

How to Apply to Discretionary & Childcare Funds on “MY PORTAL”

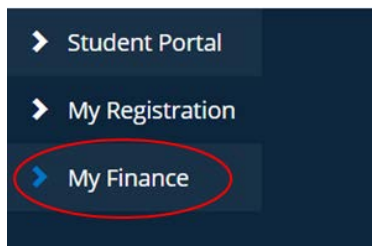
To apply for Discretionary and Childcare funds you must be registered and attending your course and have received the first instalment of your Student Loan/Bursary (if applicable) into your bank account.

This year you will be required to make separate applications if applying to both the Discretionary Fund and Childcare Fund. You will apply through your Student Portal.

Please enter your student Portal after registration using your university username e.g. jblogg200@.

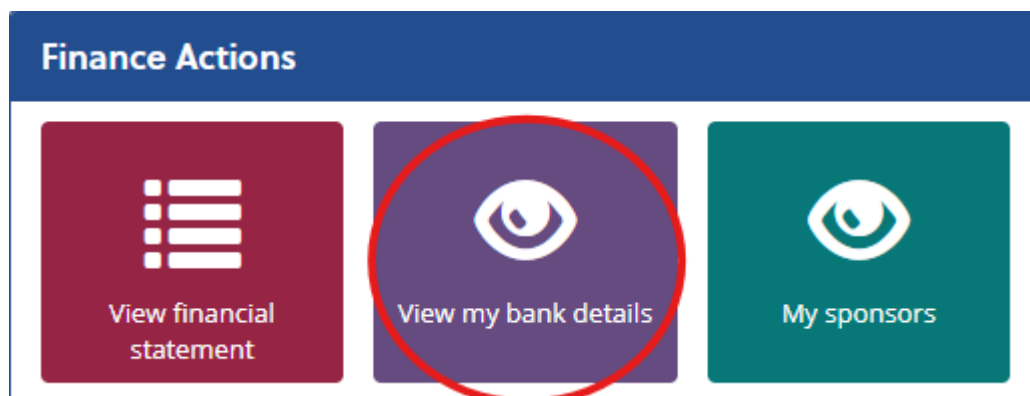
How to find the discretionary and childcare application form

1. First, you need to click on the ‘My finance’ button which will be on the left-hand side when you first log into your student portal.



After this, please ensure your bank account details are up to date on the university system by clicking ‘view my bank details’ *using the box on the right-hand side.*

If your application is successful, you will only be able to receive an award if your bank details are up to date on the university system.



Once you click 'view my bank details' you will be given the option to update your bank details as shown below. Please make sure you fill in **both** the options to receive a '**Student Discretionary Payment**' and to receive monies from GCU via '**BACS Payment**' as shown below:

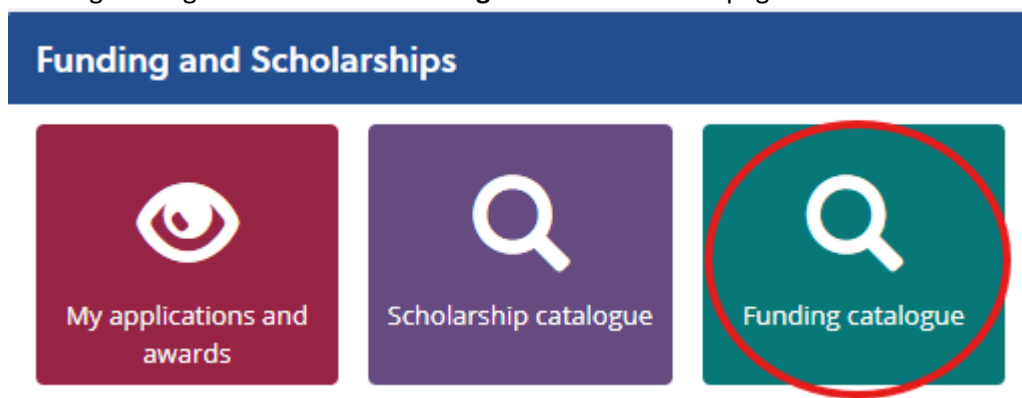
Bank account registered to receive monies from GCU via 'BACS Payment'		
Sort code	Account no.	
No bank details registered.		Add new bank details

Bank account registered to receive a 'Student Discretionary Payment'		
Sort code	Account no.	
No bank details registered.		Add new bank details

You will then get a verification email from Finance; this may be time limited so please verify as soon as you get the email or your bank details will not be updated.

