

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 also must show loan/bursary payment being made. 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 their 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. 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 you name address and rent amount. If staying at home a letter from parents/homeowner stating how much you pay toward digs, letter must be signed and contact telephone number provided.
Evidence of exceptional costs	<ul style="list-style-type: none"> If household bills, travel or study costs are unusually high please provide evidence of them.
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 what your previous DF award was used for
<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.
Child/ren's birth certificate	<ul style="list-style-type: none"> Please provide copies of your child/ren's birth certificates.

Glasgow Caledonian University

Application for Discretionary Fund - Academic Year 2020-21

Part-time Students Only

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

Undergraduate (Home Students Only)

Postgraduate (Home Students Only)

Which fund/s are you applying for?

Help towards Travel/study costs

Help towards Registered Childcare costs

Student ID No: _____ Date of Birth _____

First name _____ Age _____

Surname _____

Year of Course _____ Course Title _____

Part 1

Please supply the following essential documentation. (if relevant)

Evidence of Part time fee grant /Tuition fee loan or other funding for your course

3 months recent full statements for all bank accounts

Evidence of household benefits, entitlements and awards

Evidence of household income e.g. wage slips

Copy of Child/Working Tax/Universal Credit Notice

Evidence of Child Benefit or Child Maintenance

Evidence of travel costs e.g. bus/train tickets

Evidence of study costs e.g. books, printing receipts

Timetable

Plus – for Childcare Applications: (Please note we will only pay towards registered childcare costs for timetabled/placement hours of attendance)

Carer Form – Front page MUST be completed by Childcare Provider.

Photocopy of Carer Registration document

Copy of child(ren)'s birth certificate(s)

All sections must be completed to allow us to process the application swiftly.

Part 2

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

No. of Dependants _____ Ages of Child/ren _____

Correspondence Address: _____

_____ Post Code: _____

Student GCU Email: _____ Telephone No. _____

Part 3 – Details of any previous Course

Have you previously had funding for a course? Yes No

Previous course details, qualifications gained: _____

Have you received a payment/award from any Scholarship/Trust this Academic Year?

Yes No

Name of Scholarship/Trust Fund.....

Amount £.....

Part 4 - Your Employment Details:

Job Title: _____ Annual Income before deductions £ _____

Company Name & Address/telephone number _____

Part 4a - Your Unemployment Details: How long have you been unemployed? _____

Type of Benefits: _____ Benefit £ _____ per week/month

Part 4b

Monthly Income	£	Monthly Expenditure	£
Full time/Part-time Job		Rent/Mortgage/Digs	
Working tax credit		Council Tax	
Partner's Income		Gas	
Benefits/Universal Credit		Electricity	
Housing Benefit		Telephone	
Child Benefit/Child tax credit		Travel Expenses	
Child Maintenance		Food/Household expenses	
Sponsorship/Trusts		Loan/Credit Card	
Other (please specify)		Other e.g. Childcare (please specify)	
TOTAL INCOME		TOTAL EXPENDITURE	

Part 5 - Please Calculate Total Annual Household Income

Full time Earnings	
Part-time Earnings	
Benefits (e.g. Child Benefit, Child/Working Tax Credit, Universal Credit, Child Maintenance, other Benefits)	
Partner's Earnings	
Other	
Annual Income Total	

The above section must be completed.

Part 6 - Details of Dependent children – for childcare costs only

Names:

Ages:

_____	_____
_____	_____
_____	_____
_____	_____

Part 7 - Please give details of why you are applying to the Discretionary Fund. You should supply evidence/quotes of anticipated costs of travel and/or books/study costs. Please note you can only apply for help towards study/travel costs and registered childcare.

Part 8 - DECLARATION - Please read through all sections before signing.

I certify that the information given is true, and I understand that the University will check the validity of this information. 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. 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 in order to administer my application, the University will process my information and may obtain information from 3rd parties (e.g. childcare providers to confirm attendance of child(ren)).

Print Name: _____

Sign: _____ Date: _____

