

**FULL TIME POSTGRADUATE DISCRETIONARY FUND 23-24**

**(PGDE STUDENTS APPLY TO FULL TIME UNDERGRADUATE DISCRETIONARY FUND)**

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| **WHO CAN APPLY -** |
| * UK domiciled studying PGDip and/or Masters level. * Applicants must take out the maximum student loan **available to them**. |
| **WHO CANNOT APPLY -** |
| * EU and International students * Those studying Paramedic Sciences, pre. registration Nursing and Midwifery courses. |
| **COMPLETING THE APPLICATION -** |
| * Complete the application and submit it with the required supporting evidence. Incomplete applications or those submitted with evidence missing may be returned, **delaying the time it takes to finalise your application.** * **This document is an editable Word document. Fully open the document, making sure to enable editing, then click in the grey areas and type.** * **Follow the highlighted instructions to ensure you provide the details we need.** * In depth guidance for completing and submitting the application accurately is available online [here.](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) * Book an appointment, attend one of our drop-in sessions or email your questions to [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) |
| **SUBMITTING THE APPLICATION -** |
| * Applications and supporting evidence should be submitted by email to [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) * Read the [guidance](https://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/) to help you complete your application electronically, collate this with supporting evidence and submit this to us. * If you have read the guidance and have any concern about completing/submitting the application and supporting evidence as instructed, please contact us at [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) and we will be happy to help. |
| **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. | |
| **WHAT HAPPENS NEXT -** |
| * We will assess applications 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 email your student email address. New students will be contacted via the email address provided by you in Section 4 of this form. This decision will either result in an award or explain why you are not eligible to receive an award at this time. |

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| **Section 1- About you and your household:** | |
| **Complete in full, typing into the grey areas and choosing from the drop-down options.** | |
| **Full Name:** | **Banner ID No.:** |
| **Date of Birth:** | **Tel. No.:** |
| **Status: Click in the grey box to pick from the options** | **How many adults live in your household?**  (Including you) |
| **No. of financially dependent children:**  (Include only those under 18, or for whom you still receive Child Benefit) | **Ages of each financially dependent child:** |
| **Pick which best describes your housing arrangements: Click in the grey box to pick from the options**    **If you selected ‘other’, please specify:** | |

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| **Section 2- About your course:** | |
| **Complete in full, typing into the grey areas and choosing from the drop-down options.** | |
| **Course Title:** | |
| **Year/Level of study: Click in the grey box to pick from the options**  **If you selected ‘other’, please specify:** | |
| **Start Date:** (Month and Year) | **Expected End Date:** (Month and Year) |
| **Campus: Click in the grey box to pick from the options**  **If you selected ‘other’, please specify:** | |

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| 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? Tick the option below that best describes your situation. You should select only one option.** | |
| **No, I do not wish to apply for help meeting the cost of childcare** |  |
| **Yes, for registered childcare costs, such as nursery or out of school care** |  |
| **Yes, for unregistered childcare costs, such as family or friends**  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 us so we can discuss your circumstances further. You can book by contacting [The Hub.](https://www.uws.ac.uk/current-students/supporting-your-health-wellbeing/the-hub-student-link/) |  |

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| **Tell us about the childcare provider(s) you will be using.**  **Type into the grey areas. If you have more than 2 providers, please provides details in Section 4.**  **Your childcare provider(s) will need to complete the Childcare Form**. Discuss this with them and submit the completed Childcare Form with this application and with the required supporting evidence.  Full details of the childcare costs we can consider are detailed [here.](https://www.uws.ac.uk/media/7550/student-childcare-fact-sheet.pdf)  The details on the Childcare Form(s) you submit should match the total cost noted below. | | | |
| **Name of provider** | **Registration Number** | **Total cost for year** | **Childcare Form attached ✔** |
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| **Do you also use childcare for reasons other than study, i.e. work? YES**  **NO** |
| **If so, do you receive any financial help towards this?** *(i.e. Tax Credits, Universal Credits etc.)* **YES  NO** |

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| **Section 4 – Supporting Statement:** |
| **Type into the grey boxes to answer the following questions.** |
| **Is there anything specific that is contributing to your financial difficulty?** |
|  |
| **Have you tried any particular measures to help your financial situation? If so, what steps have you taken?** |
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| **Please explain any non-standard financial arrangements you have, e.g. a parent pays car finance, ex-partner pays rent instead of child maintenance, etc.** |
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| **Tell us anything else you feel may help us understand your circumstances.** We appreciate that not everything is a monthly expense, or easy to fit into the budget we provide. Use this space to tell us anything else you feel we should know, and that might help us better understand your circumstances. |
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| **What costs worry you the most?** |
| Excluding any childcare, please choose the costs that you are most worried about.  **Click in the grey box to pick from the options** |
| **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:**  **Type into the grey area.** |

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| **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.  **Type into the grey areas.** | | |
| **Bank Account**  **(inc. name of bank and name of account holder/s)** | **Last 4 digits of account number** | **Arranged Overdraft Limit** |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

