



UWS Childcare Fund Procedures

The purpose of the UWS Childcare Fund is to provide help meeting the costs of study related childcare to students who need this additional financial assistance but who are unable to apply to the SAAS Discretionary and/or Childcare Funds, administered through UWS.

This is primarily Paramedics, pre-registration Nursing and Midwifery, International, EU and Research students, but you should get in touch if you are unsure what you are eligible to apply for, or visit [our website](#) for more information.

1. If eligible, you may apply for a contribution towards your study related childcare costs once in any University academic year.
2. Your application may be reassessed during the academic year if your circumstances change in a way that would impact the outcome of your application. It is your responsibility to advise of any such change without delay. Failure to do so may result 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.
3. Policy and procedures for the fund can change, but we will endeavour to avoid any changes within an academic year.
4. You must reapply to the funds in each academic year and meet the eligibility criteria stipulated in that academic year. Please do not rely on this being the same in each year of application.
5. Funds are limited and are not guaranteed until after an application has been fully assessed. Acceptance of an application does not constitute any guarantee of an award.
6. Funds are awarded on a first come, first served basis and we encourage all students to apply early to avoid disappointment. We consider an early application to be one submitted when the fund opens on 1st July, and certainly before the start of term.
7. We may not be able to award late applicants at the levels detailed below, and the fund will close, often with little notice, when the budget becomes exhausted.
8. You must have applied for all other sources of funding to which you are entitled, i.e. Student Loan, NHS or other Bursary, Supplementary Grants, Childcare Allowance, Tax credits, Universal Credits, Tuition Fees and any relevant Benefits, Free Early Education place from Local Authority, etc.
9. Applications will only be accepted from those whose household income (partners earnings, Working Tax Credits and work replacement benefits, such as Universal Credits, before student support is included, is under £25k per year (net) if you have up to 2 children, or under £30k per year (net) if you have 3 or more children. Child Tax Credits and Child Benefit are not included.

10. You must provide the relevant evidence to allow us to assess any application you make. It is your responsibility to do this in a timely manner. We will be unable to make an award without this, and the fund may become exhausted while we are waiting on you to provide this.
11. We will consider the costs of registered childcare only.
12. Should there be extenuating reasons why you are unable to use registered care, and you are paying for unregistered childcare, such as relatives or friends, we may be able to contribute towards the costs of this. In these circumstances you **must** book an appointment with us to discuss your application and these extenuating circumstances. Where we feel the use of this care is justified, we will explain how we calculate any contributions, and how you can progress an application.
13. We will not consider an application where a parent or stepparent is available to provide care.
14. When considering your application, we are interested in your total annual costs of study related childcare for the academic year. This includes all aspects of your course, whether classroom study or placements. If you use more than one childcare provider, we would add together the annual costs for each provider. It is therefore important that you **plan ahead for the full academic year** and consider your childcare requirements and costs for this entire period.
15. Benefit rules prevent us from contributing to any work-related childcare costs you may have, without this directly reducing the benefit you may be eligible to receive (i.e. Childcare Element of Working Tax Credit or Universal Credit). While we are unable to contribute to this cost, we will need information on these costs to accurately assess your application.
16. If you are in receipt of Universal Credits, remember that you must tell them about your student funding so that your Universal Credit claim can be recalculated. If you do not, or provide Universal Credit statements that show they have not taken your student funding into account, we will be unable to consider your application to this fund further, or until your Universal Credit claim is recalculated.
17. When telling us about your childcare requirements for the academic year, we will query any childcare costs that appear excessive or unreasonable.
18. In general terms, we consider childcare for class time and an element of independent study, up to a maximum of 4 days childcare but you are free to use this flexibly, i.e. 4 full days, or 3 full days and 2 half days.
19. We understand certain courses require students to attend placements for 5 days per week. In those circumstances we will consider a maximum of 5 days childcare per week. This would be the case for those students undertaking a Paramedic or pre. Registration Nursing/Midwifery course.
20. We do not consider any childcare costs incurred outwith your term-time, so please pay particular attention to your university schedule. Based on our standard term-time for full-time students, the maximum childcare we would consider is 30 weeks between September and May. Based on our term time for those students undertaking a Paramedic or pre. Registration Nursing/Midwifery or PhD level course the maximum childcare we would consider is 50 weeks. Different types of courses, with different levels of commitment, may be eligible for different levels of support. If you are unsure what you can apply for, please contact us at fundingadvice@uws.ac.uk
21. You can find out more about what you can apply for and how we assess your application in the Childcare Fund Factsheet for Students, available [here](#).