If this has not been updated, you will not receive any award made to your bank account.

- Once you have confirmed your bank details go back to the 'My finance' tab then click on the Funding catalogue box at the **bottom right-hand** side of the page.



- A new page will appear asking you to confirm the current Academic Year, your Fee Status, Mode of Attendance and Study Level

Funding Search

Use the filters below to search and apply for scholarships and bursaries that you believe you may be eligible for. Selecting a value from each of the dropdown lists will

Year

Fee Status

Mode of Attendance

Study Level

Faculty

Search

- Once you have filled this in, you will see a list of Funds you may be eligible to apply to. Click on the “Apply” button to select the Fund you wish to apply to.

Applying to the Discretionary Fund

- You will see a screen with information about the Fund. Click the blue “Start Application” button at the bottom of your screen. You will see a screen with different sections that will be either green or yellow. You will need to complete all the yellow sections before your application can be submitted. Please note that to complete each section you do not click on the boxes at the top of the page but must select each section from the drop-down list below and then complete each section.

Application deadline: Open

Funding related Incomplete	Terms and conditions specific to fund/scholarship Incomplete	Programme of Study Eligibility Complete	Student details Incomplete
		Documents upload Incomplete	Fee status eligibility Complete
Financial circumstances Incomplete	Employment details Incomplete	Income Incomplete	Expenditure Incomplete

Funding and Scholarship Application Form

The progress bar represents application progress which takes into consideration pre-approved conditions

Select application form section

Choose an option

SELECT FORM SECTION

Once fully completed each section will turn from yellow to green. If you have applied for a Fund that you are not eligible to apply to, at least one box will be red and it will tell you that you are not eligible.

Completing each Section

Funding related

Funding related
Incomplete

Please select your answers from each dropdown menu. Each box must be filled out so if not applicable please put 'N/A'. Once completed, press the next button.

Terms and Conditions

Terms and conditions specific
to fund/scholarship

For this section please read and select yes to confirm you understand and agree.

The screenshot shows a form titled '1. Terms and conditions'. It contains a long paragraph of text explaining the terms of a Discretionary Fund award, including the Data Controller (Glasgow Caledonian University), the requirement to inform the Funding Team of changes or withdrawal, and the requirement to ensure bank account details are up to date. Below the text is a dropdown menu with 'Yes' selected. The question '2. Do you accept the terms and conditions? *' is visible at the bottom left of the form area.

1. Terms and conditions

I fully understand that should I accept a Discretionary Fund award and have not taken out my full support entitlement from SAAS, GCU will recover any award paid. The Data Controller for this funding application is Glasgow Caledonian University (GCU). Further information is available on the GCU Website at: <https://www.gcu.ac.uk/student/feesandfunding/privacynotice/> I understand that should my Living 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. I fully understand that any award made cannot be used for tuition fee payment. I will ensure my bank account details on the GCU student portal are up to date, in order for any payments to be processed.

2. Do you accept the terms and conditions? *

Yes

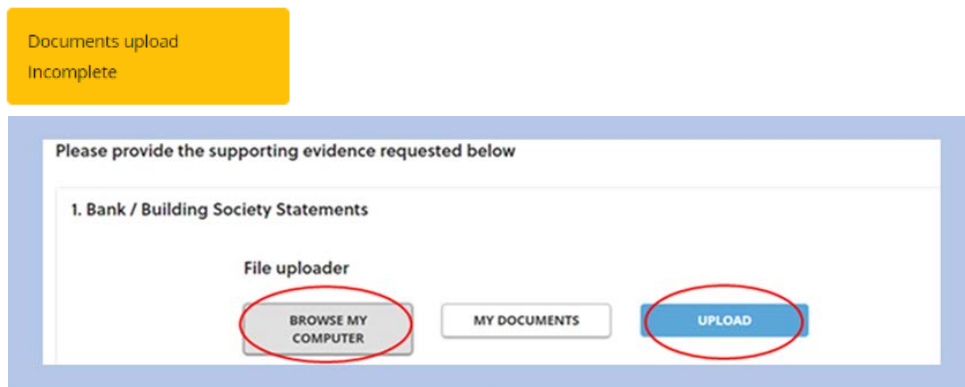
Student Details

Student details
Incomplete

All Boxes must be completed. For this section, if you do not have children please enter 0 and then 'N/A'. Once completed, press the next button.

