

**PART TIME DISCRETIONARY FUND 25-26**

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| **WHO CAN APPLY -**  |
| * UK domiciled **and**
* With a personal annual income of below £30k, or in receipt of Universal Credit.
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| **WHO CANNOT APPLY -**  |
| * EU and International students, and those who do not meet the eligibility noted above.
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| **WHAT YOU ARE APPLYING FOR -** |
| * You are applying for a contribution towards your study-related costs (childcare, travel, and books/course materials) in the current academic year.
* This contribution is a flat rate award based on the number of credits you are enrolled on.
* You should submit one application in respect of your studies for the full academic year. If your study plans change, you should contact us at fundingadvice@uws.ac.uk.
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| **COMPLETING THE APPLICATION -**  |
| * Complete the application in respect of your studies for the full academic year.
* **This form is an editable Word document. Fully open the file, enable editing, and click in grey areas to type.**
* **Follow the highlighted instructions to ensure you provide the details we need.**
* More detailed guidance for completing and submitting the application accurately can be found on the [Discretionary and Childcare Funds webpage](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/).
* Email any questions to fundingadvice@uws.ac.uk or book an appointment via The Hub.
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| **SUBMITTING THE APPLICATION -**  |
| * Applications and supporting evidence should be submitted by email to fundingadvice@uws.ac.uk.
* [Read the online guidance](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) to help you to complete your application electronically, collate your supporting evidence, and submit both the application and supporting evidence to us.
* If you have read the guidance and have any concerns about completing/submitting the application and supporting evidence as instructed, contact us at fundingadvice@uws.ac.uk and we will be happy to help.
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| **IMPORTANT NOTE -**  |
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| * While there is no closing date, funds are awarded on a first come, first served basis. You are encouraged to apply early to avoid disappointment.
* We will not provide funding for modules that have ended before you submit your application.
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| **WHAT HAPPENS NEXT -**  |
| * We will assess applications in the order they are submitted and will do this 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.
* **Missing evidence?** Don’t worry - we will you to let you know what we need.
* **Application complete?** If we have all we need to make a decision then we will email your student email address. The outcome will either be an award, or we will explain why you are not eligible for an award at this time.
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| **Section 1- About you and your household:** |
| **Complete in full, typing into the grey areas and ticking relevant options.** |
| **Full Name:**  | **Banner ID No.:**  |
| **Date of Birth:**  | **Tel. No.:**  |

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| **Section 2- About your studies:** |
| **Complete in full, typing into the grey areas.** |
| **Please tick the eligibility criteria that applies to you and provide evidence:** **a. Annual income less than £30k [ ]  b. Universal Credit [ ]**  |
| **Level of study: Click in the grey box to pick from the options** **If you selected ‘other’, please specify:** |
|  | **Term 1** | **Term 2** | **Term 3** |
| **How many modules are you enrolled on for each Term?** |  |  |  |
| **How many credits in total are you enrolled on for each Term?** Module credit values vary from 10 – 60 credits per module. Please insert the total credits for each Term. |  |  |  |

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| Section 3- About your study-related childcare: |
| **Do you also wish to apply to the Childcare Element of the Funds, for help meeting the cost of study-related childcare? Tick the option below that best describes your situation. You should select only one option.**  |
| **No, I do not wish to apply for help meeting the cost of childcare** | **[ ]**  |
| **Yes, for registered childcare costs, such as nursery or out of school care** | **[ ]**  |
| **Yes, for unregistered childcare costs, such as family or friends**A contribution towards reasonable unregistered childcare costs will be considered, at the discretion of the Funding and Advice Team. Use this space to briefly summarise your unregistered childcare needs/arrangements: | **[ ]**  |

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| **Tell us about the childcare provider(s) you will be using.**  **Type into the grey areas.** You must provide evidence of the children for whom you wish to request a childcare funding contribution i.e. Most recent Universal Credit statement **or** bank statement showing Child Benefit being paid **or** Child Benefit confirmation from HMRC app **or** birth certificate(s). **Your childcare provider(s) will need to complete the Childcare Form(s).** Discuss this with them and submit the completed Childcare Form(s) with this application, together with the required supporting evidence. Full details of the costs we can consider are detailed on the [Discretionary and Childcare Funds webpage.](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/)The details on the Childcare Form(s) you submit should match the total cost noted below.  |
| **Name of provider** | **Registration Number** | **Total cost** **for year** | **Childcare Form attached ✔** |
|  |  |  | **[ ]**  |
|  |  |  | **[ ]**  |

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| **Section 4 – Payment Details, Declaration and Data Protection:** |
| **You do not need to complete your bank details if you have previously provided these to Funding and Advice, and have received payments from us before, but you must sign the declaration below.**Please note you have a responsibility to notify us as soon as possible if your bank details change. We will only pay funds into your account or joint account. |
| **Please tick:****Funding and Advice have my bank details, and these have not changed** **[ ]** **or****Funding and Advice do not have my bank details** (provide below) [ ] **or****Funding and Advice have my bank details, but these have changed** (provide below) [ ]  |
| **BANNER NO.:**  |
| **NAME AS HELD ON ACCOUNT:**  |
| **BANK/BUILDING SOCIETY NAME:**  |
| **SORT CODE:** |  | **ACCOUNT NO.:** |  |
| I confirm that the information given by me in this form is correct and complete. I understand that a false declaration will invalidate my application and may be considered fraudulent, resulting 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. I am aware that it is my responsibility to ensure that I include all the relevant documentary evidence and to advise the University of any change to my circumstances. I have read the guidance procedures for this fund, which outline the processes used by the University when they are making a decision. I authorise the University to make any enquiries that they think are necessary to verify the accuracy of my application. I understand that my childcare provider will be made aware of the status of my application in respect of childcare costs should an award be made.**Data Protection**I authorise the University to use the information I have provided in this form and any related documentation about me for the purposes of processing my funding application. I am aware that further information about how the University will process my information can be found in the student Privacy Policy which I can view on the University website ([www.uws.ac.uk](http://www.uws.ac.uk)) or ask for a copy of from a member of the Funding and Advice team. I understand that I can withdraw this consent at any time by emailing fundingadvice@uws.ac.uk***PLEASE TICK THIS BOX* 🡪** **[ ]  *(If you do not tick this box, we cannot proceed)***I authorise the Funding and Advice Team to contact me about any other funding opportunities that may be relevant to me. Don’t worry, we won’t spam you, and you can contact us at any time if you change your mind.***PLEASE TICK THIS BOX* 🡪** **[ ]**  |
| **SIGNED/NAME:**  | **DATE:**  |