



# Childcare Fund Factsheet for Students

## What can I apply for?

As a UWS student you can apply for a contribution towards your study related childcare costs in an academic year. At University, students engage in their studies in a variety of ways so we do not simply consider the childcare required to cover in class teaching. You may be attending a class in person or virtually, engaged with placement, or studying

independently at home. All of this counts as study related.

There will be a limit to the childcare we can consider - please see the following table as a guide. We'll assess your application within these limits.

It is your responsibility to identify the childcare you require and to apply appropriately.

Course Type	Maximum days per week	Maximum weeks per year*
Undergraduate, full-time (Terms 1 and 2)	4	30
Postgraduate Diploma, full-time (Terms 1 and 2)	4	30
Masters, full-time (Terms 1, 2 and 3)	4	45
Pre-Registration Nursing/Midwifery, full-time	5	50
PGDE, full-time (Terms 1 & 2, early start & late finish)	5	36
Undergraduate Social Work, full-time (Terms 1 and 2)	5	30
PART TIME STUDENT	You can claim 1 day childcare per 20 credits, for a maximum 15 weeks per trimester.	

\*This is based on attendance during a standard academic year. If your course extends beyond the standard end date, please factor this in when applying. For full-time Masters study we would expect students to undertake the PGDip during Terms 1 and 2 before advancing to the Masters in Term 3.

**Planning Ahead** Our fund opens on **1st July** for each new academic year. Please apply from this date to allow support to be finalised before your course start date. Payments will commence when you are enrolled and attending. We appreciate many childcare providers give students time to arrange their funding and will hold off seeking payment until any award from the University is finalised, however you are responsible for any contract and payments you have committed to.

**Childcare Form** As part of the application process, you should discuss your childcare needs with your childcare provider and in conjunction with them complete the **Childcare Form** with details and costs of the care to be provided. This should then be signed by them to confirm this. This information is how we calculate any award, so it's important this is accurate and reflects the full year. Please ensure they complete the form in full, including providing us with their bank details for payment purposes.

**As fast as we can** Due to the demand on the fund it can take up to 6 weeks to assess applications and slightly longer at peak times. Applications are means tested and require you to submit evidence. In the case where evidence is missing or if we require further information, the assessment will take longer.

**Holidays** University holidays tend not to be in line with school breaks, therefore, you should discuss any additional care required as a result of school holidays with your childcare provider and ensure this is included on the childcare form. We expect you to apply once a year to the childcare fund as we may not be in a position to help with additional childcare costs later in the year.

**Price Increases** We appreciate your childcare provider may increase prices during the academic year. If this occurs please let us know, however due to limited funds we cannot guarantee this additional cost will be covered by UWS, in which case you will be responsible for this.

**Change to the Plan** If plans and costs change, please let us know as soon as possible as this could result in a reassessment of the application, or a refund requested from your childcare provider.

## Payment arrangements

**Remittance Advice** We will send you and your childcare provider a remittance email as soon as a decision has been made. This details the award and payment plan. We only send this once in advance of the first payment, so it's important you keep this for your records.

**Payment Plans** Payments to your childcare provider are usually made on a monthly basis, in advance. If you applied before the term starts the first payment will be a double payment in late September. If you have applied later in the year, we will still assess the application for the full amount, and the initial payment may be larger to cover childcare already provided. If you apply later in the year and we no longer have the budget available to consider your full costs, we may only be able to provide a small contribution.

You are responsible for any childcare payments until you receive our remittance advice, thereafter you remain responsible for any costs not covered by this award or any additional costs incurred.

**Refunds** Where there has been a change to childcare requirements and there is a surplus on your childcare providers account, this should be returned to the university. Should this be the case please ask your childcare provider to contact us.