Document Upload

For this section upload all documents relevant to you- Remember to click the 'Browse My Computer' and then the 'Upload' button to upload your documents successfully.



Essential Guidance on document uploading

Bank or credit card statements - you can download copies of bank or credit card statements as pdfs from most online banking accounts. Mobile apps sometimes do not give this option, so you may need to log into your online banking via a website, instead of relying on a mobile app.

Don't go from "current transactions" as this rarely produces a statement. Look for "statements" or go to historical transactions and go back three months. Statements (for example, something that "looks" like a posted version with name address, account details and so on) are only produced once every month so if you can't get one for this month, last month's will be there somewhere.

You MUST supply 3 months of full statements for all bank/savings accounts that you hold and the statements you submit must be full pages. We will not accept screenshots only showing parts of statements.

SAAS award letter - this can be downloaded as a pdf from your SAAS account. If you can't find it and need to request a copy from SAAS, you can contact SAAS asking for a copy of your current Award notice. Students requesting an award notice usually receive this within a few days.

<https://www.saas.gov.uk/contact-us>

Evidence of accommodation costs – this can be a copy of your tenancy agreement or, if you are living at home, a letter from the homeowner confirming the amount you pay in 'digs'. Your tenancy agreement should show the address, your name, landlord's name, dates of tenancy and monthly rent. A letter from the homeowner for 'digs' must have their name, signature and contact telephone number.

Timetable- Please provide a copy of your timetable for the current trimester. If you are on placement please provide a timetable or email confirmation of your placement days/weeks from the University or placement staff.

Financial Circumstances

Financial circumstances
Incomplete

For this section please fill out all the boxes. If questions 3 and 4 are not applicable to you then put 'N/A' and then '0'. For question 5 state in detail the circumstances which have contributed to your financial hardship. Please note this question has a 2000-character limit.

Please answer the questions below

1. Do you have an overdraft facility? *	Please select
2. Have you received a payment/award from any Scholarship/Trust this Academic year? *	Please select
3. If yes, please state name of Trust/Scholarship *	
4. Please state the Trust/Scholarship amount awarded £ *	
5. Please give details of circumstances contributing to your financial hardship e.g. one-off costs this trimester, outstanding loans/debts, exceptional costs/bills etc. Documentary evidence must be provided. (2000 character limit) *	

Employment Details

Employment details
Incomplete

Please fill out all the text boxes, for any which are not applicable enter 'N/A'. The 'hours and income per month' sections require a number even if 0.

Income- Monthly

Income
Incomplete

Please fill out all the sections- for any not applicable sections please enter 0 then next.

Expenditure- Monthly

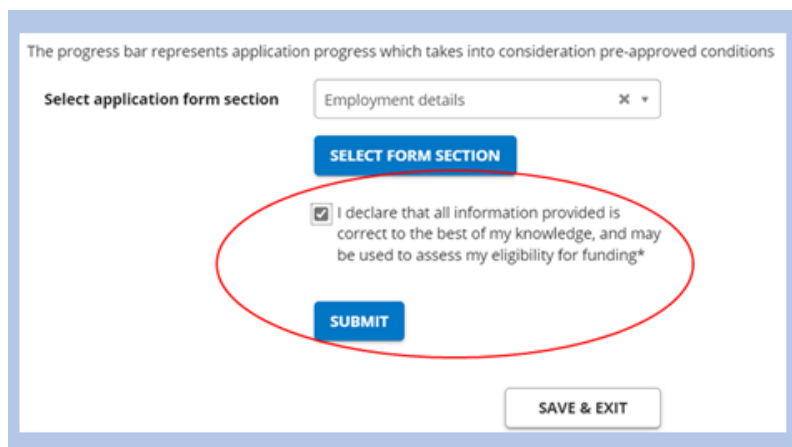
Please fill out all the sections- for any not applicable sections please enter 0 then next.

