

**FULL TIME DISCRETIONARY FUND 25-26**

**(EXCLUDES PARAMEDIC, NURSING AND MIDWIFERY STUDENTS)**

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| **COMPLETING THE APPLICATION -** |
| * **This 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.** |

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| **Section 1- About you and your household:** | |
| **Complete in full, typing into the grey areas and choosing from the drop-down options.** | |
| **Full Name:** | **Banner ID No.:** |
| **Date of Birth:** | **Tel. No.:** |
| **Status: Click in the grey box to pick from the options** | |
| **Ages of each child who is financially dependent on you:**  (Include only those under 18, or for whom you still receive Child Benefit) | |
| **Pick which best describes your housing arrangements: Click in the grey box to pick from the options**    **If you selected ‘other’, please specify:**  **If you selected ‘rent’, how many other adults are on the lease:** | |

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| **Section 2- About your course:** |
| **Complete in full, typing into the grey areas and choosing from the drop-down options.** |
| **Course Title:** |
| **Year/Level of study: Click in the grey box to pick from the options**  **If you selected ‘other’, please specify:** |
| **Campus: Click in the grey box to pick from the options**  **If you selected ‘other’, please specify:** |
| **Are you responsible for paying your own Tuiton Fees? Yes**  **No**  i.e. Tick no if these are paid on your behalf by SAAS, Student Finance or a Trust/Scholarship. |

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| **Section 3 – Your SAAS Award (Scottish Undergraduate applicants only):** |
| **IMPORTANT – YOU MUST FILL THIS IN** |
| **Have you provided SAAS with details of parents/partner income? Click in the grey box to pick from the options** |
| **If no, please indicate why by clicking in the grey box to pick from the options**  **If you selected ‘other’, please specify:** |

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| **Section 4 – Your Financial Situation:** | | | | | | |
| We will ask for details of your financial situation and will use the information and evidence you provide to assess your application. | | | | | | |
| **BANK ACCOUNTS:** | | | | | | |
| **List all of your bank accounts.** Include savings accounts, ISAs, Monzo etc. even if you do not actively use the account. If you live with a spouse/partner you should also include **all of their accounts and any joint accounts**.  **Provide bank statements for ALL bank accounts (you, partner, and joint) showing transactions for at least the past 2 months.**  **Type into the grey areas.** | | | | | | |
| **Bank** | **Name of account holder/s** | | | | | **Last 4 digits of account number** |
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| **INCOME:** | | | | | | |
| **DO YOU RECEIVE UNIVERSAL CREDITS? YES  NO** IF YES, PROVIDE MOST RECENT FULL STATEMENT  **DO YOU RECEIVE CHILD MAINTENANCE?** **YES  NO**  **→ IF YES, HOW OFTEN DO YOU RECEIVE THIS?**        **IF YOU LIVE WITH A SPOUSE/PARTNER, ARE THEY:**  **EMPLOYED**  **UNEMPLOYED**  **FULL-TIME STUDENT** | | | | | | |
| **HOUSEHOLD EXPENDITURE:** | | | | | | |
| **TYPE OF EXPENSE** | | **FREQUENCY** | **HOW MUCH?** | **LAST DATE PAID** | **WHERE CAN WE SEE EVIDENCE?** | |
| **Rent/Mortgage/Dig Money** | |  |  |  |  | |
| **Council Tax** | |  |  |  |  | |
| *Remember that students are exempt from Council Tax, so you should only include if you are part of a household that is not fully exempt.* | | | | | | |
| **Buildings/Contents Insurance** | |  |  |  |  | |
| **Gas/Electricity** | |  |  |  |  | |
| **Car Insurance** x | |  |  |  |  | |
| **Road Tax** x | |  |  |  |  | |
| *Insert no. of cars for household so we know how many insurance policies or road tax payments will be evidenced.* | | | | | | |
| **Petrol Costs** | |  |  |  |  | |
| **Public Transport Costs** | |  |  |  |  | |
| **Life Insurance** | |  |  |  |  | |
| **DEBT REPAYMENTS:** | | | | | | |
| We will only take your reasonable debt repayments into account where you provide evidence. List the creditors below that you wish us to include and you have evidenced. | | | | | | |

