

PART TIME DISCRETIONARY FUND

GUIDANCE FOR COMPLETING THE APPLICATION

The Purpose of the Discretionary Fund:

The purpose of the Discretionary Fund is to provide additional financial support to eligible students who will face additional expenses as a direct result of their studies, that might cause financial hardship and prevent engagement in studies. This considers cost of books/course materials, travel and childcare. The fund is unable to support the general living expenses of students.

Taking the time now to read this guidance carefully and prepare your application will pay off in the long run as we can finalise our assessment more quickly.

How to Apply:

The application form is available [here](#) and should be completed by you, as per the guidance that follows.

The guidance notes that follow will help you complete the application and gather together the required supporting evidence. Please follow this guidance carefully to ensure you submit the information required, in a suitable format.

You must submit your application and supporting evidence electronically, via email. If you have read this guidance and have any concern about completing/submitting the application and supporting evidence as instructed, please do contact us at fundingadvice@uws.ac.uk and we will be happy to help.

Spending a little time now reading this guidance carefully and preparing your application will pay off in the long run as we can finalise our assessment more quickly.

How to Complete and Collate your Application Pack – Electronically:

The application form is provided in Microsoft Word format. You should ensure you open the document fully, and enable editing, as you will be unable to edit this if it is in preview mode.

When the document has been opened fully, you will be able to provide all information required by typing directly into the document or choosing from a drop-down list of options. You will be unable to edit the document further but should not need to do so.

When you complete the application form, you should save this Microsoft Word document as your full name. We get thousands of applications and doing this will avoid any issues.

Alongside your application form, we require supporting evidence to be submitted as a single PDF document. You most likely only need to send us one piece of supporting evidence, and should be able to access this in PDF format. If you wish to send us more than one piece of supporting evidence, you will need to gather this together in an electronic format, and collate everything together into a single PDF document that makes up your entire package of supporting evidence.

There are many different free and paid-for PDF converter tools available. You can use any search engine or app store to find them and choose the one that suits you best. The website **ilovepdf.com** is one option and allows you to convert files from one format to another, as well as to merge several files together.

If you do wish to send us more than one piece of supporting evidence, we have a specific guidance document showing you how to collate your supporting evidence into the single PDF document we need. Read this to increase the chances of you providing what we need in a format that allows us to assess your application more quickly.

Similar to your Microsoft Word document application, save your PDF file of supporting evidence as your full name.

In order to keep our assessment times as short as we can - so that you receive an outcome as quickly as possible - we are unable to accept applications which are not submitted in accordance with this guidance.

PLEASE DO NOT SEND US LARGE NUMBERS OF ATTACHMENTS, IMAGE FILES, LINKS TO EXTERNAL STORAGE, SCREENSHOTS OF EVIDENCE, SCREENSHOTS FROM YOUR PHONE, ETC.

We will not be able to accept this, and you will be referred back to this guidance. If you have difficulty in following the guidance, completing the form, or compiling your evidence, please contact us about this before submitting anything.

It takes us twice as long to upload and review 2 documents as it does to upload and review 1. If lots of students send us lots of attachments, it significantly slows down the process and will take us much longer to assess your application.

How to Submit your Application Pack:

Once you have your Microsoft Word application and single PDF document with collated supporting evidence, you should submit this via email to fundingadvice@uws.ac.uk If you are a continuing student, or already enrolled, you should send this from your student email account.

If we have accepted your application, you will receive confirmation that it has been received within 5 working days. If you do not receive any confirmation or other email responses (be sure to check junk/spam email folders), please contact us again as this may indicate that we did not receive your application.

How to Complete the Application – Section by Section:

The application 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.

Remember, any award is a flat rate award based on the number of credits you are enrolled on, so we don't need a lot of information from you.

Section 1 – About you and your household:

Fill in your personal details, including telephone number should we need to reach you.

Your Banner ID number is your unique UWS identification number. If you are a new student, this will be detailed on your offer, and other communications from UWS. It begins with B0 and is followed by 7 digits.

Section 2 – About your studies:

Select the funding scheme that applies to you by ticking the relevant check box.

- For undergraduate students your options are either SAAS Part Time Fee Grant or an annual income of less than £25k
- For postgraduate students your options are either SAAS Postgraduate Tuition Fee Loan or an annual income of less than £25k

If neither option applies to you, it is unlikely you are eligible, so please review the eligibility criteria.

Select your level of study.

We need to know how many modules you are enrolled on in each term, and how many credits this equates to. It is important you accurately align your modules and credits to the correct Term. Term 1 runs from September to December, Term 2 from January to May and Term 3 from May until August.

Ideally, you should apply to this fund once for all your planned studies for this academic year. However, if you think you might add further modules at a later date, we can always revisit your application, but we cannot award funding for studies that you are not enrolled on.

Section 3 – About your study related childcare:

Tick the option to best describe your plans for the year ahead regarding the childcare element of the fund.

