Applying to the Part Time Discretionary Fund: Sample Application

***Although this is based on the part time undergraduate form, the guidance and examples can also be used by those completing the part time postgraduate form**

The application is really simple to complete once you know what you are studying and when the classes are. This sample application will show you how to complete the application correctly, helping us make a decision quickly.

UWS UNIVERSITY OF THE WEST of SCOTLAND

Student Services
Funding & Advice

PART TIME UNDERGRADUATE DISCRETIONARY FUND 19-20

WHO CAN APPLY -

- UK domiciled and funding your studies through the SAAS Part Time Fee Grant or have an annual income of under £25k, evidence of this must be provided.

WHO CANNOT APPLY -

- EU or International students.

WHAT YOU ARE APPLYING FOR -

- You are applying for a contribution towards your study related costs (childcare, travel and books/course materials) in the current academic year.
- You should submit one application in respect of your studies for the full academic year. Should your study plans change, you should contact us at fundingadvice@uws.ac.uk
- A flat rate is applied for the contribution towards books/course materials.

COMPLETING THE APPLICATION -

- Complete your application in respect of your studies for the full academic year.
- Guidance for completing the application accurately is available at www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/

SUBMITTING THE APPLICATION -

- If you are providing your bank details on Section 5, you must submit your original application, in person, to The Hub or Student Link on your campus. We cannot accept this by email.
- If we already have your bank details from a previous application, and these are not changing, and you are only signing the declaration on Section 5, you can submit your application by email to fundingadvice@uws.ac.uk (see Guidance Notes for further information) or in person, to The Hub or Student Link on your campus.

IMPORTANT NOTE -

- 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.
- We will not provide funding for modules that have ended before you submit your application.

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 to receive an award at this time.

Section 1 - About you and your household:

Full Name:	FIONA FAKE	Banner ID No.:	B00123456
Date of Birth:	1.2.79	Tel. No.:	07987654321
Address:	12 FAKE STREET	Town:	IRVINE
Postcode:	KA12 0AB	Are you a Lone Parent?	Yes ☐ No ☑

Please tick the funding scheme that applies to you and provide evidence:

SAAS Part time Fee Grant ☑ Annual income less than £25k ☐

Make sure you have the correct application

Check you are eligible before completing the application. You should also read the fund procedures to find out what you can apply for.

Complete Section 1 in full.

Evidence of eligibility is essential. Do not forget to include this.

Section 2 - About your studies:

We will check your University record to confirm the modules you are enrolled on. Your award will be based on this. If you do not think this is accurate, you should discuss this with your School before applying.

	Term 1	Term 2	Term 3
How many days per week are you required to attend in each Term? This would normally be once per week for each module.	1	2	0
How many weeks (max. 15) are you required to attend classes in each Term? You may not be required to attend classes for the full Term, but should also include weeks when you might attend campus to study or undertake group work etc.	15	15	0

These are not tick boxes. You must insert figures.

Section 3 - About your travel costs:

- We may contribute towards the additional travel costs you face as a direct result of your studies, and where travel is required.
- We would expect you to use the cheapest form of transport, but will consider alternatives where convenience is an issue. Use the space below to explain this if required.
- We will not consider the costs associated with parking.
- We would not expect you to apply for travel expenses where a journey could reasonably be undertaken on foot.
- We would not expect you to apply for travel expenses for a weekly/monthly travel ticket that you would normally purchase for your day to day travel and are able to use to meet the cost of your study related travel.

How do you travel to University? (tick all that apply and include evidence of train and/or bus travel) Car ☐ Bus ☑ Train ☑

By CAR: Use the **AA route planner** to calculate the mileage and cost of a return journey from your home to campus of attendance. Our contribution is based on a mileage rate of **16p**

By PUBLIC TRANSPORT: Cost per **return** journey: **£** 13·30 (must match evidence provided)

Use this space to describe your journey to university if using multiple modes of transport (I.e. car from home to train station, train to another station, bus from station to campus)

Bus to Irvine train station, train from Irvine to Paisley

Complete Section 3 in full. We need evidence of your public transport costs such as used tickets or receipts. We do not require anything if you travel by car as we will calculate the mileage when assessing the application.

Section 4 - About your study related childcare:

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

Your household must be in receipt of Tax Credits, or equivalent Universal Credits, to apply for help meeting the cost of childcare. When applying for help with childcare, you must provide a copy of ALL pages of your current Tax Credit Awards Notice, or Universal Credit statement.

