



UWS CHILDCARE FUND 2020-21

GUIDANCE FOR COMPLETING THE APPLICATION

How to Apply:

The application form is available [here](#) and is in 2 parts – the main application and a childcare form. The main part should be completed by you, the student, and the childcare form should be completed by your childcare provider(s). Both parts must be submitted together, as per the guidance that follows.

Guidance notes follow that will help you complete the application and gather together the required supporting evidence. Please follow this guidance carefully to ensure you submit the information required, in a suitable format.

Spending a little time now reading this guidance carefully and preparing your application will pay off in the long run as we can finalise our assessment more quickly.

How to Complete and Collate your Application Pack – Electronically:

You must submit your application and supporting evidence electronically as a single PDF document. This means you will need to complete the application, gather together the required supporting evidence in an electronic format, and then collate everything together, into a single PDF document that makes up your entire application pack.

We recommend a website called ilovepdf.com which will allow you to convert electronic files from one type to another, and merge multiple files into a single document.

The application is in PDF format, so it is likely you will need to convert this PDF to Word so you are able to fill in the application form. Once complete, you can then save your application form as a word document, before converting back to PDF. Alternatively, you may wish to print this application, fill it in by hand, and scan it back to an electronic format.

You can gather together the required additional documentation and supporting evidence, including the childcare form, and convert each document into a PDF. You can even use ilovepdf.com to compress your PDF file if it is particularly large. This will help when you are ready to submit this via email.

Once you have all parts of your application form and supporting evidence saved as a PDF, you can then use ilovepdf.com to merge those multiple PDFs into a single document.

Save this document as your full name.

How to Submit your Application Pack:

Once you have collated your application pack into a single PDF document, you should submit this via email to fundingadvice@uws.ac.uk If you are a continuing student, you should send this from your student email account.

If we are unable to accept your application, we will get back to your email asap with further details.

If we have accepted your application, you will receive confirmation that it has been received within 5 working days. If you do not receive any confirmation (be sure to check junk/spam email folders) or other email responses, please contact us again as this may indicate that we did not receive your application.

How to Complete the Application – Section by Section:

Section 1:

Fill in your personal details, including telephone numbers should we need to reach you. When telling us the number of financially dependent children you have, this should include only those who you are still receiving Child Benefit for. If you have a child who still lives with you, but is no longer deemed financially dependent, you can include them as an adult living in the household but should explain this in Section 4. You should also use Section 4 to explain any other adults (other than a partner) living in your household, such as parents.

Please tick to confirm how you meet the eligibility criteria.

Please provide details of your annual household income so we can confirm this meets the eligibility criteria and can match this to your evidence. Use Section 4 if there is anything else you want to tell us about your household income.

Section 2:

Tell us what course you are studying and the mode of study.

Section 3:

Each Childcare Provider is required to complete the Childcare Form. Once this is complete, you should include the details of each Childcare Provider and annual costs in Section 3. This should match the information provided in the Childcare Form.

You should also ensure you read the [UWS Childcare Fund Factsheet for Students](#) which will help you understand what you can apply for etc.

If you have unregistered or informal costs, such as relatives or friends, please book an appointment with an adviser to discuss further. We are generally unable to contribute towards the costs of unregistered care but will consider any extenuating circumstances. If you are attending an appointment to discuss this, we will consider whether we can progress an application in your circumstances and will detail your next steps.

Section 4:

Use this section to add anything further to your application that you feel is important. Don't forget to provide an email address if you are a new student applying before enrolment.

Section 5:

This section details what evidence we require and further guidance can be found on the next page.

You must give us permission to use the information you provide to assess your application. To do this, mark the first box within the declaration with a tick, cross or any indicator that you can include. If you do not do this, we will be unable to assess your application or make an award.

We also need your permission to email you information about any funding opportunities that may be relevant to you. To do this, tick the second box within the declaration. If you do not do this, we will be unable to let you know about additional funding that we think you might be eligible for.

You must also sign and date the declaration. Depending on how you choose to complete the application, this could be a typed name etc.

Childcare Form

This part of the application should be completed by your Childcare Provider(s) but not before you have carefully considered your childcare requirements for the year and discussed these needs with them.

Your Childcare Provider may wish to read the [Childcare Provider Factsheet](#) which will help them understand what you can apply for, and how we process applications etc.

Extract this part of the application and share it with your childcare provider. You may also wish to share the guidance on page 1 on completing the application electronically as your childcare provider may need assistance doing this.

When completing the childcare form, your childcare provider must provide us with contact and payment details. They must also give us permission to use the information they provide to assess your application. To do this, they should tick the box within the declaration. If they do not do this, we will be unable to assess your application or make an award.

They must also sign and date the declaration. Depending on how they choose to complete the application, this could be a typed name etc.

When complete, your childcare provider should return this form to you, and not directly to us. You should then collate this with your completed application, and the required supporting evidence, and submit to us as per the guidance on page 2.

