

ASYLUM SEEKER DISCRETIONARY FUND

GUIDANCE FOR COMPLETING THE APPLICATION

Before applying:

Carefully read the Asylum Seeker Discretionary Fund Procedures, as well as the information [online](#) so that you can understand whether you meet the eligibility criteria, the circumstances in which you can apply, and how your application will be assessed.

How to Apply:

The application form is available [here](#) and should be completed by you, as per the guidance that follows.

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

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 any further than this, 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 will require supporting evidence 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.

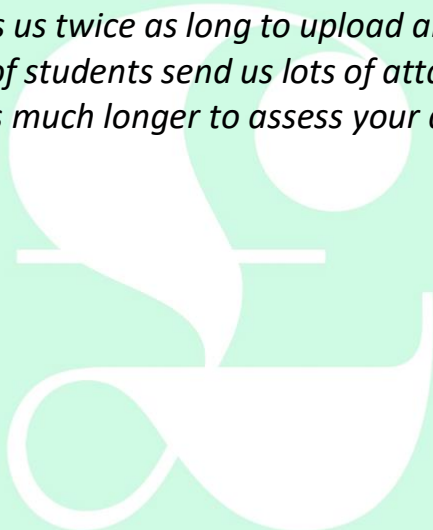
You should be able to access the most, if not all, of the required supporting evidence in PDF format. However, if you need to convert electronic files from one type to another, there are free online tools to help you do this.

We recommend a website called ilovepdf.com 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 Complete the Application – Section by Section:

The application 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.

Section 1 – About you:

Fill in your personal details, including telephone number should we need to reach you. Your Banner ID number is your unique UWS identification number. It begins with B00 and is followed by 6 digits.

Section 2 – About your household:

Please tell us whether you are single or living with a spouse/partner.

If you have dependent children, please tell us how many and how old they are.

Tell us about your housing arrangements by selecting from the drop-down list provided.

Section 3 – About your studies:

Tell us what course you are studying. You should provide the full course title.

Select your level of study, and campus, from the drop-down lists provided.

Section 4 – Tell us about your Asylum Seeker status:

Tell us more about your current situation by answering the questions in full. We will use the information you provide to determine whether your circumstances fit the eligibility criteria for the fund, as well as how best we can provide support.

Section 5 – Tell us more about you:

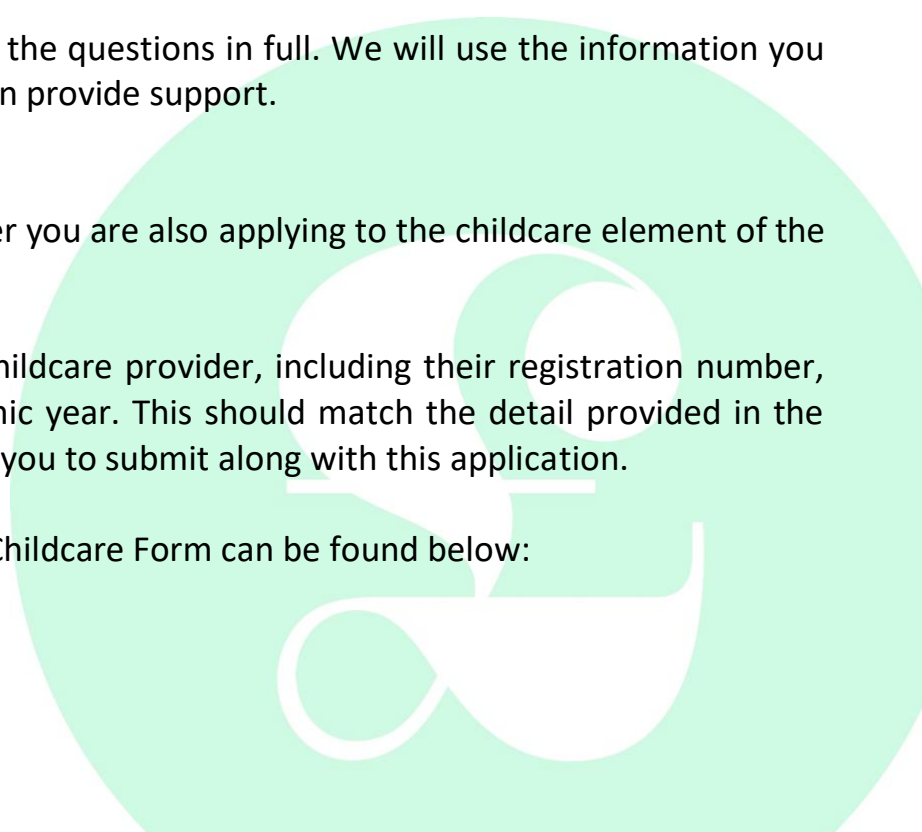
Tell us more about you by answering the questions in full. We will use the information you provide to determine how best we can provide support.

Section 6 – About your childcare:

Tick the option to let us know whether you are also applying to the childcare element of the funds.

You should provide details of your childcare provider, including their registration number, and your total costs 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 below:



The Childcare Form:

You must submit a completed Childcare form reflecting the childcare costs you wish to claim 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.

Similarly to 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 provide 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.

Section 7 – Your Finances:

Tell us about your financial position in by answering the questions in full. This helps us better consider how to support you.

‘Household’ refers to a partner and/or any financial dependents that live with you in a family unit, so you should include your partners income as well as your own, but also their outgoings

Section 8 – Supporting evidence:

Providing evidence is a key part of the application. Without this your application will not be considered. It is your responsibility to provide appropriate evidence of your circumstances.

Evidence of your Home Office asylum seeker status

For example, a letter from the Home Office, or copy of your ARC card

If applying for study related childcare costs, include the separate Childcare Form

This should be completed by your childcare provider. Your childcare provider must be registered.

Section 9 - Declaration and Data Protection:

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.

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.

Checklist:

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

TASK	INFO	TICK WHEN COMPLETE
Step 1: 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.	
Step 2: Gather your supporting evidence together	This includes evidence from the Home Office, and anything else you want to share with us. Save this alongside your completed application.	
Step 3: 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.	
Step 4: Collate your 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. Save this as your full name. You are now ready to submit your application form and your PDF document featuring all supporting evidence.	