You must attach a Childcare Form for each provider, completed by them. You can find this form and guidance at www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/

If you have unregistered childcare costs, complete the Childcare Form, but also enclose a letter explaining why you cannot use registered childcare. We may contribute a max. £10 per module per week for unregistered care.

If you are applying for help towards childcare costs, please see page 5/6/7 for examples of the completed Childcare Form, and additional evidence required.

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 ☑

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 5
Without payment details, a signed declaration, or your permission to use your data, we cannot assess your application ☑

This page will help you double check you have completed the form and included the supporting evidence that we need.

Section 5- 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.: B00123456

NAME AS HELD ON ACCOUNT: FIONA FAKE

BANK/BUILDING SOCIETY NAME: RBS

SORT CODE:	8	0	8	0	8	0	**ACCOUNT NO.:**	8	7	6	5	4	3	2	1

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: F. Fake **DATE:** 20.9.19

Do not forget to complete this section of the application. We won't be able to award any funds without your bank details.

Make sure you write your details clearly. If any figure is unclear, it may result in delayed payments.

You must give us permission to assess your application, and contact you about other funds we think you might be eligible for.

Don't forget to read the declaration and sign and date the application. We can't make an award if you have not signed this.

Supporting Evidence: The only evidence required is proof of eligibility (i.e. a copy of the SAAS Award Notice) and evidence of travel costs (for public transport).

SAAS Student Awards Agency for Scotland

Gyleview House
3 Redheughs R
Edinburgh EH1

Phone: 0300 3
Fax: 0131 24

Email: parttim
Website: ww

Reference:
Date: 27th

Ms. Fiona Fake
12 Fake Street
Irvine
KA12 0AB

Award Notice

Thank you for your appl ication for a part-time fe e grant. We have set out t below. **You must take this award notice to your course provider to prov your tuition fees.**

NAME : Fiona Fake

SESSION: 2019-20

INSTITUTION : University of the West of Scotland

COURSE TITLE : Biomedical Science

QUALIFICATION : Degree

YEAR OF COURSE : 3

FEE GRANT PAYABLE : £910 (payment will be made direct to your

- If you have any queries about this award notice then please conta mail at Parttimefeegrant@scotland.gsi.gov.uk. Please quote your
- The information above is only valid for the institution, year and c
- If you leave your course part way through the y ear, or decide then you may no longer be eligib le for the fee support from institution know if you decide to leave the course.
- Please remember that you have to apply annually for each y an application from www.saas.gov.uk.
- Please let us know if a ny of your circumstances change. and any of your personal details, including your address.

Part Time Tuition Fee Grant Support Team

IRVINE BUS SERVICE

FROM: FAKE STREET
TO: TRAIN STATION
DAY RETURN £3.50
ISSUED 20.9.13, 8:12AM

Class STD
Ticket type DAY RETURN
Adult ONE
Child NIL
RTN
Start date 20.SEP.13
Number 13303 122605568530
From IRVINE STATION
To PAISLEY GILM
Valid until 20.SEP.13
Route NOT LONDON
Price £9.80
0919

Bus @ £3.50 + Train @ £9.80
= £13.30 for each return trip

A receipt is enclosed for each mode of public transport used. The total cost matches the cost noted in Section 3 of the application.

SAAS Award Notice: This should be for the current year.

How we assess your application: We get our information from the university system. It shows us how many modules you are registered for and when these take place (i.e. the term, day of week and time of class).

View Student Schedule

Information for [redacted]

Current Schedule

Total Credit Hours: 60.000

Haematology and Immunology - BIOL 09002 - 0

Associated Term: 2012/13
CRN: 1196
Status: Enrolled on Sep 03, 2012
Assigned Instructor: Morag Bratchie, Lianne Ashbridge, Claire Campbell, Fiona Henriquez, Simon Hettie, Gail McGarvie, John McLean, Margaret Nocher, Alan Silverside, AD Student Admin Services Staff, Director SAS Staff, Exams Staff, Student Admin P Staff, Student System Manager Staff, Exam Staff2, Paul Tatner
Grade Mode: Letter - Standard
Credits: 20.000
Level: Undergraduate
Campus: Paisley

