

## FULL TIME POSTGRADUATE DISCRETIONARY FUND 20-21

(PGDE STUDENTS APPLY TO FULL TIME UNDERGRADUATE DISCRETIONARY FUND)

<b>WHO CAN APPLY -</b>
<ul style="list-style-type: none"> <li>UK domiciled studying PGCert, PGDip and/or Masters level.</li> <li>Applicants must take out the maximum student loan <b>available to them</b>.</li> </ul>
<b>WHO CANNOT APPLY -</b>
<ul style="list-style-type: none"> <li>EU and International students, and those studying pre. registration Nursing and Midwifery courses.</li> </ul>
<b>COMPLETING THE APPLICATION -</b>
<ul style="list-style-type: none"> <li>Complete the application and submit it with the required supporting evidence. Incomplete applications with missing evidence may be returned, <b>delaying the time it takes to finalise your application</b>.</li> <li>Guidance for completing the application accurately is available <a href="#">here</a>.</li> <li>Book an appointment, attend one of our drop in sessions or email your questions to <a href="mailto:fundingadvice@uws.ac.uk">fundingadvice@uws.ac.uk</a></li> </ul>
<b>SUBMITTING THE APPLICATION -</b>
<ul style="list-style-type: none"> <li>Applications and supporting evidence should be submitted by email to <a href="mailto:fundingadvice@uws.ac.uk">fundingadvice@uws.ac.uk</a></li> <li>Read the <a href="#">guidance</a> to help you complete your application electronically, collate this with supporting evidence and submit this to us.</li> <li><u>Due to the ongoing coronavirus situation, we will be unable to accept paper-based applications.</u></li> </ul>
<b>IMPORTANT NOTE -</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>WHAT HAPPENS NEXT -</b>
<ul style="list-style-type: none"> <li>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.</li> <li><b>Missing evidence?</b> Don't worry - we will email you to advise what we need.</li> <li><b>Application complete?</b> If we have all we need to make a decision, we will inform you via your student email. New students via the email provided on page 4. This decision will either result in an award or explain why you are not eligible to receive an award at this time.</li> </ul>

<b>Section 1- About you and your household:</b>	
<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"/>
<b>Tick which best describes your housing arrangements:</b>	
Parent/guardian Home <input type="checkbox"/>	Rented /Owned <input type="checkbox"/>
Other Student Accommodation <input type="checkbox"/>	University Accommodation <input type="checkbox"/>
Other (please specify) <input type="checkbox"/> _____	

**Section 2- About your course:**

<b>Course:</b>	<b>Level of study, i.e. PGDip, MSc.:</b>
<b>Start Date: Month and Year</b>	<b>Expected End Date: Month and Year</b>
<b>Campus:</b> Ayr <input type="checkbox"/> Dumfries <input type="checkbox"/> Lanarkshire <input type="checkbox"/> Paisley <input type="checkbox"/> London <input type="checkbox"/> Other (Please specify): _____	

**Section 3- About your childcare:**

**Do you also wish to apply to the Childcare Element of the Funds, for help meeting the cost of study related childcare?**  
(Please tick the option below that best describes your situation)

<b>No, I do not wish to apply for help meeting the cost of childcare</b>	
<b>Yes, for <u>registered</u> childcare costs, such as nursery or out of school care</b>	
<b>Yes, for <u>unregistered</u> childcare costs, such as family or friends</b> We are normally only able to consider contributing towards unregistered childcare costs where there are extenuating reasons for you being unable to use registered care. You should book an appointment with an Adviser so we can discuss your circumstances further.	

Your childcare provider(s) will need to complete the Childcare Form. We will contact you when this available, which will be on 1<sup>st</sup> September 2020, but you should still complete and submit this application as soon as possible, with the required supporting evidence.  
This should give you time to get a better sense of your childcare requirements for the academic year in light of the current coronavirus situation, and to source an appropriate childcare provider and discuss and agree your requirements.

**Section 4 – Supporting Statement:**

Use this section to provide any information you feel may help the Adviser/Panel further understand your circumstances. We understand that not everything is a monthly expense, or easy to fit into the budget we provide, so tell us about any unexpected or one- off expenses that you have recently experienced.

**Section 5a)- Current financial situation:**

Tell us about all of your household accounts (you, partner, and joint) and the overdraft facilities you may have. You do not need to provide details of your dependents' accounts.

Bank Account	Current Balance	Arranged Overdraft Limit
	£	£
	£	£
	£	£
	£	£

**Section 5b)- Outstanding Debts:**

Tell us about your regular monthly household debt repayments, such as car payments, credit card repayments, loans etc.

***You should provide supporting documentation for each debt listed.***

If you live with a spouse or partner, you should also include their debt repayments.

If you cannot easily provide evidence of any of the debts listed, submit the application anyway. We will only ask you to submit the evidence if it will make a difference to the outcome.

**NB: Paying only the minimum monthly payment towards debts will mean it costs more and takes longer to repay. We recommend paying a little more than the minimum and will assess your application as such, however, we will query any amounts that appear excessive and unaffordable.**

Creditor, e.g. RBS Visa (include any accounts in arrears, special payment plans, etc.)	Amount Outstanding	Min. Monthly Payment (if applicable)	Amount you pay each month
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
<b>TOTAL MONTHLY DEBT REPAYMENTS</b>			<b>£</b>
Total to be included in your expenditure in Section 6c			



**Need a little help with these calculations?** Visit [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 an electronic version of this budget sheet that does the calculations for you. You can complete it, save it and include it in your application instead of filling in this page.

