

CHILDCARE FUND

FINANCIAL ASSISTANCE - APPLICATION

ABOUT YOU

Surname _____ First name(s) _____

Date of Birth _____ ID Number _____

Term-time address _____

Postcode _____ Tel: _____

University email _____

ABOUT YOUR STUDIES

Who pays your tuition fees? Please tick:

- | | |
|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Self/Family | <input type="checkbox"/> SFNI |
| <input type="checkbox"/> SAAS | <input type="checkbox"/> SFW |
| <input type="checkbox"/> SFE | <input type="checkbox"/> OTHER* |

*Please give details: _____

Mode of study. Please tick:

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
|------------------------------------|------------------------------------|

Course name and level (e.g. MA English)

Year of study (first/second/etc)

Are you studying Distance/Online

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

YOUR FINANCIAL CIRCUMSTANCES

Have you applied for the maximum student loan available to you in the current academic year?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, amount £ _____

Have you previously applied for financial assistance this academic year?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, how many times and what was the total amount?

Are you a lone parent?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

MONTHLY INCOME

Please enter details of your income. Give all sums as amount per month, rounding each to the nearest £. If you are an undergraduate student in receipt of a scholarship/bursary/grant, the annual figure should be divided by 9 for this purpose.

	YOU	YOUR PARTNER/SPOUSE
Scholarship/Bursary/Grant		
Parental Contributions		
Pay (including part-time work)		
Student Loan		
Other e.g. benefits etc		
TOTAL PER MONTH		

OUTSTANDING DEBT

	OUTSTANDING AMOUNT	EVIDENCE PROVIDED
Credit cards/ store credit		
Outstanding utility bills		
Overdue rent		
Overdraft		
Other (please specify)		

What is your overdraft limit? _____

If you have not applied for an overdraft please explain why: _____

BREAKDOWN OF ANTICIPATED HOUSEHOLD EXPENDITURE

Please enter your household expenditure per month, rounding each sum to the nearest £

	YOU	YOUR PARTNER/SPOUSE
Rent/Mortgage		
Food/Toiletries/Laundry		
Gas/Electric/Oil		
Clothes		
Travel (bus pass/ rail etc)		
Books/Stationary		
Telephone/Mobile/Internet		
Entertainment/TV		
Insurance		
Other (e.g. Council tax) please specify		
TOTAL PER MONTH		

ABOUT YOUR CHILD

How many dependant children do you care for? _____

AGE	IN REGISTERED/ FORMAL CHILDCARE?	DAYS AND TIMES IN CHILDCARE	CHILDCARE COST PER MONTH

Please provide the full name and address of your registered or formal childcare provider(s).

ABOUT YOUR SPECIAL CIRCUMSTANCES

Please add any further information below in support of your application. In particular, recent and significant changes to your financial circumstances.

DECLARATION

Make sure you have completed all appropriate sections of the application form and read and sign the declaration below, confirming:

1. I have applied for the maximum support package available to me from Student Awards Agency for Scotland. I understand that I am not eligible to receive support from the childcare funds if I have not done so.
2. I understand that the University does not guarantee that all eligible students will receive an award from the childcare funds. I also understand that receipt of an award this academic year does not guarantee that such an award will automatically be awarded to me again.
3. I have read and understood the guidelines for the childcare fund.
4. The information given on this form is complete and correct. I understand that, if I give information which is incorrect or incomplete, action may be taken to recover any award made to me and I may be barred from matriculation or graduation until the award is recovered.
5. I have completed the online bank details form as outlined in the guidelines for the childcare fund.

Signature _____

Print name _____ Date _____

**YOU MUST HAVE READ AND SIGNED THE DECLARATION.
APPLICATIONS WILL NOT BE ASSESSED IF THE DECLARATION IS NOT SIGNED.**

FOR OFFICE USE ONLY

This section is NOT to be completed by the student



FIRST NAME	
STUDENT ID	
DEGREE PROGRAMME	
UG/PG	
SAAS/RUK	

SURNAME		
BANK DETAILS		
AWARD/REF		
DATE STAMP/ DATE COMPLETED		
BANK A/C/ CREDIT CONTROL		

1	Is the student eligible? Check the student is a UK student and fully registered	
2	Has the student completed the online bank details?	
3	Has the student provided all the relevant evidence?	
4	<p>Has the student provided all of the relevant evidence?</p> <ul style="list-style-type: none"><input type="checkbox"/> Funding/ award letter<input type="checkbox"/> Student Loan Payment Schedule<input type="checkbox"/> Evidence of mortgage/ rent agreement<input type="checkbox"/> Birth certificate(s) and evidence of childcare providers<input type="checkbox"/> The last 3 months bank statements of ALL bank accounts including savings, ISA etc<input type="checkbox"/> Any other documentary evidence to support your application, e.g. credit card statements <p>If the above have not been provided, please email student stating that they have 1 month to provide the missing information and that they will need to submit a new application if they fail to do so.</p> <p>Date email sent:</p>	
5	Have all sections of the form been completed, signed and dated?	
6	Complete the Electronic Student Awards Payment Sheet with name and ID Number	
7	Complete Childcare Fund Table on 'R' Drive	