



# CHILDCARE FACT SHEET FOR STUDENTS

Students can apply for funding to assist with childcare costs. There is an expectation that you will apply for all Government or Local Authority funding to which you are entitled. If you have additional costs that aren't covered by that funding, then you can apply to UWS for a contribution towards your remaining study-related childcare costs each academic year.

## **Government Funding**

The Scottish Government provides a set number of Funded Early Learning and Childcare hours. It is your responsibility to apply for this funding if applicable. To find out more visit [Government Funding Early Learning and Childcare](#).

For out-of-school care (e.g. breakfast/after school clubs) there may be Local Authority discounts or funding available. Contact your child's school or Local Authority for more information.

## **Study-related Childcare**

University childcare funding is managed differently to what you might have had before e.g. at College. When we talk about "study-related" childcare needs, this includes:

- Virtual attendance at lectures or seminars e.g. via Teams.
- Classroom-based learning.
- Travel-time when attending in person.
- Independent study and research.
- Placements.
- Group work.

Full-time students may apply for help with childcare costs for up to 5 days per week of all term-time weeks in an academic year. The table below gives a summary of the total term-weeks for different course types:

<b>COURSE TYPE</b>	<b>TERM WEEKS</b>
Undergraduate Full-Time (Terms 1 and 2)	30
PGDE Full-Time (Terms 1 and 2 inc. early start and late finish)	36
Postgraduate Diploma Full-Time (Terms 1 and 2)	30
Masters Full-Time (Terms 1, 2 and 3)	45
Paramedic, Pre-registration Nursing or Midwifery Full-Time (year round)	50

Some courses may have specific term dates that differ from the total weeks in the table. If that is the case for your course, please specify this in your application.

Part-time students can apply for 1 day of childcare per 20 credit module, for a maximum of 15 weeks per trimester.

## **How Much Childcare Do You Need?**

Your schedule is likely to change throughout the academic session. This means you'll need to think about the whole year and plan ahead.

**IMPORTANT:** University term breaks usually do not align with school holidays. Be careful to check and to apply for all days/weeks that you're going to need.

You should discuss your childcare requirements in detail with your Childcare Provider. They will then need to complete and sign the Childcare Provider Form, detailing your agreed requirements *after* any Government funding has been taken into account.

**It is you and not the Childcare Provider who is applying to the University for funding. Your childcare contract is between you and your Childcare Provider. You remain ultimately responsible for any contract and payments to which you have committed.**

## **Applying for Funding**

**Childcare Funds usually open before the start of term**, but this depends on when budgets (from external sources) become available. Keep an eye on our webpages and apply as early as possible. There is more than one Childcare Fund, and your eligibility will depend on your course of study. Visit our [Discretionary and Childcare Funds](#) webpage to find the correct application form & guidance relevant to you.

**Childcare Provider Forms** are needed for all Fund applications. The form includes details of the days/weeks for which childcare is needed and at what cost, as agreed between you and your Provider. We use this to assess any award, so it should be accurate and reflect the full academic year. Please ensure that your Provider completes the form in full: they must sign everywhere indicated and include their bank details for payment purposes.

**Applications are means-tested** and require you to submit evidence. Please [read the guidance](#) carefully and make sure that you are including all evidence needed for your circumstances. It can take 6 weeks to assess applications and sometimes more at peak times. Where evidence is missing or additional information is needed, the assessment process can take longer.

## **Awards and Payment**

**Remittance Advice** will be sent to you and your Childcare Provider if an award is made. This will detail the award and payment plan. We only send this once, in advance of the first payment, so it's important you keep this for your records.

**You are responsible for childcare payments until you receive our remittance advice. You remain responsible for any childcare costs not covered by this award/any additional costs incurred.**

**Payment** is made direct to your Childcare Provider on a monthly basis, in advance. If you apply before the term begins then the first payment will be a double payment in late September. If you apply after the term begins then we will still assess the application for the full amount.

For applications received later in the year, we may not have the budget available to consider your full costs but may still be able to make a small contribution.

**Changes** in childcare requirements or costs should be brought to our attention as soon as possible. A decrease in your requirements may mean that a refund is due to the University, which we would request from your Childcare Provider(s). An increase in your childcare use and/or costs may mean that a reassessment of your award is needed. Due to limited funds, we will not always be able to accommodate mid-year price increases.