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 1:00 pm	F	TBA	Sep 17, 2012 - Jan 26, 2013	Taught	Morag Bratchie (P), Lianne Ashbridge, Claire Campbell, Simon Hettie, Gail McGarvie, John McLean, Margaret Nocher, Alan Silverside, AD Student Admin Services Staff, Director SAS Staff, Exams Staff, Student Admin P Staff, Student System Manager Staff, Exam Staff2, Paul Tatner

Human Physiology - BIOL 09003 - 0

Associated Term: 2012/13
CRN: 1197
Status: Enrolled on Feb 22, 2013
Assigned Instructor: Morag Bratchie, Lianne Ashbridge, Claire Campbell, Robin Freeburn, Fiona Henriquez, John McGarvie, John McLean, Margaret Nocher, Alan Silverside, AD Student Admin Services Staff, Admin P Staff, Student System Manager Staff, Exam Staff2, Paul Tatner, Hugh Watson
Grade Mode: Letter - Standard
Credits: 20.000
Level: Undergraduate
Campus: Paisley

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:00 pm - 5:00 pm	T	TBA	Jan 28, 2013 - May 25, 2013	Taught	Morag Bratchie (P), Lianne Ashbridge, Fiona Henriquez, John Lockhart, Andrew MacNocher, Alan Silverside, AD Student Admin P Staff, Student Staff, Hugh Watson

Proteins : Form and Function - BIOL 09006 - 0

Associated Term: 2012/13
CRN: 1200
Status: Enrolled on Sep 03, 2012
Assigned Instructor: Morag Bratchie, Lianne Ashbridge, Gary Boyd, Claire Campbell, Simon Hettie, Alan Silverside, AD Student Admin Services Staff, Director SAS Staff, Exams Staff,

https://fss.uws.ac.uk/BANProd/bwlkfstu.P_FacStuSchd

View Student Schedule

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Exam Staff2, Paul Tatner

Grade Mode: Letter - Standard
Credits: 20.000
Level: Undergraduate
Campus: Paisley

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:00 am - 4:00 pm	R	TBA	Jan 28, 2013 - May 25, 2013	Taught	Morag Bratchie (P), Lianne Ashbridge, Gary Boyd, Claire Campbell, Simon Hettie, Gail McGarvie, John McLean, Margaret Nocher, Alan Silverside, AD Student Admin Services Staff, Director SAS Staff, Exams Staff, Student Admin P Staff, Student System Manager Staff, Exam Staff2, Paul Tatner

Return to Previous

RELEASE: 8.4

https://fss.uws

This student is studying 3 modules.

Our calculations:

There is 1 module in term 1 requiring attendance 1 day per week for 15 weeks. Evidence of travel shows a weekly cost of £13.30. £13.30 x 15 weeks = £199.50

We automatically add £30 allowance for books/course materials. **The total award for term 1 is therefore £229.50**

There are 2 modules in term 2 requiring attendance 2 days per week (unless classes are on the same day) for 15 weeks. Evidence of travel shows a weekly cost of £26.60. £26.60 x 15 weeks = £399

We automatically add £60 allowance for books/course materials (2 x £30). **The total award for term 2 is therefore £459**

TOTAL FOR YEAR - £688.50

Also applying for help towards the cost of childcare?

You will need to have your childcare provider complete the Childcare Form and should submit this with your application.

In addition, you will need to provide a copy of all pages of your Tax Credits Award Notice for the current tax year or Universal Credit statement.

Ensure both you and your childcare provider read the Childcare Form in full.

You should discuss and agree your childcare with your provider, but the provider should complete the form.

UWS UNIVERSITY OF THE WEST of SCOTLAND

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/
- 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/
- 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 be 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/)

UNIVERSITY OF THE WEST of SCOTLAND UWS

Student Services
Funding & Advice

PAGES 2 AND 3 ARE TO BE COMPLETED BY CHILDCARE PROVIDERS:
Please read guidance on page 1

DETAILS OF CHILDCARE COSTS:

STUDENT NAME: FIONA FAKE

STUDENT BANNER ID: B00123456

NAME OF NURSERY/AFTER SCHOOL/CHILDMINDER: BABYSITTERS NURSERY

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
STUDY RELATED CHILDCARE REQUIRED					
FAYE FAKE - T1	£ 25	1	£ 25	15	£ 375
	£		£		£
FAYE FAKE - T2	£ 25	2	£ 50	15	£ 750
	£		£		£
	£		£		£
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	£ 1125

NAME (PRINT): CHILDCARE PROVIDER

POSITION: MANAGER

SIGNED: C Provider

DATE: 20 9 18

Don't forget to tell us who you are.