Once all sections are filled out, they should turn green, as pictured below:

Funding related Complete	Terms and conditions specific to fund/scholarship Complete	Programme of Study Eligibility Complete	Student details Complete
		Documents upload Complete	Fee status eligibility Complete
Financial circumstances Complete	Employment details Complete	Income Complete	Expenditure Complete

Final step Submit

Once all sections are green, **please tick the declaration** and then click submit and complete.



Please note that once submitted you cannot go back into your application.

Once your application has been submitted, you should see confirmation of this on your screen. Once received, the Funding Team will assess your application.

If there are any documents missing, or we require further information, you will receive an email to inform you of this. Please follow the guidance in the email you receive on how to submit the required evidence/information. Applications that are not fully completed or are missing relevant documentation will be moved to the end of the queue and this will result in a significant delay in processing your application.

If your application is successful, you will receive an email giving details of your award and an estimated timescale for you to receive payment.

If your application is refused, you will receive an email giving the reason for this refusal.

Applying to both the Discretionary & Childcare Fund

If applying for both Discretionary Fund and Childcare Fund, you will need to complete both application forms. Once your documents have been uploaded for one application, they will be available for you to upload again under the “My Documents” button for any other applications you make for the same academic year.

Applying to the Childcare Fund

1. You will see a screen with information about the Fund. Click the blue “Start Application” button at the bottom of your screen. You will see a screen with different sections that will be either green or yellow. You will need to complete all the yellow sections before your application can be submitted. Please note that to complete each section you do not click on the boxes at the top of the page but must select each section from the drop-down list below

Application deadline: Open

Funding related Incomplete	Terms and conditions specific to fund/scholarship Incomplete	Childcare Incomplete	Programme of Study Eligibility Complete
		Student details Incomplete	Documents upload Incomplete
Fee status eligibility Complete	Financial circumstances Incomplete	Employment details Incomplete	Income Incomplete
Expenditure Incomplete			

Funding and Scholarship Application Form

The progress bar represents application progress which takes into consideration pre-approved conditions

Select application form section

SELECT FORM SECTION

and then complete each section.

Funding related

Funding related Incomplete

Please select your answers from each dropdown menu. Each box must be filled out so if not applicable please put 'N/A'. Once completed, press the next button.

Terms and Conditions

Terms and conditions specific
to fund/scholarship
Incomplete

1. Terms and conditions

I fully understand that should I accept a Childcare Fund award and have not taken out my full support entitlement from SAAS, GCU will recover any award paid. The Data Controller for this funding application is Glasgow Caledonian University (GCU). Further information is available on the GCU Website at: <https://www.gcu.ac.uk/student/feesandfunding/privacynotice/>

I 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. I understand that the Student Funding Team will contact my Childcare Provider to confirm payment and attendance of child/ren. I understand that in order to administer my application, the University will process my information and may obtain information from 3rd parties (e.g childcare providers). I will ensure my bank account details on the GCU student portal are up to date, in order for any payments to be processed.

2. Do you accept the terms and conditions? *

Yes

Please read and select yes to confirm you understand and agree.

Childcare

Childcare
Incomplete

Please complete all of the sections and note that the 'Child(ren)'s names' textbox has a 2000-character limit. For any sections which are not applicable please put 'N/A'.

Please answer the questions below

1. Child(ren)'s names (2000 character limit) *

2. Is your childcare registered? *

Please select

3. Have you applied for the SAAS Lone Parent Grant? *

Please select

4. Have you applied for the SAAS Childcare Grant? *

Please select

5. Does your child(ren) receive free nursery hours through your Local Education Authority? *

Please select

6. If not, why not? *

BACK

NEXT

Student details

Student details
Incomplete

All Boxes must be completed. Once completed, press the next button.

Document Upload

Documents upload
Incomplete

Upload all documents relevant to you- Remember to click the 'Browse My Computer' and then the 'Upload' buttons to upload your documents successfully.

Essential Guidance on document uploading

Please provide the supporting evidence requested below

1. Bank / Building Society Statements

File uploader

BROWSE MY COMPUTER MY DOCUMENTS UPLOAD

Bank or credit card statements - you can download copies of bank or credit card statements as pdfs from most online banking accounts. Mobile apps sometimes do not give this option, so you may need to log into your online banking via a website, instead of relying on a mobile app.