22. Your childcare provider must complete the childcare form as part of the application process. This is in addition to any forms you need to complete and provides confirmation of the care being provided and gives us the details required to confirm any claim made.
23. Any award we will make will be a **contribution towards your costs only** and is paid directly to your provider. This ensures those with the highest childcare costs receive the highest awards, but there is a maximum limit to what we can offer. You will be responsible for meeting the remaining costs, so please ensure you plan for this.
24. When calculating our contribution, we will consider the amount of study related childcare you are liable to pay **after** all other study related contributions are deducted, i.e. SAAS Childcare Allowance.
25. Paramedic and pre. Registration Nursing and Midwifery students using registered childcare should receive up to £2,466 from the SAAS Childcare Allowance. As this is not income assessed, we will expect you to have this contribution unless you provide evidence to show otherwise.
26. You will be expected to make a personal contribution of up to £799 before being able to apply to the UWS Childcare Fund.
27. The table below details the contribution you may receive, based on the costs for which you are liable.

Childcare Costs (for which you are liable, after deductions)	£800 - £1,099	£1,100 - £1,999	£2,000 - £2,999	£3,000 - £3,999	£4,000 - £4,999	£5,000 - £5,999	£6,000 +
Award Amount	£300	£580	£1050	£1600	£2100	£2640	£3160

Examples:

1. Agnes is studying pre-registration Adult Nursing and is receiving all the support she is entitled to from SAAS. She is a lone parent with no income coming into the household other than her student support, Child Tax Credits and Child Benefit. She has a child in nursery, costing £6,300 for the duration of the academic year. This total less her SAAS Childcare Allowance of £2,466 means Agnes is liable to pay £3,834. Agnes is therefore eligible to apply to the fund and would receive £1,600.
2. Bryan is studying Paramedic Sciences and is receiving all the support he is entitled to from SAAS. He has a partner who earns £36,000 per year and one child. Bryan is not able to apply to the fund as his household income is above £25,000 per year.
3. Carol is studying towards a PhD and has one child. She receives a small stipend from the University of £14,000 for the year. Her husband works part-time earning a further £7,500 per year, bringing their total household income to £21,500 for the year. While her husband works, their daughter attends nursery, costing £2,900 for the year. Carol is therefore eligible to apply to the fund and would receive £1,050.
4. David is an international student studying an undergraduate course. He is not eligible for any student support from SAAS etc. He is a lone parent to a child in nursery and a child in school, who uses after-school care. His nursery costs £4,500 for the academic year and after-school costs £1,200, bringing his total costs to £5,700. He is eligible to apply to the fund and would receive £2,640.

Contacting Us:

We are here to help, so please do not hesitate to contact us if you have any questions about the fund, how it works, how to apply or the decision that has been made.

If you have a quick question about any aspect of the fund procedures, the best way to contact us is via fundingadvice@uws.ac.uk where we can respond quickly.

If you would rather discuss an application with an Adviser, or any aspect of the fund in more detail, please book an appointment through The Hub. You can find more details [here](#).

What you need to do after an award has been made –

You must notify us as soon as possible if there is any change in circumstances. You should send such notification to fundingadvice@uws.ac.uk

This includes, but is not limited to, changes in your student status, including withdrawal from the course or the commencement of a period of interruption, significant changes to your childcare usage, and changes to your financial situation that would impact your eligibility for this fund.

We may cancel your application and award as a result of such changes. A refund of any unused portion may also be requested.

You must also update us of any change in your providers bank details at least 10 working days before we are due to make a payment.

Confidentiality

The University retains all documents pertaining to the financial award as audit checks are performed annually to ensure awards are made appropriately. Digital records are stored in a secure system.

The privacy and confidentiality of students will be respected at all stages of the process. Anonymous statistical information is collected about expenditure of University and Student Awards Agency Funds for reporting purposes and budgetary management. Application forms and related confidential documents are destroyed as per Data Protection guidelines and will be retained for 7 years after the current academic year.

What if I disagree with the decision about my application?

There is no formal route of appeal for this fund, but you are encouraged to discuss the outcome of your application with an Adviser if you feel the decision is incorrect. We will be more than happy to review this and/or explain the outcome or correct any errors we may have made.

