

**FULL TIME POSTGRADUATE DISCRETIONARY FUND 24-25**

**(PGDE STUDENTS APPLY TO FULL TIME UNDERGRADUATE DISCRETIONARY FUND)**

|  |
| --- |
| **WHO CAN APPLY -** |
| * UK domiciled studying PGDip and/or Masters level. * Applicants must take out the maximum student loan **available to them**. |
| **WHO CANNOT APPLY -** |
| * EU and International students. * Those studying Paramedic Sciences, pre. registration Nursing and Midwifery courses. |
| **COMPLETING THE APPLICATION -** |
| * Complete the application and submit it with the required supporting evidence. Incomplete applications or those submitted with evidence missing may be returned, **delaying the time it takes to finalise your 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.** * In depth [guidance for completing and submitting the application accurately](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) is available online. * Book an appointment, or email your questions to [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) |
| **SUBMITTING THE APPLICATION -** |
| * Applications and supporting evidence should be submitted by email to [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) The application should be a word document, and supporting evidence should be collated into a single PDF. * Read the [guidance](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. |
| **IMPORTANT NOTE -** |
| |  | | --- | | * 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. | |
| **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. |

|  |  |
| --- | --- |
| **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** | **How many adults live in your household?**  (Including you) |
| **No. of financially dependent children:**  (Include only those under 18, or for whom you still receive Child Benefit) | **Ages of each financially dependent child:** |
| **Pick which best describes your housing arrangements: Click in the grey box to pick from the options**    **If you selected ‘other’, please specify:** | |

|  |
| --- |
| **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:** |

|  |  |
| --- | --- |
| Section 3- 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. You can book by contacting [The Hub.](https://www.uws.ac.uk/current-students/supporting-your-health-wellbeing/the-hub/) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tell us about the childcare provider(s) you will be using.**  **Type into the grey areas. If you have more than 2 providers, please provide details in Section 4.**  **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 and with the required supporting evidence.  Full details of the childcare costs we can consider are detailed on our [factsheet.](https://www.uws.ac.uk/media/dhyf141o/childcare-fact-sheet-for-students.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 ✔** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Do you also use childcare for reasons other than study, i.e. work? YES**  **NO** |
| **If so, do you receive any financial help towards this? YES  NO**  *(i.e. from Tax Credits, Universal Credits etc.)* |

|  |
| --- |
| **Section 4 – Supporting Statement:** |
| **Type into the grey boxes to answer the following questions.** |
| **Is there anything specific that is contributing to your financial difficulty?** |
|  |
| **Have you tried any particular measures to help your financial situation? If so, what steps have you taken?** |
|  |
| **Tell us anything else you feel may help us understand your circumstances.** We appreciate that not everything is a monthly expense, or easy to fit into the budget we provide. Use this space to tell us anything else you feel we should know, and that might help us better understand your circumstances. |
|  |

