

This application is processed in accordance with the Data Protection Act (1998).  
Please note that it is your responsibility to ensure that your contact details held on the Student Records system are kept accurate and up-to-date.

**We will not consider applications unless fully completed and with all documentation included.**

Please tick..... Undergraduate  Postgrad/Research/PhD   
Nursing (registered childcare only)  Health-related

Are you applying for... Discretionary Fund  Childcare  Both

Matriculation/Student ID Number \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

First name \_\_\_\_\_ Age \_\_\_\_\_

Surname \_\_\_\_\_

Year of Course \_\_\_\_\_ Course Title \_\_\_\_\_

**Part 1**

Please supply the following essential **photocopied** documentation (tick items enclosed).

All Applications must enclose:

- A copy of your current Matriculation/Student ID card
- SAAS or LEA Letter of Award – **copy of both sides**
- Student loan agreement for this academic year
- Recent bank statement showing loan/bursary into your account
- Course timetable
- Evidence of part-time earnings
- 2 recent wage slips of partner or evidence of alimony payments
- Evidence of benefits e.g. child benefit, disability, housing
- Inland Revenue notice of Child & Working Tax Credit (Full notice – all pages)
- Receipts to show how you spent previous Discretionary /Childcare Payment
- Academic signature (Part 6)

**Plus** – for Discretionary Fund Applications:

- D Evidence of rent/mortgage/digs (e.g. lease, letter from parents)
- D Evidence of exceptional costs & bills
- D Part 7 Completed

**Plus** – for Childcare Applications:

- C Photocopy of child/ren's birth certificate/s
- C Carer form **completed by Carer**
- C Registered childcare applications - Photocopy of Carer Registration document
- C Unregistered childcare applications – Proof of Carer's address e.g. household bill

**NB. If you do not supply all the necessary documentation, we will return the form to you. This will cause a delay in processing your application.**

Are you? Married/Living with partner  Lone Parent with children  Living alone  Flat sharing  Living with parent(s)

No of Children \_\_\_\_\_ Which do you pay for your home? Mortgage  Rent  Digs/Other

Correspondence Address including Flat Number \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile Tel. Number \_\_\_\_\_

**Part 2 - Funding Details**

**Please note you must have applied for the full amount and received the 1<sup>st</sup> instalment of your loan before applying for Financial Assistance**

a) If eligible, have you applied for your full student loan entitlement? Yes  No

If yes, give amount £ \_\_\_\_\_ If no, why not? \_\_\_\_\_

b) Are you paying your own fees? Yes  No

c) Are you repeating a year of your course? Yes  No

d) Do you have an overdraft facility? Yes  No

If not, why not? \_\_\_\_\_

If yes, what is your agreed limit? £ \_\_\_\_\_ What is your current balance £ \_\_\_\_\_

e) Have you received a payment from any of the following funds before?

The Discretionary Fund? Yes  No

Childcare Funds? Yes  No

Trusts/Scholarships? Yes  No

Please state **when** and **amount** of award(s):

Trimester 1 \_\_\_\_\_ Trimester 2 \_\_\_\_\_

**Part 3 Income & Expenditure All Applicants (Discretionary & Childcare) MUST complete this section . Photocopied evidence required**

Monthly Income	£	p	Monthly Expenditure	£	P
Student Loan (divide by 12)			Rent/Mortgage/Digs		
Student Bursary(s) ( divide by 12)			Council Tax		
Dependants' Grant –Nursing Adult Dependant's Grant (divide by 12)			Gas		
Lone Parents' Grant (divide by 12)			Electricity		
Child Benefit			Telephone/Internet/print		
Child Tax Credit (weekly x 4)			Travel Expenses		
Working Tax Credit			Loan/HP/Credit Card		
Partner's Income or Maintenance			Food/Household costs		
Parental Contribution			Childcare		
Other Income e.g. Benefits, pension, PCDL (please specify)			Other (please specify)		
<b>Total A</b>			<b>Total B</b>		