Further Guidance on Supporting Evidence:

SAAS Award Notice:

If you are a SAAS funded student, we need a copy of this document showing your award for the 2020-21 academic year. You can download a PDF version of this directly from your SAAS online account.

Universal Credits or Tax Credits:

If you are a UK student in receipt of either Universal Credits or Tax Credits, we will use this to confirm both your household income and financial dependents that you are responsible for.

To access your Universal Credit award statement, go to the home page of your online Universal Credit account. From there you can access your latest monthly statement (if calculated) as well as all your previous monthly statements. The statement shows both how much you will be paid and the calculations relating to this payment. Even if the award is £0, the statement is required for us to assess your application. You can find out more about using your online account [here](#). [Save this statement as a PDF](#) to include in your application pack.

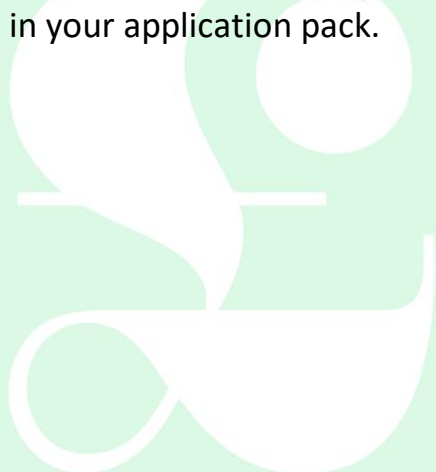
If you receive Tax Credits instead of Universal credits, please provide a copy of all pages of this award document instead. If you do not receive a paper copy of this through the post, you can get this from your online Tax Credits account. You can either download this or [save this statement as a PDF](#) to include in your application pack.

If these documents do not include details of your household income, you should provide additional evidence of this, such as P60, or payslips for the last 3 months etc.

If you are not a UK student, you will not have Tax Credits or Universal Credit, so we do not expect you to include this evidence.

Evidence of household income:

If you are not a UK student, we need evidence that your household income is under £25k or £30k per year, such as a P60, payslips for the last 3 months etc. This would include a spouse/partner whether they live with you in the UK or not. Save this evidence as a PDF to include in your application pack.



Checklist:

Follow this handy checklist to help you complete and collate your application pack.

TASK	INFO	TICK WHEN COMPLETE
Step 1: Complete the application form	If you cannot complete the PDF document, you can use the resource we recommend on page 1 to convert it to Word format, complete and convert back to PDF. Alternatively, you may have the facilities to print the form, complete by hand, and scan. If you don't have a scanner, there a number of mobile apps that allow you to turn your smart phone camera into a scanner. Save your completed application form and use the resource we recommend on page 1 to convert this to a PDF.	
Step 2: Ask your Childcare Provider to complete the Childcare Form	Using the resource we recommend on page 1, you can extract the 3-page childcare form from the whole application document. After you agree your childcare requirements with your provider, ask them to complete this form in full and return to you. Save this and use the resource we recommend on page 1 to convert this to a PDF.	
Step 3: Gather your supporting evidence together	This includes your student funding award letter, universal credit or tax credit statement, and/or evidence of your household income. Save this alongside your completed application and childcare form.	
Step 4: Convert any supporting evidence into a PDF format	Use the resource we recommend on page 1 to convert any supporting evidence to PDF format. Save these PDFs alongside your completed application form and childcare form. <i>Note: You should now have PDF versions of your application form, childcare form and supporting evidence.</i>	
Step 5: Collate your application, childcare form and supporting evidence into a single PDF document.	Use the resource we recommend on page 1 to merge all of your individual PDFs into a single PDF document. Save this as your full name. You are now ready to submit this.	

TOP TIPS!

We receive hundreds of applications. Help us to assess your application quickly by following this guidance and submitting your application in a format that allows us to action your request efficiently and avoid delays to the process.

1. Read the guidance carefully before getting started.
2. Think about your childcare requirements for the full academic year, and discuss these with your childcare provider, before you start completing the application.
3. Collate your application and supporting evidence into a single PDF document and send this to us in one single email.
4. Check out the ilovepdf.com website that we recommend. This will help you collate your application and supporting evidence. If you don't like this website, there are lots of other websites offering the same tools. Use google to find one you like.
5. If you need to turn a piece of paper into a PDF, and do not have access to a scanner, there are a number of mobile apps that can do this using your phones camera. Try Adobe Scan, Office Lens or CamScanner which are available via the App Store and Google Play. Alternatively, you can take a photo and use the ilovepdf.com website that we recommend to convert this image file into a PDF.

When will I find out if I have been successful?

We assess applications as quickly as we can, but it can take around 6 weeks, and sometimes a little longer due to the volume we receive at peak times. Once we have assessed your application, we will contact you via email.

The outcome may be a request for further information, details of your award, or reasons for us being unable to make an award at this time. **We send all correspondence to your student email account*.**

** New students who are yet to enrol and get access to student email should provide an email address on Page 3 of the application. If we need to contact you prior to the start of term, we will use this email address. Once enrolled, we will use your student email address.*

