

**PART TIME DISCRETIONARY FUND 23-24**

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| **WHO CAN APPLY -**  |
| * UK domiciled and funding your studies through the SAAS Part Time Fee Grant, the SAAS Postgraduate Tuition Fee Loan Scheme, or have an annual income of under £25k (evidence of this must be provided)
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| **WHO CANNOT APPLY -**  |
| * EU and International students
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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. Should 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 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.**
* In depth guidance for completing and submitting the application accurately is available online [here.](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/)
* Book an appointment, attend one of our drop-in sessions or email your questions to fundingadvice@uws.ac.uk
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| **SUBMITTING THE APPLICATION -**  |
| * Applications and supporting evidence should be submitted by email to fundingadvice@uws.ac.uk
* Read the [guidance](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) to help you complete your application electronically, collate this with supporting evidence and submit this to us.
* If you have read the guidance and have any concern 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 email you to advise what we need.
* **Application complete?** If we have all we need to make a decision, we will email your student email address. This decision will either result in an award or explain why you are not eligible to receive 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 funding scheme that applies to you and provide evidence:** **SAAS Part time Fee Grant [ ]  SAAS Postgraduate Tuition Fee Loan [ ]  Annual income less than £25k [ ]**  |
| **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?** Some modules may be 20 credits each, others may be 10. 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**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. You can book by contacting [The Hub.](https://www.uws.ac.uk/current-students/student-information-portal/induction-and-enrolment/getting-to-know-uws/) | **[ ]**  |

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| **Tell us about the childcare provider(s) you will be using.**  **Type into the grey areas.** Your household must be in receipt of Tax Credits, or equivalent Universal Credits, to apply for help meeting the cost of childcare. When applying for help with childcare, you must provide a copy of ALL pages of your current Tax Credit Awards Notice, or Universal Credit statement. **Your childcare provider(s) will need to complete the Childcare Form.** Discuss this with them and submit the completed Childcare Form with this application and with the required supporting evidence. Full details of the childcare costs we can consider are detailed [here.](https://www.uws.ac.uk/media/6511/student-childcare-fact-sheet-compressed.pdf)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 ✔** |
|  |  |  | **[ ]**  |
|  |  |  | **[ ]**  |

**Remember, incomplete applications will be subject to delay. Have you done everything you can to avoid this?**

**🗸**

**Read the procedures for the fund so you know what to expect** **[ ]**

This will help you understand how we assess your application

**Check you have completed the application in full** **[ ]**

Make sure the information is clear and legible

**Enclose the required supporting evidence** **[ ]**

If you are unsure about anything, it is best to ask us before submitting

your application. Contact us at fundingadvice@uws.ac.uk

**Complete the back page – Section 4** **[ ]**

Without payment details, a signed declaration, or your permission to

use your data, we cannot assess your application

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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* 🡪** **[ ]** 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:**  |