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**CHILDCARE FORM TO BE COMPLETED BY PROVIDER**

**This additional form should be submitted by the student, with their main application. Submitting this form alone does not constitute an application for financial support.**

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| **STUDENT - Ask your childcare provider to complete this form** |
| * Consider your childcare requirements for your full academic year and discuss these with your provider. * If you have more than one provider, a copy of this form should be completed by each provider. * You are applying for a contribution towards study related childcare costs for your academic year. You should be mindful of any shortfall in costs that we cannot cover, as you are responsible for meeting these. * Refer to our fund procedures and [Childcare Fact Sheets](https://www.uws.ac.uk/media/t4dl2kmf/uws-childcare-factsheet-for-students-2025.pdf) before applying. Full details of the childcare costs we can consider are detailed in these documents. * If you apply for more childcare than we can consider, we will adjust your figures during our assessment. * Submitting this form alone does not constitute an application for financial support. You should submit this with your main application to the relevant fund and should follow [the guidance](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) to do so. |

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| **CHILDCARE PROVIDER – Please refer to our** [**childcare fact sheet**](https://www.uws.ac.uk/media/yb4pdta3/uws-childcare-providers-factsheet-2025.pdf) **for further information** |
| * Students are applying for a contribution towards study related childcare costs over their academic year. You should complete this form to reflect the childcare you have discussed and agreed to provide. * Not all students are eligible for the same support. The student should be able to confirm what they are eligible to apply for, but you can also refer to our fund procedures and [Childcare Fact Sheets.](https://www.uws.ac.uk/media/yb4pdta3/uws-childcare-providers-factsheet-2025.pdf) * Students remain responsible for any childcare payments until we have completed our assessment. After which, they will be remain responsible for any amounts not covered by us. * Any award will be paid directly to you by BACS and we will send you a remittance advice email detailing the payment plan for the year if an award is being made. We expect you to forward this email to whoever manages your accounts. * We may contact you during the academic year to review the award.   **Your data:**   * The information you provide to us on the Childcare Form will be used by the University of the West of Scotland (the "University") to process the childcare claim made by the student and to make payments directly to you. The University will be the data controller for the information you have provided to us. The University will make sure we process all personal information you have provided in line with the current data protection legislation. * We will keep your information in our records for 7 years and then this will be securely destroyed. Only staff of the University will have access to your information, and we will not pass the information you have provided to us to any third parties. * If you would like further information about what choices you have in relation to the information we hold about you, how we keep your information secure and who you can contact if you have concerns about how we use your information, you can find the relevant information in our privacy notice (<https://www.uws.ac.uk/about-our-website/privacy/>) |

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| **HOW TO COMPLETE THIS FORM:** |
| * The student must submit this form to us via email. You should liaise with the student before completing the form and then return it to them. * **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.** |

**THE FOLLOWING 2 PAGES ARE TO BE COMPLETED BY CHILDCARE PROVIDERS:**

**Please read guidance on page 1. Complete in full, typing into the grey areas.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DETAILS OF CHILDCARE COSTS:** | | | | | |
| **STUDENT NAME:** | | | | | |
| **STUDENT BANNER ID:** | | | | | |
| **NAME OF CHILD(REN)** | **COST PER DAY**  (after any government funding) | **NO. OF DAYS PER WEEK** | **WEEKLY COSTS** | **NO. OF WEEKS REQUIRED** | **TOTAL FOR THE ACADEMIC YEAR** |
| **STUDY RELATED CHILDCARE REQUIRED (INC. PLACEMENT)** | | | | | |
|  | £ |  | £ |  | **£** |
|  | £ |  | £ |  | **£** |
|  | £ |  | £ |  | **£** |
|  | £ |  | £ |  | **£** |
|  | £ |  | £ |  | **£** |
| **TOTAL** | | | | | **£** |
| **I CONFIRM THIS IS A TRUE REFLECTION OF CHILDCARE TO BE PROVIDED AND I HAVE THE AUTHORITY TO PROVIDE THIS INFORMATION.** | | | | | |
| **NAME/SIGNED:** | | | | | |
| **POSITION:** | | | | | |
| **DATE:** | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **CONTACT DETAILS:** | | | | | |
| **Complete in full, typing into the grey areas.** | | | | | |
| **NAME OF NURSERY/AFTER SCHOOL/CHILDMINDER:**  (INCLUDE NAME IF UNREGISTERED) | | | | | |
| **COMPANY NAME** (IF DIFFERENT)**:** | | | | | |
| **ADDRESS** (INC. POSTCODE)**:** | | | | | |
| **TEL. NO:** | | **EMAIL:** | | | |
| **REGISTRATION NO.:** | | | | | |
| **CONFIRMATION OF DETAILS:** | | | | | |
| We understand these details are already provided on page 2. We are asking for confirmation on this page in the event that these pages become separated. | | | | | |
| **STUDENT NAME:** | | | | | |
| **STUDENT BANNER ID:** | | | | | |
| **NAME OF NURSERY/AFTER SCHOOL/CHILDMINDER:** | | | | | |
| **PAYMENT DETAILS:** | | | | | |
| **You do not need to complete this section if you have previously provided these details, have received payments from us before, and your details remain unchanged, but you must sign the declaration below.**  **These details will apply to all students using your services and for whom you receive payment, i.e. if you change bank details for one student, this change will be applied to all students.**  Please note you have a responsibility to notify us as soon as possible if your bank details change as we require 10 working days to process any change. Failure to do so may result in delays and/or payments made to your original account. | | | | | |
| **Please tick one option:**  **UWS have my bank details, and these have not changed**  **or**  **UWS does not have my bank details** (provide below)  **or**  **UWS have my bank details, but these have changed** (provide below) | | | | | |
| **NAME AS HELD ON ACCOUNT:** | | | | | |
| **BANK/BUILDING SOCIETY NAME:** | | | | | |
| **SORT CODE:** |  | | **ACCOUNT NO.:** | |  |
| **I CONFIRM THAT THE ABOVE BANK DETAILS ARE FOR THE CHILDCARE PROVIDER NOTED ABOVE AND ARE ACCURATE.**  **I CONSENT TO THE UNIVERSITY PROCESSING MY INFORMATION IN LINE WITH THE NOTICE ON PAGE 1 –**  ***PLEASE TICK THIS BOX* 🡪**  ***(If you do not tick this box, we cannot proceed)*** | | | | | |
| **SIGNED/NAME:** | | | | **DATE:** | |
| **POSITION:** | | | | | |
| **Should you have any questions, please do not hesitate to contact us at** [**fundingadvice@uws.ac.uk**](mailto:fundingadvice@uws.ac.uk) | | | | | |