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| Section 5 – About your 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**  We are normally only able to consider contributing towards unregistered childcare costs where there are extenuating reasons for you being unable to use registered care. You should book an appointment with us so we can discuss your circumstances further. [Students can make an appointment to speak with a Funding Advisor by contacting the](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uws.ac.uk%2Fcurrent-students%2Fsupporting-your-health-wellbeing%2Fthe-hub%2F&data=05%7C02%7CKellie.McAlonan%40uws.ac.uk%7C8df3a71a59b948d3474808ddb259142c%7Cf89944b74a4e4ea791563299f3411647%7C0%7C0%7C638862817865992836%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ds8MAwdghrP%2BaLYAIJuvBO6qkN3EuNlNpJXTvB0JHKk%3D&reserved=0)[Student Hub](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uws.ac.uk%2Fcurrent-students%2Fsupporting-your-health-wellbeing%2Fthe-hub%2F&data=05%7C02%7CKellie.McAlonan%40uws.ac.uk%7C8df3a71a59b948d3474808ddb259142c%7Cf89944b74a4e4ea791563299f3411647%7C0%7C0%7C638862817866023557%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=EBE2XhtLT1hWAWFF1Q2Jm0gHsNqWBLM3ZDp9GlPN6N8%3D&reserved=0). |  |

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| **Section 6 – Supporting Statement:** |
| **Tell us anything else you want us to consider during our assessment, or that you feel may help us best understand your circumstances.**  **Type into the grey box.** |
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| **Section 7 – Supporting Evidence:** | | |
| Providing evidence is a key part of the application. We’ll use the evidence you provide to make a decision. | | |
| **ESSENTIAL ITEMS** | **Copy of 2025-26 SAAS Award Notice** (both sides)  OR **2025-26 Student Finance England/Wales/Northern Ireland Award Notice** (all pages) |  |
| **Copy of latest bank statements for ALL bank accounts (you, partner, and joint) showing transactions for at least the past 2 months.** This should include savings accounts, ISAs, Monzo etc., even if you do not actively use the account.  Screenshots of mobile banking apps are not acceptable.  [You can find further guidance on accessing and downloading your bank statements online.](https://www.uws.ac.uk/media/1i5lzn0u/uws-how-to-access-your-online-banking-statements-2025.pdf) |  |
| **INCOME VIA BENEFITS** | **Universal Credits**– Copy of ALL pages of current award document or most recent statement downloaded from your online account. [Here is a sample.](https://www.uws.ac.uk/media/00rpxsub/uws-sample-universal-credits-document-single-students-2025.pdf)  If you are in receipt of these, you must provide this evidence, even if your award is £0. |  |
| **EXPENDITURE**  Supply all those which apply to you | **Rent/Mortgage** – Identify on bank statement, or provide a copy of tenancy agreement (only those pages showing cost and names of all tenants is required). |  |
| **Dig Money/Housekeeping** – Identify on bank statement, and provide letter from the person you pay detailing amount paid, how often and what it covers. [See sample letter online.](https://www.uws.ac.uk/media/zychxtyg/uws-sample-letter-about-dig-money-2025.pdf) |  |
| **Debts** – Identify on bank statements where payments are the same each month (i.e. loan repayments, car finance). If these are not shown on your bank statement, provide alternative evidence.  Provide most recent full statement for credit or store cards where the monthly payment can vary. |  |

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| **SUBMITTING THE APPLICATION -** |
| * Applications and supporting evidence should be submitted by email to [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) * Your application should be a word document. * Your supporting evidence should be collated into a single PDF. * Read guidance from the [Discretionary and Childcare Funding section of the UWS website](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) to help you complete your application electronically, and identify the supporting evidence you should submit to us. * If you have read the guidance and have any concern about completing/submitting the application and supporting evidence as instructed, please contact us at [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) and we will be happy to help. |

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| **Section 8 – 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](mailto: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:** | |