Monthly Deficit (A minus B) £ \_\_\_\_\_

## Part-time Earnings

Nature of work \_\_\_\_\_

Name of Employer \_\_\_\_\_

Hours per month \_\_\_\_\_ Income per month £ \_\_\_\_\_

### **Part 4 - This section must be completed when applying for Childcare Costs (see also Part 3)**

a) Child/Childrens details: (Names & Ages)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Is your childcare Registered  Non Registered

c) Have you applied for the Lone Parents' Grant? Yes  No

d) **Please calculate Annual Income:**

Student Loan	
Student Bursary	
Lone Parent's Grant	
Dependants Grant – Nursing & Health Related Students	
Child Benefit	
Child Tax Credit	
Working Tax Credit,	
Other benefits / other income	
Part-time Earnings	
Partner's Earnings / Maintenance	
<b>Total Annual Income</b>	

### **Part 5 - THIS SECTION MUST BE COMPLETED FOR APPLICATIONS TO BE PROCESSED**

*I certify that the information which I have provided is true, and I understand that a Funding Adviser will make regular checks for auditing purposes therefore I agree that my Carer, Academic Adviser, landlord/housing authority may be contacted to check the validity of this information.*

*I fully understand that should my childcare arrangements change or I withdraw from my course, I must inform the Funding Team. I accept that I will be liable to repay to the University any overpayments made in connection to such changes of circumstances.*

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Remember to complete Part 7 overleaf)

*Part 6 - As proof of attendance we require the name, title, signature and telephone No. of your Academic advisor. (To be completed by academic adviser/lecturer only)*

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Telephone \_\_\_\_\_

**Part 7**

**This section MUST be completed when applying to the Discretionary Fund**

Please detail circumstances contributing to your financial hardship, e.g. one off costs this semester, outstanding loans/debts, exceptional housing costs etc. **Documentary evidence must be provided.**

.....Continue on separate sheet if necessary

On completion Return to: **Application Post Box** or Post to: **Funding Information & Advice**  
**The Base** **The Saltire Centre**  
**The Saltire Centre**

**Funding Information & Advice**  
**The Saltire Centre**  
**Glasgow Caledonian University**  
**70 Cowcaddens Road**  
**GLASGOW G4 OBA**

Web: [www.gcu.ac.uk/student/money](http://www.gcu.ac.uk/student/money) Tel: 0141-273-1000

**Students returning applications by post do so at their own risk. Glasgow Caledonian University cannot accept responsibility for applications lost or damaged in the post. Please ensure all postage costs are covered.**

**FOR OFFICIAL USE ONLY**

<b>Registered Childcare</b>	<b>HECF</b>	<b>GCU</b>	<b>Unregistered Childcare</b>		<b>DISC Breakdown</b>	
Total Tri Cost			Total Tri Cost		Accommodation	
Less WTC Childcare grant			Less any other funding		Books	
Less Local Auth funding					Childcare	
Less LPCG					Disability	
<b>Balance</b>			<b>Balance</b>		RUK Trust/Sch	
Ann. Income			Ann. Income		Travel	
% Payment			% Payment		Equip. Small	
					Pers. Bank	
<b>LPCG payable</b>					Equip. Large	
					Other	
<b>Amt. Payable</b>			<b>Amt. Payable</b>		<b>Amt. Payable</b>	
Authorised by			Authorised by		Authorised by	
Date			Date		Date	
Data entered by			Data entered by		Data entered by	
Date			Date		Date	

**Adviser's Notes/Comments:**

- Refuse -** Already Awarded Maximum Funds  
Financial Circumstances Above Priority Criteria  
Not Taken Max Student Loan  
SAAS Childcare Grant Covers Childcare Cost  
Student Status (not eligible)  
Student did not meet criteria as laid out in guidance  
Did not supply doc. evidence when requested  
Student was not in attendance  
Withdrew from course before payment was made  
Student's income was higher than outgoings