|  |
| --- |
| **Section 5 – Your Financial Situation:** |
| This is where we will ask for details of your financial situation, to fully assess your application and level of need. Follow the guidance carefully to ensure you provide the detail we need to best understand your circumstances.  **We’ll ask about your income first, and then your expenditure, with a separate section for any debts.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 5a) – Current financial situation:** | | | |
| Tell us about all of your household accounts (you, partner, and joint) and the overdraft facilities you may have. You do not need to provide details of your dependents’ accounts.  **Type into the grey areas.** | | | |
| **Bank** | **Name of account holder/s)** | **Last 4 digits of account number** | **Arranged Overdraft Limit** |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 5b) – Income:** | | | | |
| **YOUR INCOME** | | | | |
| It is much easier for us to match your income to your supporting documentation when it is itemised – please use the headings provided.  In the absence of actual earnings, we will assume an income of £100 per month for students engaged in postgraduate level study, with the exception of single parents and/or those who are unable to work due to disability or extenuating circumstances.  **Type into the grey areas and click in the grey boxes to pick from the available options** | | | | |
| **TYPE OF INCOME** | **FREQUENCY** | **HOW MUCH?** | **LAST DATE RECEIVED** | **EVIDENCE NEEDED** |
| **Student Loan** |  |  |  | **SAAS Award Notice or equivalent from SFE, SFW, SFNI** |
| **Other Grant/Bursary** |  |  |  | **Relevant award notice (e.g SSSC)** |
| **Employer Funding** |  |  |  | **Relevant award notice or confirmation of funding** |
| *If you have more than 1 type of other grant or bursary (not from one of the government funding bodies) please add the totals together and list them in the relevant grey box.* | | | | |
| **Earnings/Wages** |  |  |  | **Bank statements or payslips** |
| **Universal Credit** |  |  |  | **Most recent full UC statement** |
| **Child Benefit** |  |  |  | **Bank statements** |
| **Tax Credits** |  |  |  | **Most recent full Tax Credit Award Notice** |
| **Employment Support Allowance** |  |  |  | **Bank statements or benefit letter** |
| **Housing Benefit** |  |  |  | **Benefit letter** |
| **Child Maintenance** |  |  |  | **Bank statements** |
| **Carers Allowance** |  |  |  | **Bank statements or benefit letter** |
| **Others –** *Specify below* |  |  |  | **EVIDENCE YOU HAVE PROVIDED** |
|  |  |  |  |  |
|  |  |  |  |  |
| **YOUR PARTNERS INCOME (IF APPLICABLE)** | | | | |
| If you live with a spouse/partner, you should include their income, as this is part of your ‘household’. If you live with your parents/siblings or share a flat with friends, they do not count. | | | | |
| **TYPE OF INCOME -** *Specify below* | **FREQUENCY** | **HOW MUCH?** | **LAST DATE RECEIVED** | **EVIDENCE YOU HAVE PROVIDED** *Be as specific as possible* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Use this section to fully explain any non-standard income or financial arrangements, e.g. lump sum payments into your bank account(s), income from other sources not already detailed above, money borrowed, transfers in from other accounts, or clear details of where we can see evidence if not obvious.** | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 5c) – Expenditure:** | | | | | | | |
| We are asking for your household outgoings. ‘Household’ refers to a partner and/or any financial dependents that live with you, e.g. children for whom you receive Child Benefit. If you live with your parents/siblings or share a flat with friends, they do not count.  It is much easier for us to match your outgoings to your supporting documentation when it is itemised – please use the headings provided and use the specific section to tell us about debt/borrowing.  Refer to Section 7, and the guidance notes, to understand the types of supporting evidence we require for your expenditure.  The table below details the standard allowances and limits we adopt for certain expenses. | | | | | | | |
| **TV Licence** | £14.12/m | | | **Mobile Phone** | | | £20/m per adult |
| **Food/Housekeeping** | £175/m per head in the household | | | **TV, Internet and/or Phone** | | | Max. £60/m |
| **Personal Costs (such as clothing, entertainment etc.)** | £75/m per head in the household | | | **Course Books/Materials/Equipment** | | | £30/m (£60 if partner is also studying) |
| **Car Finance** | Max. £200/m | | | **Dig Money** | | | Max. £200/m |
| **HOUSEHOLD EXPENDITURE** | | | | | | | |
| **TYPE OF EXPENSE** | | **FREQUENCY** | **HOW MUCH?** | | **LAST DATE PAID** | **EVIDENCE YOU HAVE PROVIDED**  *Be as specific as possible* | |
| *Example:*  *Rent/Mortgage/Dig Money* | | *WEEKLY* | *£40* | | *9.9.24* | *Monzo bank statement, dig money to J SMITH (mum)* | |
| **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** | |  |  | |  |  | |
| **Factor Bills** | |  |  | |  |  | |
| **Gas/Electricity** | |  |  | |  |  | |
| **TV Licence** *(see standard rate)* | |  |  | |  |  | |
| **Home telephone/TV package/Internet** | |  |  | |  |  | |
| **Mobile Phone** x | | **MONTHLY** |  | |  |  | |
| *Insert no. of mobile phones for household and adhere to limit noted above.* | | | | | | | |
