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.

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

**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.

<table>
<thead>
<tr>
<th>How many days per week are you required to attend in each Term?</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>This would normally be once per week for each module.</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How many weeks (max. 15) are you required to attend classes in each Term?</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Section 3 - About your travel costs:**

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.

- 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)

- 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

**Section 4 - About your study related childcare:**

### Table

<table>
<thead>
<tr>
<th>Name of provider</th>
<th>Reg. Number</th>
<th>Total cost for year</th>
<th>Childcare Form attached</th>
</tr>
</thead>
</table>

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.uns.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/](http://www.uns.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.
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
- UWS does not have my bank details (provide below)
- UWS have my bank details but these have changed (provide below)

BANNER NO.: 800123456
NAME AS HELD ON ACCOUNT: FIONA FAKE
BANK/BUILDING SOCIETY NAME: RBS
SORT CODE: 80 80 80 ACCOUNT NO.: 87 65 43 2

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: [Signature] 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 Award Notice: This should be for the current year.

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

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.
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.
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.**

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.