACT\*:**

\* Written confirmation of any contribution towards childcare costs and details of the payment plan will be sent by **email** in advance of the first payment, and serves as your remittance advice. If indicated, a copy will also be sent to your finance contact in the Local Authority.

**PAYMENT DETAILS:**

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.

**Please tick one option:**

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)

**NAME AS HELD ON ACCOUNT:****BANK/BUILDING SOCIETY NAME:****SORT CODE:**

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**ACCOUNT NO.:**

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I CONFIRM THAT THE ABOVE BANK DETAILS ARE FOR THE CHILDCARE PROVIDER NOTED ABOVE AND ARE ACCURATE.

I CONSENT TO THE UNIVERSITY PROCESSING MY INFORMATION IN LINE WITH THE NOTICE ON PAGE 1 –

PLEASE TICK THIS BOX →

**SIGNED:****DATE:****NAME:****POSITION:**

Should you have any questions, please do not hesitate to contact us at [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk)