This student has planned ahead and is able to tell us what her requirements are for both Trimesters.

The number of sessions of childcare per week matches the number of classes per week. Remember, we can only help fund childcare that is required as a direct result of studying.

The childcare provider must sign to confirm this accurately reflects the care being provided.

CONTACT DETAILS:

NAME OF NURSERY/AFTER SCHOOL/CHILDMINDER: (INCLUDE NAME IF UNREGISTERED) BABYSITTERS NURSERY

COMPANY NAME (IF DIFFERENT):

ADDRESS (INC. POSTCODE): 12 NURSERY ROAD, IRVINE, KA12 0AB

TEL. NO: 0141 234 5678 | EMAIL*: C.provider@nursery.co.uk

REGISTRATION NO.: C S1234 5678

TO BE COMPLETED BY LOCAL AUTHORITY CHILDCARE PROVIDERS:

EMAIL ADDRESS OF YOUR CONTACT*: N/A

* 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:

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: BABYSITTERS NURSERY

BANK/BUILDING SOCIETY NAME: BANK OF SCOTLAND

SORT CODE: 0 8 0 8 0 8 | ACCOUNT NO.: 1 3 5 7 9 1 1 1

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: C Provider | DATE: 20.9.18

NAME: C. PROVIDER | POSITION: MANAGER

Should you have any questions, please do not hesitate to contact us at fundingadvice@uws.ac.uk

The childcare provider must provide contact details. We may need to confirm details and we do perform random checks. Registered Providers should also provide their care commission registration number.

The childcare provider must provide their bank details, tick the box to give us permission to process their data, and sign the form.

Our calculations:

There is 1 module in trimester 1 requiring attendance 1 day per week for 15 weeks. Evidence of childcare shows a weekly cost of £25. £25 x 15 weeks = **£375**

There are 2 modules in trimester 2 requiring attendance 2 days per week (unless classes are on the same day) for 15 weeks. Evidence of childcare shows a weekly cost of £50. £50 x 15 weeks = **£750**

TOTAL CHILDCARE AWARD FOR YEAR - £1,125

If you are applying for help towards the cost of childcare, you will need to be in receipt of Tax Credits or Universal Credits and must provide a copy of all pages of your Tax Credits Award Notice, or Universal Credit statement, for the current tax year to show this. If you cannot provide this, we will assume you do not receive these benefits and will be unable to assess the childcare element of your application. **NB: You can still claim the travel and books allowance if you don't get Tax Credits.**

HM Revenue & Customs

Helpline 0345 300 3900
Minicom/Textphone 0345 300 3909
For our opening hours go to www.hmrc.gov.uk or phone us.

MRS FIONA FAKE
12 FAKE STREET
IRVINE
KA12 0AB

TCO Liverpool 3
TCO
GOVERNMENT BUILDINGS
PRESTON
LANCASHIRE
PR1 0YP

Date 17 April 2018

Tax Credits Award for 05/04/2019 to 04/04/2020

MRS FIONA FAKE National Insurance number NI 98 76 54
MR FRED FAKE National Insurance number NI 12 34 56

Summary

Tax credit for the period - see Part 2	£234.20
Working Tax Credit	£5927.60
Child Tax Credit	
Amounts still to be paid to you for the period shown above - see Part 3	
Working Tax Credits to MRS FIONA FAKE	£171.60
Child Tax Credits to MRS FIONA FAKE	£4373.19

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.hmrc.gov.uk/charter

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The award notice must be for the current year.

The award notice must indicate an award for Child and/or Working Tax Credits.

Unregistered provider? They still need to complete the Childcare Form as above and you should also enclose a letter outlining why you cannot use registered childcare.

Dear Funding Team,

My mother in law looks after my children while I am at university. Sourcing registered childcare was difficult as the local nursery was only willing to take my children if I committed to a full-time place.

This also allows flexibility should classes be cancelled etc., and costs much less than registered care. My children are looked after in their home and the cost is minimal.

Regards, Fiona Fake

You must provide us with a copy of ALL pages of the award notice. If your award notice says page 1 of 6, we need copies of 6 pages, even if the last is blank.