Your household must be in receipt of Universal Credits or Tax Credits to apply for help meeting the cost of childcare, and you must provide a copy of ALL pages of your current Universal Credit statement or Tax Credit Awards Notice to be considered for this element of the fund.

Full details of the childcare costs we can consider are detailed [here](#).

You should provide details of your childcare provider(s), including their registration number if they are registered, and your total costs with that provider for your academic year. This should match the detail provided in the Childcare Form, which we will expect you to submit along with this application.

Further guidance on completing the Childcare Form can be found below:

The Childcare Form:

You **must** submit a completed Childcare Form reflecting the childcare costs for which you wish to apply through this fund. We do not require and cannot accept copies of contracts, invoices etc.

This Childcare Form should be completed by your childcare provider – not you (even if they are unregistered). However, you should ensure you discuss your childcare requirements with your provider, so the form reflects the care you have signed up for.

As with your application form, this is provided in Microsoft Word format. When the document has been opened fully (i.e. not in preview mode), your provider will be able to enter all information required by typing directly into the document or choosing from a drop-down list of options.

Once complete, your provider should return the form to you. You should save this as your full name, and submit to us along with your own application, and your supporting evidence.

Section 4 - Payment Details, Declaration and Data Protection:

You need to provide us with your bank details so we can make payment for books/course materials/travel funding straight into your account. Take your time and double check the details so we pay the funds into the correct account, avoiding any unnecessary delays.

Where you are awarded funding for childcare costs, this will be paid direct to the childcare provider(s) using the bank details they have included on the relevant form(s).

If your name is different to the name on your bank account, please provide evidence of this when submitting your application, e.g. marriage certificate, deed poll etc. We will be unable to progress a payment without this.

We cannot pay into an account that is not yours. If you would have difficulty with this method of payment, let us know and we'll do what we can to help.

If you have received payments from us in the past, and your bank account details have not changed, we do not need you to provide these details again, but you must still insert your name and date to the Declaration and Data Protection part of this page.

Due to data protection regulations, you must give us permission to use the information you provide to assess your application. To do this, tick the first box within the declaration. If you do not do this, we will be unable to assess your application or make an award. If you cannot tick the box when completing the application electronically, any clear indication is sufficient.

We also need your permission to email you information about any funding opportunities that may be relevant to you. To do this, tick the second box within the declaration. If you do not do this, we will be unable to let you know about additional funding that we think you might be eligible for. If you cannot tick the box when completing the application electronically, any clear indication is sufficient.

Don't forget to add your name and date to the declaration. There is no requirement for a real signature as we will accept your typed name and date.

GUIDANCE ON SUPPORTING EVIDENCE

<p>To prove you are eligible to apply to the fund:</p> <p>SAAS support or annual income under £25k</p>	<p>Include SAAS award notice if you receive this support.</p> <p>Alternatively, to prove annual income under £25k:</p> <ul style="list-style-type: none"> - Provide a copy of your 23-24 P60, or - Provide 3 x monthly payslips (most recent), or - Provide Tax Credits/Universal Credits statement (see below)
<p>To meet criteria <i>if applying for the Childcare Element of the fund:</i></p> <p>Universal Credit or Child/ Working Tax Credit</p>	<p>To access your Universal Credit award statement, go to the home page of your online Universal Credit account. From there you can access your latest monthly statement (if calculated) as well as all your previous monthly statements. The statement shows both how much you will be paid and the calculations relating to this payment. You can find out more about using your online account here.</p> <p>Save this statement as a PDF to include in your application pack.</p> <p>If you receive Tax Credits instead of Universal Credits, please provide a copy of all pages of this award document instead. If you do not receive a paper copy of this through the post, you can get this from your online Tax Credits account. You can either download this or save this statement as a PDF to include in your application pack.</p>

Checklist:

Follow this handy checklist to help you complete and collate your application pack.

TASK	INFO	TICK WHEN COMPLETE
Step 1: Complete the application form	Fully open the Microsoft Word document and complete the application form. Save your completed application form as your full name. We recommend creating a folder on your PC/laptop to save everything related to your application.	
Step 2 (if applicable): Ask your Childcare Provider to complete the Childcare Form	After you agree your childcare requirements with your provider, ask them to complete this form in full and return to you.	
Step 3: Gather your supporting evidence together	This includes your student funding award letter or evidence of your income, and perhaps Universal Credit or Tax Credit statement. Save this alongside your completed application. Remember to read this guidance carefully to understand exactly what supporting evidence we require.	
Step 4: Convert any supporting evidence into a PDF format	Use your preferred tool to convert all supporting evidence to PDF, if not already in that format. Save these PDFs alongside your completed application form.	
Step 5: Collate your supporting evidence into a single PDF document.	If you have more than one piece of supporting evidence, use your preferred tool to merge all of your individual PDFs into a single PDF document. If it is a particularly large document, you can also use your preferred tool to compress the file, making it easier to email. Save this as your full name. You are now ready to submit your application form and your PDF document featuring all supporting evidence. <i>Remember to read our specific guidance document showing you how to collate your supporting evidence into the single PDF document we need.</i>	