| **Food/Housekeeping Allowance** | | **MONTHLY** |  | | N/A | N/A | |
| *Remember we apply a standard allowance of £175/m for each person in your household.* | | | | | | | |
| **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. If a second car insurance/road tax bill are not paid at the same frequency as above, use the ‘other’ section below to record this cost.* | | | | | | | |
| **Petrol Costs** | |  |  | |  |  | |
| **Public Transport Costs** | |  |  | |  |  | |
| **Books/Materials/Equipment** | | **MONTHLY** |  | | N/A | N/A | |
| *Remember we apply a standard allowance of £30/m or £60/m if your partner is also studying.* | | | | | | | |
| **Tuition Fees** | |  |  | |  |  | |
| *You should include any tuition fees that you are liable to pay, after receiving any student support.* | | | | | | | |
| **Personal Costs Allowance** | | **MONTHLY** |  | | N/A | N/A | |
| *Remember we apply a standard allowance of £75/m for each person in your household.* | | | | | | | |
| **Others –** *Specify below* | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
| **DEBT REPAYMENTS:** | | | | | | | |
| Tell us about your household debt repayments, such as car finance payments, credit card repayments, loans etc. and exclude mortgage as you have told us about this above. Include any accounts in arrears, special payment plans, etc.  ***You should provide supporting documentation for each debt listed. What you need to provide can vary, so please refer to the*** [***guidance.***](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) | | | | | | | |
| **CREDITOR E.G. RBS VISA** | | **FREQUENCY** | **HOW MUCH?** | | **LAST DATE PAID** | **EVIDENCE YOU HAVE PROVIDED** | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | | |  |  | |  |  | |
|  | | |  |  | |  |  | |
| **Use this section to fully explain any non-standard outgoings or financial arrangements, such as large payments on bank statements, transfers to individuals or other accounts, payments you have made that are inconsistent, etc.** | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Section 6- Supporting Evidence:** | | |
| Providing evidence is a key part of the application. The handy checklist below will help you identify which pieces of evidence are required.  Those with more complex finances will likely need to submit more evidence. Refer to the [guidance](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/) to identify what we need, and ask for help in advance of applying if you are unsure. | | |
| **Checklist for Supporting Evidence**  You’ll find lots of information and sample evidence on the [website](https://www.uws.ac.uk/money-fees-funding/discretionary-childcare-funds/). | | **✔** |
| **ESSENTIAL ITEMS** | **Copy of 2024-25 SAAS Award Notice** (both sides).  OR **2024-25 Student Finance England/Wales/Northern Ireland Award Notice** (all pages).  **Copy of any other award notice for other grants or scholarships as applicable** (e.g. SSSC). |  |
| **Copy of latest bank statements for ALL household accounts** (showing transactions for at least the past 2 months).  Screenshots of mobile banking apps are not acceptable.  You can find further [guidance](https://www.uws.ac.uk/media/dawj3z4a/2024-how-to-download-an-online-bank-statement.pdf) on accessing and downloading your bank statements online. |  |
| **INCOME**  Supply all those which apply to you | **Universal Credits or Child/Working Tax Credit** – 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/6462/2023-sample-universal-credits-document-single-student.pdf)  If you are in receipt of these, you must provide this evidence, even if your award is £0. If you have not applied, please use Section 4 of the application to explain why. |  |
| **Partner Earnings** – Identify on bank statement or provide copy of payslips if not on statements. If these vary each month, we will average the last 3 months, so please provide payslips or bank statements showing the last 3 months. |  |
| **Child Benefit** – Identify on bank statement. |  |
| **Other Benefits** – Benefit letter(s)/ identify on bank statement. |  |
| **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 number of 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/1xmd2gng/2024-sample-letter-about-dig-money.pdf) |  |
| **Insurance Payments** – e.g. Life, car, home. Identify on bank statement where paid monthly, or copy of policy document showing monthly/annual amount. |  |
| **Other Housing Costs** – Identify on bank statement if paid monthly, or provide bills/statements. |  |
| **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. |  |

**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. |  |
| **Make sure the figures you include match the evidence provided**  There is space provided to explain any irregularities. |  |
| **Enclose the required supporting evidence**  Read the guidance to help you understand what we need and how you should collate this.  If you are unsure about anything, it is best to ask us before submitting your application. Contact us at [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) |  |
| **Complete the last page – Section 7**  Without payment details, a signed declaration, or your permission to use your data, we cannot assess your application. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 7 – 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:** | |