



# UWS CHILDCARE FUND 2023-24

## GUIDANCE FOR COMPLETING THE APPLICATION

### **The Purpose of the UWS Childcare Fund:**

The purpose of the UWS Childcare Fund is to provide help meeting the costs of study related childcare to eligible students who are unable to meet this cost independently. Support is in the form of a non-repayable bursary, paid directly to your childcare provider.

**Before applying, you should make your childcare arrangements for the academic year.**

If you have unregistered or informal costs, such as relatives or friends, please book an appointment with us to discuss further. You can do so through [The Hub](#). 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.

### **How to Apply:**

The application form 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.

The guidance notes that follow 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.

You must submit your application and supporting evidence electronically, via email. If you have read this guidance and have any concern about completing/submitting the application and supporting evidence as instructed, please do contact us at [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) and we will be happy to help.

**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:**

The application form is provided in Microsoft Word format. You should ensure you open the document fully as you will be unable to edit this if it is in preview mode.

When the document has been opened fully, you will be able to provide all information required by typing directly into the document or choosing from a drop-down list of options. You will be unable to edit the document but should not need to do so.

When you complete the application form, you should save this Microsoft Word document as your full name. We get thousands of applications and doing this will avoid any issues.

Alongside your application form, we require supporting evidence to be submitted as a single PDF document. This means you will need to gather together the required supporting evidence in an electronic format, and collate everything together, into a single PDF document that makes up your entire package of supporting evidence. There are free online tools to help you merge multiple PDF documents into a single file.

You should be able to access most, if not all, of the required supporting evidence in PDF format. However, if you need to convert electronic files from one type to another, there are free online tools to help you do this.

We recommend a website called [ilovepdf.com](http://ilovepdf.com) which will allow you to convert electronic files from one type to another, and merge multiple files into a single document. However, you can also find similar online tools through a simple Google search.

Similar to your Microsoft Word document application, save your PDF file of supporting evidence as your full name.

**PLEASE DO NOT SEND US LARGE NUMBERS OF ATTACHMENTS, SCREENSHOTS OF EVIDENCE, SCREENSHOTS FROM YOUR PHONE, OR OTHER IMAGE FILES.**

*It takes us twice as long to upload and review 2 documents as it does to upload and review 1. If lots of students send us lots of attachments, it significantly slows down the process and will take us much longer to assess your application.*

## **How to Submit your Application Pack:**

Once you have your Microsoft Word application and single PDF document with collated supporting evidence, you should submit this via email to [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) If you are a continuing student, you should send this from your student email account.

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 or other email responses (be sure to check junk/spam email folders), please contact us again as this may indicate that we did not receive your application.

## **The Childcare Form:**

You must submit a completed Childcare Form reflecting the childcare costs for which you wish to apply through this fund. This is the only supporting evidence we require in respect of your childcare costs. We do not require copies of contracts etc.

**This Childcare Form should be completed by your childcare provider – not you.** However, you should ensure you discuss your childcare requirements with your provider, so the form reflects the care you have signed up for.

The Childcare Form appears at the end of the application, and is also available [here](#). It is up to you whether your provider completes the Childcare Form within the main application document, or a separate one.

As with your application form, this is provided in Microsoft Word format. When the document has been opened fully (i.e. not in preview mode), your provider will be able to enter all information required by typing directly into the document or choosing from a drop-down list of options.

Once complete, your provider should return the form to you. You should save this as your full name, and submit to us along with your own application, and your supporting evidence.

## **How to Complete the Application – Section by Section:**

### **Section 1:**

Fill in your personal details, including telephone numbers should we need to reach you.

Your Banner ID number is your unique UWS identification number. If you are a new student, this will be detailed on your offer, and other communications from UWS. It begins with B0 and is followed by 7 digits.

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:

You should provide details of your childcare provider(s), including their registration number, and your total costs with that provider for your academic year. This should match the detail provided in the Childcare Form, which we will expect you to submit along with this application.

Further guidance on completing the Childcare Form can be found above.

If you have unregistered or informal costs, such as relatives or friends, please book an appointment with us to discuss further before submitting an application. You can do so through [The Hub](#). 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. You may wish to come back to this section as you work through the rest of application and identify information that you think will help us better understand your circumstances.

If you are a new student joining UWS we will be unable to contact you via your student email account until you enrol. If you are applying in advance of term starting, please provide an alternative email address for us to reach you.

## Section 5:

This section details what evidence we require, and further guidance can be found below.

Due to data protection regulations, you must give us permission to use the information you provide to assess your application. To do this, tick the first box within the declaration. If you do not do this, we will be unable to assess your application or make an award. If you cannot tick the box when completing the application electronically, any indication is sufficient.

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. If you cannot tick the box when completing the application electronically, any indication is sufficient.

Don't forget to add your name and date to the declaration. There is no requirement for a real signature; any indication that you are agreeing to the information is sufficient.

## 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 2023-24 academic year. You can download a PDF version of this directly from your SAAS online account.

### Evidence of household income:

If you are a UK student in receipt of Universal Credits or Tax Credits, please see section below.

If you are a UK student not in receipt of Universal Credits or Tax Credits, we need evidence that your household income is under £25k or £30k per year. Please provide your most recent P60, or payslips for the last three months, or bank statements with your household income highlighted. Save this evidence as a PDF to include in your application pack.

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.

### 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 you are in receipt of Universal Credits, you must declare your student funding so that your Universal Credit claim is calculated correctly. If you submit Universal Credit statements to us which show that your student funding is not being taken into account, then we may not be able to complete your UWS Childcare Fund application. If your application is assessed prior to the start of the academic year then an award decision may be made, subject to receipt of updated Universal Credit statements prior to the first payment being made. If the academic year has already begun, no award decision will be made until after you have submitted the relevant updated evidence.

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.

## Checklist:

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

TASK	INFO	TICK WHEN COMPLETE
<b>Step 1:</b> Complete the application form	Fully open the Microsoft Word document and complete the application form.  Save your completed application form as your full name.  We recommend creating a folder on your PC/laptop to save everything related to your application.	
<b>Step 2:</b> Ask your Childcare Provider to complete the Childcare Form	After you agree your childcare requirements with your provider, ask them to complete this form in full and return to you.	
<b>Step 3:</b> 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.	
<b>Step 4:</b> Convert any supporting evidence into a PDF format	Use the resource we recommend on page 2 to convert any supporting evidence to PDF format if not already in that format.  Save these PDFs alongside your completed application form.	
<b>Step 5:</b> Collate your application, childcare form and supporting evidence into a single PDF document.	Use the resource we recommend on page 2 to merge all of your individual PDFs into a single PDF document. If it is a particularly large document, you can also use this resource to compress the file, making it easier to email.  Save this as your full name.  You are now ready to submit your application form and your PDF document featuring all supporting evidence.	