

**ASYLUM SEEKER DISCRETIONARY FUND 24-25**

|  |
| --- |
| **YOU CAN APPLY IF -** |
| **All** of the following are true:   * You have the status of Asylum Seeker. This means you have claimed asylum but not yet been legally recognised as a refugee, and you are waiting to receive a decision on your asylum claim. * You had this status at the point you applied for your course at UWS. * You receive financial support from the Home Office and would struggle to meet the additional costs associated with your studies. * You are not eligible for financial support through UK or Scottish Government student funding bodies.   ***Full eligibility criteria is detailed in the Asylum Seeker Discretionary Fund Procedures document, available on the*** [***website.***](https://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/)  ***International students who applied to UWS through the normal student visa route will not be eligible to apply.*** |
| **WHAT THIS FUNDING IS FOR -** |
| * The fund can provide support for study-related expenses only, such as books, course materials, travel costs and study-related childcare costs. * Awards are in the form of vouchers, or direct payment to childcare providers.   ***The fund cannot help you meet the cost of tuition or help meet basic living costs.*** |
| **COMPLETING THE APPLICATION -** |
| * Complete the application form by answering **all** the questions. You must include supporting evidence. This is the most important part of the application. * **This document is an editable word document. Make sure to fully open the document, enable editing, then click in the grey areas and type.** * **Follow the highlighted instructions to ensure you provide the details we need.** * To help you complete the application, we have helpful hints and tips available in our guidance online [here](http://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/). * We are here to help. If you have read the guidance and still have questions, you can [book an appointment](https://www.uws.ac.uk/money-fees-funding/funding-and-advice-team/) 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) from your UWS student email account. * Read the [guidance](https://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/) to help you complete your application electronically. The guidance will also help you to add your supporting evidence, and tell you how to submit this 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) |
| **WHAT HAPPENS NEXT -** |
| * We will assess applications in the order they are submitted and will do this as quickly as we can. This can take longer at peak times or where your application is incomplete. It should not take longer than 6 weeks. * **We may ask you for further evidence or information.** It is important you submit this to us as soon as possible. * **We may be unable to make an award** and will explain why this is the case. * **We may be able to make an award** and will provide details of the award amount and payment arrangements. |

|  |  |
| --- | --- |
| **Section 1 – About you:** | |
| **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.:** |

|  |  |
| --- | --- |
| **Section 2 – About your household:** | |
| **Status: Click in the grey box to pick from the options** | |
| **No. of financially dependent children:**  *(Include only those under 18, for whom you are responsible)* | **Ages of each financially dependent child:**  *(If applicable)* |
| **Pick which best describes your housing arrangements: Click in the grey box to pick from the options**    **If you selected ‘other’, please specify:** | |

|  |
| --- |
| **Section 3 - About your studies:** |
| **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 4 – Tell us about your Asylum Seeker status:** |
| **Tell us more so that we can check that your circumstances fit the eligibility criteria for the fund.**  **Type into the grey boxes with your answers. Include all relevant information.** |
| **When did you make your asylum claim?** |
| **When did you arrive in the UK?** |
| **Do you have any indication as to when you might receive a decision on your asylum claim?** |
|  |
| **Have you claimed asylum as an individual or as part of a family claim?** |
|  |
| **Do you receive financial support from the Home Office?** |

|  |
| --- |
| **Section 5 – Tell us more about you:** |
| **Tell us more so that we can better understand your circumstances**  **Type into the grey boxes with your answers. Include all relevant information.** |
| **What is your home address in the UK?** |
|  |
| **How do you travel from your home address to your campus of study?** |
|  |
| **Do you have IT equipment to engage in your studies? If not, please detail what equipment you would find useful.** |
|  |
| **How are you funding your tuition fees?** |
|  |
| **Is there anything else you would like to share with us, to help us better understand your situation?** |
|  |
| **Do you have a smartphone?** *(This will help us determine whether we can provide an e-voucher to you)* |
|  |

|  |  |
| --- | --- |
| **Section 6 – 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** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tell us about the childcare provider you will be using.**  **Type into the grey areas.**  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/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 ✔** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Section 7 – Your Finances:** |
| **Tell us about your finances and living costs. This will help us to understand the best way to support you.**  ‘Household’ refers to a partner and/or any financial dependents that live with you in a family unit.  **Type into the grey areas below.** |
| **What money does your household receive? Tell us the amount(s) you receive, and who/where this comes from.** |
|  |
| **What household expenses do you have? Please include an itemised list, including amounts.** |
|  |
| **Is there anything else you would like to share with us about your household financial situation?** |
|  |

|  |  |
| --- | --- |
| **Section 8 – Supporting Evidence:** | |
| Providing evidence is a key part of the application. Without this you application will not be considered. It is your responsibility to provide appropriate evidence of your circumstances. | |
| **Checklist for Supporting Evidence** | **✔** |
| **Evidence of your Home Office asylum seeker status**  For example, a letter from the Home Office, or copy of your ARC card. |  |
| **Copy of latest bank statements for ALL accounts you have,** showing transactions for at least the past 2 months. You can find further guidance on accessing and downloading your bank statements online [here.](https://www.uws.ac.uk/media/dawj3z4a/2024-how-to-download-an-online-bank-statement.pdf) |  |
| **If applying for study related childcare costs, include the separate Childcare Form(s)**  This should be completed by your childcare provider. Your childcare provider must be registered. |  |

|  |  |
| --- | --- |
| **Section 9 – Declaration and Data Protection:** | |
| 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 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.  **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 e-mailing [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:** |