

Guidance Notes for Discretionary & Childcare Fund Application

Supporting documents must be provided (if applicable to you) along with a completed Discretionary & Childcare Fund application form. Please check with the table below to ensure you are providing the correct information before submitting your application.

Bank statements	<ul style="list-style-type: none"> We require 3 months most recent statements for all accounts. Please ensure all bank statements show your name & account number and must show loan/bursary instalment being received. We will not accept bank statements in excel documents. You can highlight regular income and expenditure and explain.
SAAS or LEA Award letter	<ul style="list-style-type: none"> Please provide a copy of all pages of your SAAS or Local Education Authority award letter.(Student Finance England, Wales, Northern Ireland)
Course Timetable	<ul style="list-style-type: none"> 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 University or placement staff.
You/partners Earnings	<ul style="list-style-type: none"> Copies of last 3 wage slips for you if working part time. Copies of 3 latest wage slips for partner. If you or your partner is self-employed please provide a full copy of tax return or evidence of income of the last 3 months If your partner is a student please include their SAAS or LEA award letter If you are on a 0 hours contract please provide 3 months of most recent wage slips and take an average of them.
Evidence of Benefits	<ul style="list-style-type: none"> Please provide evidence of any benefits you receive e.g. child benefit, disability
Universal/Tax Credits	<ul style="list-style-type: none"> Please provide copies of any Child or Working Tax Credit/Universal Credit you receive, all pages must be provided
Rent/mortgage/digs	<ul style="list-style-type: none"> Lease showing your name, address and rent amount. If staying at home provide a letter from parents/homeowner stating how much you pay for digs. Letter must be signed and contact telephone number provided.
Evidence of exceptional costs	<ul style="list-style-type: none"> Please provide evidence of household bills, travel and/or study costs, especially if unusually high.
Any other outgoings e.g. credit cards/car payments/loans	<ul style="list-style-type: none"> Please include evidence of any other monthly outgoings. This might include, store/credit card payments, car payments, child maintenance etc. If you have any loans from friends or family members that you are paying back please provide a letter from them stating how much you pay back monthly, letter must be signed and include contact telephone number.
Monthly Direct Debits	<ul style="list-style-type: none"> Please highlight any monthly direct debits on your bank statements. This can include; gas/electricity, insurances,
Evidence of previous DF award	<ul style="list-style-type: none"> If applying for a 2nd/3rd time, please include receipts/evidence of spend of your previous Discretionary/Childcare Fund award
<u>Childcare</u>	
Carer Form	<ul style="list-style-type: none"> Part A of the purple 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 information.
Child/ren's birth certificate	<ul style="list-style-type: none"> Please provide copies of your child(ren)'s birth certificates

Application to Discretionary & Childcare Fund Session 2020-21

Full-Time Home Students Only

Applications will be returned to you if not fully completed with all relevant documentation attached.

Please select Undergraduate Postgrad/PhD Nursing

Are you applying for... Discretionary Fund Childcare Both

Have you taken out your maximum SAAS/LEA Student Support Package?.....Yes No

Student ID Number _____ Date of Birth / /

First name _____ Age _____

Surname _____

Year of Course _____ Course Title _____

Part 1

Please attach the following essential documentation (if relevant) Please refer to Guidance notes.

- SAAS or LEA Letter of Award – **both sides**. Available from your SAAS online account.
- 3 recent full monthly bank statements (all bank accounts) showing loan/bursary.
- Evidence of rent/mortgage/digs (e.g. lease showing rent amount, letter from parents)
- Evidence of recent part-time earnings – copies of at least 3 wage slips.
- 3 months recent wage slips of partner or evidence of child maintenance.
- Evidence of benefits e.g. child benefit, disability, housing payments.
- Inland Revenue Child/Working Tax Credit/Universal Credit Notice (**All pages required**)
- Evidence of exceptional costs, household bills, travel, study costs.
- Course timetable.
- Part 7 and 8 must be completed.
- Receipts to show how you spent previous Discretionary /Childcare Awarded.

Plus – for Childcare Applications: Nursing students can only apply for Registered childcare costs

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

Which do you pay for your home?

Mortgage

Rent

Digs/Other

Correspondence Address including Flat Number _____

Postcode _____

Student email _____

Contact Tel. Number _____

No of Children

Ages of children

Are you?

Married/
Living with
partner

Lone Parent
with children

Living
alone

Flat
sharing

Living with
parent(s) /relative(s)

Part 2 - Funding Details

Please note you must have applied for the SAAS support package available to you before applying to the Discretionary Fund.

a) Have you applied for your full Student Loan/Bursary entitlement? Yes No

If yes, give amount £ _____ If not, 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 overdraft limit? £ _____

e) Have you received a payment/award from any Scholarship/Trust this Academic Year? e.g. tuition fee costs Yes No

Name of Scholarship/Trust Fund.....

Amount £.....

Part 3 Monthly Income & Expenditure. All Applicants (Discretionary & Childcare) MUST complete this section .

Monthly Income	£	Monthly Expenditure	£
Student Loan/NHS Bursary/Care Experienced Bursary (divide by 12)		Rent/Mortgage/Digs	
Young/Independent Student Bursary (divide by 12)		Gas	
Partner's Income		Electricity	
Parental contribution		Telephone/Internet/print	
Child Maintenance		Travel Expenses	
Lone/Single Parents' Grant (divide by 12)		Food/Household costs	
Dependants Grant (Nursing) Adult Dependant's Grant (divide by 12)		Credit Card/Loans (monthly/minimum payment amount)	
Child Benefit (weekly x 4)		Council Tax	
Child Tax Credit (weekly x 4)		Childcare	
Working Tax Credit (weekly x 4)		Child maintenance	
Universal Credit (weekly x 4)		Insurances	
Other e.g. Benefits, pension, PCDL, Scholarship, Trust (please specify)		Other (please specify)	
	Total A		Total 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:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

b) Is your childcare Registered Non Registered

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

d) Does your child/children receive a free nursery place through your Local Education Authority?

Yes No If not, why not? _____

e) **Please calculate Annual Income:**

Student Loan / Nursing Bursary/Care Experienced Bursary	
Young/Independent Student Bursary	
Lone/Single Parent's Grant	
Dependants Allowance	
Child Benefit	
Child Tax Credit	
Working Tax Credit,	
Part-time Earnings	
Partner's Earnings / Child Maintenance	
Universal Credit/ Other benefits / other income	
Total Annual Income	

Part 5 - DECLARATION This section must be completed for applications to be processed

I fully understand that should I accept a Discretionary Fund award and have not taken out the maximum support entitlement from SAAS, GCU will recover any award paid. I accept that I will be liable to repay to the University any overpayments made in connection to such changes of circumstances. 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 understand that the Student Funding Team will contact my Childcare Provider to confirm 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).

Print Name _____

Signed _____ Date _____

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, books/study costs etc.

Documentary evidence must be provided.

.....Continue on separate sheet if necessary

