

PART TIME DISCRETIONARY FUND

GUIDANCE FOR COMPLETING THE APPLICATION

The Purpose of the Discretionary Fund:

The purpose of the Discretionary Fund is to provide additional financial support to eligible students who will face expenses as a direct result of their studies that might cause financial hardship and prevent engagement in studies. Relevant expenses include books/course materials, travel, and childcare. The fund is unable to support the general living expenses of students.

Taking the time now to read this guidance carefully and prepare your application correctly will mean we can finalise our assessment more quickly for you.

How to Apply:

There are 3 parts to the application process:

1. Completing the application form
2. Collating your supporting evidence
3. Submitting your application and supporting evidence to us

Completing the Application Form:

The application form is available to download from the [Discretionary and Childcare Funding section of the UWS website](#). It is provided in Microsoft Word format. Your UWS student account gives you free access to a Microsoft 365 account, allowing you to download tools like Word, Excel and PowerPoint to your device.

You should ensure you open the document fully, and enable editing, 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. This should be completed digitally.

When you complete the application form, you should save this Microsoft Word document as your full name.

Collating your supporting evidence:

Alongside your application form, we require supporting evidence. This guidance will help you identify the supporting evidence we need from you.

You will need to gather together the required supporting evidence in an electronic format, and merge this into a single PDF document that makes up your entire package of supporting evidence.

There are many different free and paid-for PDF converter tools available. You can use any search engine or app store to find them and choose the one that suits you best. The website ilovepdf.com is one such option and allows you to convert files from one format to another, as well as to merge several files together.

We also have a [specific guidance document showing you how to convert and merge your supporting evidence into the single PDF document](#) we need. Read this to help you create your single PDF document containing all supporting evidence.

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

Submitting your application and supporting evidence to us:

Once you have your Microsoft Word application and single PDF document with collated supporting evidence, you should attach these documents to an email and send to fundingadvice@uws.ac.uk You should send this email from your student email account.

There should be no more than 2 attachments on your email – the application form and the PDF document of supporting evidence – plus the childcare provider form(s), if relevant to you.

PLEASE DO NOT SEND US LARGE NUMBERS OF ATTACHMENTS, IMAGE FILES, LINKS TO EXTERNAL STORAGE SUCH AS ONEDRIVE, SCREENSHOTS OF EVIDENCE, SCREENSHOTS FROM YOUR PHONE, ETC.

Why? 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. In order to keep our assessment times as short as we can, we are unable to accept applications which are not submitted in accordance with this guidance.

If you have read this guidance and have any concerns about completing/submitting the application and supporting evidence as instructed, please contact us at fundingadvice@uws.ac.uk and we will be happy to help.

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.

What happens next:

Your application joins a queue, and we will assess it 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 is incomplete or not submitted as per the above guidance. We may email you:

- asking for further information or evidence,
- asking you to book an appointment with us, or
- explaining our award decision.

How to Complete the Application – Section by Section:

The application document is an editable Word document. Fully open the document, make sure you have enabled editing, then click in the grey areas to type or to make a selection from a drop-down menu. Follow the highlighted instructions to ensure you provide the details we need.

Remember, where an award is possible this is a flat rate amount based on your enrolled credits, so we don't need a lot of information from you.

Section 1 – About you and your household:

Fill in your personal details, including telephone number 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.

Section 2 – About your studies:

Select the eligibility criteria that applies to you by ticking the relevant check box.

- a. If your annual personal income is below £30k and you are not claiming Universal credit, then you should select option a.
- b. If you are claiming Universal Credit then - regardless of your annual income - select option b.

If neither option applies to you then it is unlikely you are eligible; please review the eligibility criteria.

Select your level of study.

We need to know how many modules you are enrolled on in each term, and how many credits this equates to. It is important you accurately align your modules and credits to the correct Term. Term 1 runs from September to December, Term 2 from January to May, and Term 3 from May until August.

Ideally, you should apply to this fund just once for all your planned studies for this academic year. If you think you might add further modules at a later date we can always revisit your application, but we cannot award funding for modules on which you are not currently enrolled.

If your course has a January start date then you will only be able to apply for funding which relates to modules occurring in Term 2 (January to May) and Term 3 (May to August). Any modules you have planned for September to December fall into Term 1 of the following academic year, for which you will be able to apply when the following year's Fund opens towards the end of Term 3.

Section 3 – About your study-related childcare:

Tick the option to best describe your plans for the year ahead regarding the childcare element of the fund.

To be considered for this element of the fund you must provide evidence of the children for whom you are applying for a childcare contribution. You must provide at least one of the following:

- Most recent Universal Credit statement (if receiving).
- Evidence of Child Benefit.
- Birth certificate(s).

[Full details of the childcare costs we can consider can be found in the Childcare Fact Sheet for Students.](#)

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

The Childcare Form:

You **must** submit a completed Childcare Form(s) reflecting the childcare costs for which you want to apply through this fund. We do not require and cannot accept copies of contracts, invoices etc.

This Childcare Form should be completed by your childcare provider and not you. This applies to both registered and unregistered childcare providers. You should discuss your childcare requirements with your provider and ensure that the form reflects the childcare requirements you have agreed.

The Childcare Form 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 then submit this to us along with your own application and your supporting evidence.

Section 4 - Payment Details, Declaration and Data Protection:

You need to provide us with your bank details so we can make payment for books/course materials and travel funding straight into your account. Take your time and double check the details so that we pay the funds into the correct account, avoiding any unnecessary delays.

We cannot pay funding into an account that is not yours. If you would have difficulty with this method of payment, let us know and we'll do what we can to help.

Where you are awarded funding for childcare costs, this will be paid direct to the childcare provider(s) using the bank details they have included on the relevant form(s).

If your current name is different to the name on your bank account, please provide evidence of the change when submitting your application, e.g. marriage certificate, deed poll etc. We will be unable to progress a payment without this.

If you have received payments from us in the past, and your bank account details have not changed, we do not need you to provide these details again, but you must still insert your name and date in the Declaration and Data Protection section of this page.

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 clear indication is sufficient.

We also need your permission to email you information about any funding opportunities that may be relevant to you. To give permission, 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 clear indication is sufficient.

Don't forget to add your name and date to the declaration. There is no requirement for a real signature, and we will accept your typed name and date.

GUIDANCE ON SUPPORTING EVIDENCE	
<p>To prove you are eligible to apply to the fund:</p> <p>Annual income under £30k, or Universal Credit.</p>	<p>Include SAAS Part-time Fee Grant award notice if you receive this support. This proves income under £25k.</p> <p>Alternatively, provide either:</p> <ul style="list-style-type: none"> - Most recent Universal Credit statement (if claiming) or - Your 24-25 P60 or - Your payslips for the last three months.
<p>To meet criteria <u>if applying for the Childcare Element of the fund</u>:</p>	<p>To access your Universal Credit 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. You can find out more about downloading Universal Credit statements on the CPAG website.</p>
<p>Universal Credit</p> <p>Child Benefit</p>	<p>If not receiving UC, send most recent bank statement showing Child Benefit being paid. Read our specific guidance note on how to download online bank statements.</p>
<p>Birth Certificate(s)</p>	<p>If you prefer to send Birth Certificate(s) these should be clearly scanned/photographed in full and in focus.</p>