

## Guidelines on how to apply to the Childcare Fund

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What you need to do to ensure your application is accepted and processed as quickly as possible.

1. Along with your signed Application form you **must** submit photocopies of the following evidence:

- Funding Award Letter
- Student Loan Payment Schedule
- Evidence of Mortgage/Rent Agreement
- The last 3 months Bank Statements of **ALL** bank accounts including Savings, ISA etc
- Any Other Documentary Evidence to Support your Application eg credit card statements
- Birth Certificates for all of the children you are applying for childcare costs for.
- Evidence of formal childcare costs including registration number i.e nursery/childminder invoice

2. Complete the online Student Bank Details Form: [www.abdn.ac.uk/staffnet/forms/expenses-setup](http://www.abdn.ac.uk/staffnet/forms/expenses-setup)

- Your details have to be on the University of Aberdeen's Finance System before your Discretionary Application can be processed. If you change your bank account you must update your new details online to make sure payments go directly into your new bank account.

3. When you have signed and dated the form and you have completed your bank details online, send the form, together with all documentary evidence attached, to [student.support@abdn.ac.uk](mailto:student.support@abdn.ac.uk) or in person to the Student Advice and Support Office, Top Floor, Students Union Building.

If you are unsatisfied with the outcome of your application you can submit an appeal to the Head of Student Support by emailing [student.support@abdn.ac.uk](mailto:student.support@abdn.ac.uk). Your statement should outline, in detail why you think your application should be reconsidered.