Don't go from "current transactions" as this rarely produces a statement. Look for "statements" or go to historical transactions and go back three months. Statements (for example, something that "looks" like a posted version with name address, account details and so on) are only produced once every month so if you can't get one for this month, last month's will be there somewhere.

You MUST supply 3 months of full statements for all bank/savings accounts that you hold and the statements you submit must be full pages. We will not accept screenshots only showing parts of statements.

SAAS award letter - this can be downloaded as a pdf from your SAAS account. If you can't find it and need to request a copy from SAAS, you can contact SAAS asking for a copy of your current Award notice. Students requesting an award notice usually receive this within a few days.

<https://www.saas.gov.uk/contact-us>

Evidence of accommodation costs – this can be a copy of your tenancy agreement or, if you are living at home, a letter from the homeowner confirming the amount you pay in 'digs'. Your tenancy agreement should show the address, your name, landlord's name, dates of tenancy and monthly rent. A letter from the homeowner for 'digs' must have their name, signature and contact telephone number.

Timetable- Please provide a copy of your timetable for the current trimester. If you are on placement please provide a timetable or email confirmation of your placement days/weeks from the University or placement staff.

Carer Form- Part A of the Carer form must be completed by the childcare provider, Part B must be completed by the student. Please note that the Student Funding Team will contact all Childcare providers to check attendance, payment & validity of the information.

Carer Registration document- A copy of your Carer's registration document must be provided or an official letter on headed paper from your childcare provider.

Financial circumstances
Incomplete

Financial Circumstances

For this section please fill out all the boxes. If questions 3 and 4 are not applicable to you then put 'N/A' and then '0'. For question 5 state in detail the circumstances which have contributed to your financial hardship. Please note this question has a 2000-character limit.

Please answer the questions below

1. Do you have an overdraft facility? *	Please select
2. Have you received a payment/award from any Scholarship/Trust this Academic year? *	Please select
3. If yes, please state name of Trust/Scholarship *	
4. Please state the Trust/Scholarship amount awarded £ *	
5. Please give details of circumstances contributing to your financial hardship e.g. one-off costs this trimester, outstanding loans/debts, exceptional costs/bills etc. Documentary evidence must be provided. (2000 character limit) *	

Employment Details

Employment details
Incomplete

For not applicable sections enter n/a. The 'hours' section requires a number even if 0. For question 5

please state in detail the circumstances which have contributed to your financial hardship. Please note this question has a 2000-character limit.

Income- Monthly

Income
Incomplete

Please fill out all the sections- for any not applicable sections please enter 0 then next.

Expenditure- Monthly

Please fill out all the sections- for any not applicable sections please enter 0 then next.

Once all sections are filled out, they should turn green, as pictured below:

Childcare Fund

Application deadline: Open

Funding related
Complete

Terms and conditions specific
to fund/scholarship
Complete

Childcare
Complete

Programme of Study Eligibility
Complete

Student details
Complete

Documents upload
Complete

Financial circumstances
Complete

Income
Complete

Expenditure
Complete

Employment details
Complete

Fee status eligibility
Complete

Final step Submit

Once all sections are green, please tick the declaration and then click submit and complete.

Funding and Scholarship Application Form

The progress bar represents application progress which takes into consideration pre-approved conditions

Select application form section

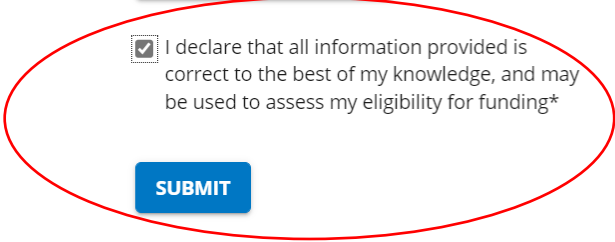
Employment details x ▾

SELECT FORM SECTION

☒ I declare that all information provided is correct to the best of my knowledge, and may be used to assess my eligibility for funding*

SUBMIT

SAVE & EXIT



Please note that once submitted you cannot go back into your application.

Once your application has been submitted, you should see confirmation of this on your screen. Once received, the Funding Team will assess your application.

If there are any documents missing, or we require further information, you will receive an email to inform you of this. Please follow the guidance in the email you receive on how to submit the required evidence/information. Applications that are not fully completed or are missing relevant documentation will be moved to the end of the queue and this will result in a significant delay in processing your application.

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