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| 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. What you need to provide can vary, so please refer to the*** [***guidance.***](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/)  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.  **Type into the grey areas.** | | | |
| **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** |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
| **TOTAL MONTHLY DEBT REPAYMENTS**  Total to be included in your expenditure in Section 5c | | | **£** |

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| Section 5c)- Household income and expenditure: | |
| The table below details the standard rates we adopt. We will apply these rates when assessing all applications in order to be fair and consistent. Should you enter different values to those noted they will be amended.  If your monthly outgoings differ considerably to the figures below, you should book an appointment with an Adviser who can help you understand how to make the most of your money.  Use the table on the next page to provide details of your monthly income and expenditure.  If you live with a spouse or partner, you should also include their income. It is much easier for us to match your income or expenditure to your supporting documentation when it is itemised so please use the headings provided.  We understand that not everything is a monthly expense, or easy to fit into the budget table we provide. Please use Section 4 to tell us about any unexpected or one-off expenses that you have recently experienced. | |
| **STANDARD RATES - These rates will be adhered to for all applications.** | |
| **INCOME** | |
| Any weekly income (such as Tax Credits or Child Benefit) should be multiplied by 52, and then divided by 12 to get a monthly figure.  Any annual income/expenditure (such as Car Insurance) should be divided by 12 to get a monthly figure.  We will assume an income of £200 per month for students in 1st to 3rd year and £100 per month for students in 4th year or postgraduate level, with the exception of single parents and/or those who are unable to work due to disability or extenuating circumstances.  ‘Household’ refers to a partner and/or any financial dependents that live with you, e.g. children for whom you receive Child Benefit. If you live with your parents/siblings or share a flat with friends, they do not count. | |
| **EXPENDITURE (per month)** | |
| **TV Licence** | £13.25 |
| **Mobile Phone** | £20 per adult |
| **Food/Housekeeping** | £175 per head in the household |
| **Course Books/Materials/Equipment** | £30 for you (additional £30 if partner is also studying) |
| **Personal Costs (such as clothing, entertainment etc.)** | £75 per head in the household |
| **TV, Internet and/or Phone** | Maximum of £60/month |
| **Car Finance** | Maximum £200/month |
| **Dig Money** | Maximum £200/month |

**Type into the grey areas below.**

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

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| **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 will likely need 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 speak to an Adviser; they 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 on the website [here.](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) | | **✔** |
| **ESSENTIAL ITEMS** | **Copy of 2023-24 SAAS Award Notice** (both sides)  AND/OR **Evidence of financial support received from elsewhere, such as SSSC, SFE etc.** |  |
| **Copy of latest bank statements for ALL household accounts** (showing transactions for at least the past 2 months)  Screenshots of mobile banking apps are not acceptable.  You can find further guidance on accessing and downloading your bank statements online [here.](https://www.uws.ac.uk/media/6176/2023-how-to-download-an-online-bank-statement.pdf) |  |
| **INCOME**  Supply all those which apply to you | **Universal Credits or Child/Working Tax Credit** – Copy of ALL pages of current award document or most recent statement downloaded from your online account. Here is a [sample.](https://www.uws.ac.uk/media/6175/2023-sample-universal-credits-document-single-student.pdf)  If you are in receipt of these, you must provide this evidence, even if your award is £0. If you have not applied, please use Section 4 of the application to explain why. |  |
| **Partner Earnings** – Highlight and note on bank statement or provide 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. |  |
| **Child Benefit** – Highlight and note on bank statement. |  |
| **Other Benefits** – Benefit letter(s)/ highlight and note on bank statement. |  |
| **EXPENDITURE**  Supply all those which apply to you | **Rent/Mortgage** – Highlight and note on bank statement, and provide a copy of tenancy agreement (only those pages showing cost and number of tenants). |  |
| **Dig Money/Housekeeping** – Highlight and note on bank statement, and provide letter from the person you pay detailing amount paid, how often and what it covers. See sample letter [online.](https://www.uws.ac.uk/media/6177/sample-letter-about-dig-money.pdf) |  |
| **Insurance Payments** – 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). |  |
| **Other Housing Costs** – Highlight and note on bank statement if paid monthly, or provide bills/statements. |  |
| **Debts** – 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 most recent full statement for credit or store cards where the monthly payment can vary. |  |

**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 at Section 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 next page – Section 7**

Without payment details, a signed declaration, or your permission to

use your data, we cannot assess your application

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| **Section 7 – Payment Details, Declaration and Data Protection:** | | | | |
| **You do not need to complete your bank details if you have previously provided these to Funding and Advice, and have received payments from us before, but you must sign the declaration below.**  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:**  **Funding and Advice have my bank details, and these have not changed**  **or**  **Funding and Advice do not have my bank details** (provide below)  **or**  **Funding and Advice have my bank details, but these have changed** (provide below) | | | | |
| **BANNER NO.:** | | | | |
| **NAME AS HELD ON ACCOUNT:** | | | | |
| **BANK/BUILDING SOCIETY NAME:** | | | | |
| **SORT CODE:** |  | **ACCOUNT NO.:** | |  |
| 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 emailing [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/NAME:** | | | **DATE:** | |