<b>Monthly Income</b> (Divide student income by duration of course)			<b>Monthly Expenditure</b> Include partner's expenditure if you live together			
		<b>Self</b>	<b>Partner</b>			
<b>Student Support</b>	Student Loan	£	£	<b>Housing</b>	Rent/Mortgage/dig money*	£
	Independent Bursary		£		Council Tax	£
	Young Bursary		£		Buildings/Contents Insurance*	£
	Other grant/bursary	£	£		Gas Maintenance	£
	Care Exp. Bursary		£		Factor Bills	£
	Dependents Grant		£	<b>Bills</b>	Gas and Electricity	£
	Lone Parent Grant		£		TV Licence	£
	<b>Universal Credit/Benefits/Tax Credits</b>	Child Tax Credits	£		£	Home Telephone/TV Package/Internet*
Working Tax Credits (inc. childcare element)		£	£		Mobile Phone x ____ (insert no. of mobile phones for household)	£
Child Benefit		£	£		Debt Repayments (as itemised in Section above, insert total)	£
Child Maintenance				Food/Housekeeping	£	
Employment and Support Allowance		£	£	<b>Travel</b>	Petrol Costs	£
Income Support		£	£		Car Insurance x ____ (insert no. of cars for household)	£
Job Seekers Allowance		£	£		Road Tax x ____ (insert no. of cars for household)	£
Housing Benefit		£	£		Public Transport Costs	£
Carer's Allowance		£	£	<b>Others</b>	Course	£
Pension		£	£		Books/Materials/Equipment	£
Universal Credit		£	£		Tuition Fees	£
<b>Personal</b>	Trust Funds	£	£		Personal Costs	£
	Earnings/Wages		£		Life Insurance	£
	Assumed Income	£50	£		Other costs (please specify)	£
<b>Other</b>		£	£			£
		£	£			£
		£	£			£
		£	£			£
		£	£		£	
		£	£		£	
		£	£		£	
<b>TOTAL INCOME</b>		<b>£</b>		<b>TOTAL EXPENDITURE</b>		<b>£</b>
<b>TOTAL INCOME MINUS TOTAL EXPENDITURE EQUALS MONTHLY EXCESS/SHORTFALL*</b>						<b>£</b>

## Section 6- Supporting Evidence:

Providing evidence is a key part of the application but many applicants overestimate just how much is required. While we do need to see some evidence to ensure the funds are awarded correctly and appropriately, the handy checklist below will help you identify just which pieces of evidence are required.

Those with more complex finances are more likely to be required to submit more evidence. If your finances are complex or you find it difficult to know what is happening with your money, you should book an appointment to see an Adviser who can help you understand how to manage and make the most of your money.

### Checklist for Supporting Evidence

- You'll find lots of information and sample evidence online 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/)



<b>ESSENTIAL ITEMS</b>	<p><b>Copy of latest bank statements for ALL household accounts</b> (showing transactions for at least the past 2 months)  <u>Screenshots of mobile banking apps are not acceptable.</u>            You can find further guidance on accessing and downloading your bank statements online <a href="#">here</a>.</p>	
<b>INCOME</b> Supply all those which apply to you	<p><b>Copy of 20-21 SAAS Award Notice</b> (if you are in receipt of the SAAS Postgraduate Tuition Fee and/or Living Cost Loan)  <b>AND/OR Evidence of financial support received from elsewhere, such as SSSC, SFE etc</b></p>	
	<p><b>Universal Credits or Child/Working Tax Credit</b> – Copy of ALL pages of current award document downloaded from your online account.            If you are in receipt of these, you <u>must</u> provide this evidence, even if your award is £0.</p>	
	<p><b>Partner Earnings</b> – Highlight and note on bank statement or copy of payslips if not on statements. If these vary each month, we will average the last 3 months, so please provide payslips or bank statements showing the last 3 months.</p>	
	<p><b>Child Benefit</b> – Highlight and note on bank statement.</p>	
	<p><b>Other Benefits</b> – Benefit letter(s)/ highlight and note on bank statement.</p>	
<b>EXPENDITURE</b> Supply all those which apply to you	<p><b>Rent/Mortgage</b> – Highlight and note on bank statement, and provide a copy of tenancy agreement (only those pages showing cost and number of tenants).</p>	
	<p><b>Dig Money/Housekeeping</b> – Letter from the person you pay detailing amount paid, how often and what it covers. See sample letter <a href="#">online</a>.</p>	
	<p><b>Insurance Payments</b> – e.g. Life, car, home. Highlight and note on bank statement where paid monthly, or copy of policy document showing monthly /annual amount (which we will divide by 12 to get a figure for your application).</p>	
	<p><b>Other Housing Costs</b> – Highlight and note on bank statement if paid monthly, or provide bills/statements.</p>	
	<p><b>Debts</b> – Highlight on bank statements where payments are the same each month (i.e. loan repayments, car finance). If these are not shown on your bank statement, provide alternative evidence.            Provide <u>most recent full statement</u> for credit or store cards where the monthly payment can vary.</p>	

**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

New students make sure you provide an email address on pg. 4

**Make sure the figures you include match the evidence provided**

You can explain any irregularities in Section 4

**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](mailto:fundingadvice@uws.ac.uk)

**Complete the back page – Section 7**

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

## Section 7- Payment Details, Declaration and Data Protection:

You **do not** need to complete your bank details if you have previously provided these, 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.:**

**NAME AS HELD ON ACCOUNT:**

**BANK/BUILDING SOCIETY NAME:**

<b>SORT CODE:</b>							<b>ACCOUNT NO.:</b>									
-------------------	--	--	--	--	--	--	---------------------	--	--	--	--	--	--	--	--	--

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 →**

**SIGNED:**

**DATE:**