**DISCRETIONARY & CHILDCARE**



**FUND 2023/24 (UK Students)**

**PLEASE READ ALL FUND GUIDANCE AND CRITERIA BEFORE BEGINNING YOUR APPLICATION:**

* [**Fund Information**](https://www.gla.ac.uk/myglasgow/registry/finance/funds/discretionarychildcare/#d.en.873151)
* [**Eligibility Criteria**](https://www.gla.ac.uk/myglasgow/registry/finance/funds/discretionarychildcare/#d.en.873152)
* [**Supporting Documents**](https://www.gla.ac.uk/myglasgow/registry/finance/funds/discretionarychildcare/#d.en.873159)

**The Discretionary & Childcare Funds can assist UK students facing financial difficulty. All students applying to the funds must be able to clearly demonstrate financial difficulty.**

Complete applications can take upwards of 4 weeks to process during busy periods. Please do not send multiple applications or emails during this time.

**How to Apply:**

1. Check you are eligible to apply.
2. Ensure you have fully completed registration.
3. Collate all supporting documents as individual PDFs ([www.ilovepdf.com](http://www.ilovepdf.com)).
4. Complete Discretionary & Childcare Fund Application Form  
   **(please do not print and write on application form)**
5. Sign Student Declaration **and** Privacy Notice (see end of form).
6. Submit application.

Please contact [discretionaryandchildcare@glasgow.ac.uk](mailto:discretionaryandchildcare@glasgow.ac.uk) if you have any questions regarding the funds or application process.

**1 - STUDENT INFORMATION**

|  |  |
| --- | --- |
| **Student Number** |  |
| **Full name** |  |
| **Date of Birth** |  |
| **Age on 12th September 2023** |  |
| **Residency/Fee Status (e.g. Rest of UK, Home)** |  |
| **Have you taken your maximum Student Loan entitlement for 2023/24?** |  |
| **If not, please explain why.**  **e.g. ineligible, personal choice, not income-assessed loan etc.** |  |
| **Have you completed full registration for 2023/24?** |  |
| **Do you live with a partner/spouse?** |  |
| **Does your partner/spouse study at the University of Glasgow? If yes, please provide Student Number** |  |
| **If you have a landlord, are they related to you? If yes, please state relationship.** |  |
| **Do you live in the family home during term time?** |  |
| **Number of dependent children?**  *Children you receive Child Benefit or pay child maintenance for?* |  |

**2 - COURSE INFORMATION**

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| --- | --- |
| **Programme of Study. e.g., MA Economics** |  |
| **Year of degree e.g. 3rd year.** |  |
| **Expected end date.** |  |
| **Registration Status e.g. Full-Time, Part-Time, Exams Only, Thesis Pending, Dissertation Extension.** |  |

**3 - ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| **Are you an Estranged or Care Experienced student, studying without the support of your family?** |  |
| **Please explain your situation here, and on your Personal Statement if you require extra space.** |  |
| **Are you a** [Student Carer](https://www.gla.ac.uk/study/wp/studentcarers/)**?** *Not including parental responsibilities, unless for a disabled child, or caring responsibilities as part of a voluntary placement or where payment is received.* |  |
| **To be considered for additional support, please explain caring responsibilities and associated costs.** |  |

**4 – CHILDCARE (COMPLETE ONLY IF YOU ARE SEEKING ASSISTANCE WITH CHILDCARE COSTS)**

|  |  |
| --- | --- |
| **Number of Dependent Children with Registered Childcare costs.** |  |
| **Are you applying for support towards Registered Childcare costs?** |  |
| **Do you receive funding from SAAS for your tuition fees?** |  |
| **Have you taken your maximum Student Loan entitlement for 2023/24?** |  |

If you are applying for support with Registered Childcare costs, please complete the **Registered Childcare Pro Forma** and attach along with your application.

Applications will not be processed without this document.

**INCOME AND EXPENDITURE – IMPORTANT NOTES**

Please have your bank statements to hand when completing the sections below.

Please highlight/annotate statements as you add income/expenditure to your application. Doing so allows us to process your application more quickly.

Please provide explanations of any transfers to and from your accounts.

Please list your income/expenditure as a student - not over the summer, or prior to your course commencing.

Amounts on bank statements should match the amounts entered below.

**5 - MONTHLY HOUSEHOLD INCOME (INCLUDING PARTNER/SPOUSE)**

Please explain other income in the provided spaces.

|  |  |
| --- | --- |
|  | **Monthly Income (£)** |
| **Student Loans/Bursaries** |  |
| **Estimated Monthly Earnings**  **(From all employers)** |  |
| **Partner’s Monthly Income (include all earnings, benefits etc.)** |  |
| **Universal Credit/Tax Credit/Income Support/Jobseeker’s Allowance etc. *Do not include PIP or DLA*** |  |
| **Child Benefit** |  |
| **Scholarships/Bursaries/University Funding** |  |
| **Parental/Family Contribution**  ***Help with rent etc.*** |  |
| **Other Income**  ***Explain here:*** |  |
| **Other Income**  ***Explain here:*** |  |
| **Other Income**  ***Explain here:*** |  |
| **Savings**  ***Including ISAs or any other investments.*** | OFFICE USE ONLY |

**6 - MONTHLY HOUSEHOLD EXPENDITURE**

You are not required highlight food/personal costs on your bank statements.

|  |  |
| --- | --- |
|  | **Monthly Expenditure (£)** |
| **Rent/Mortgage (including Endowment, PEP or ISA)** |  |
| **Council Tax** |  |
| **Gas and Electricity** |  |
| ***Telephones, Internet, and TV Packages*** |  |
| **Term-time Travel** |  |
| **Travel Home (monthly average)** |  |
| **Compulsory Field Trips/Electives/EMS *Optional travel/study abroad will not be considered.*** |  |
| **Food and Essentials *Max £230 for applicant plus £115 per member of household, including children but not flat mates.*** |  |
| **Personal Costs (socialising, clothes, memberships, gifts, study materials etc.) *Max £175 per member of household*** |  |
| **Registered Childcare (Nursery, Childminder, Afterschool)** | OFFICE USE ONLY |
| **Debt and Other** | OFFICE USE ONLY |

List any larger one-off purchases here:

|  |  |
| --- | --- |
| **One-off Purchase** | **Cost (£)** |
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**7 - DEBT AND OTHER EXPENDITURE**

Please list any expenditure which is not covered by the expenditure table above. Childcare costs will be added by the Financial Aid Team, so should not be entered below.

Payments should be highlighted clearly on your bank statement.

Only minimum repayments will be considered.

Please contact [discretionaryandchildcare@glasgow.ac.uk](mailto:discretionaryandchildcare@glasgow.ac.uk) if you have any questions.

|  |  |  |
| --- | --- | --- |
| **Debt/Other Expenditure Details e.g. Halifax Mastercard; RBS Personal Loan etc.** | **Balance (£)** | **Minimum Monthly Payment (£)** |
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**8 – SAVINGS**

Please provide details of your savings below.

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| --- | --- | --- | --- |
| **Savings Account Details** | **Plans for this Account *e.g. paying tuition fees*** | **Balance at Start of Term** | **Current Balance** |
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**9 - PERSONAL STATEMENT**

The Personal Statement is an important of the application. The statement you provide directly affects your application and eligibility for support.

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| --- |
| **Please explain the reason(s) for your application:** |
|  |

**10 - SUPPORTING DOCUMENTS – PLEASE CHECK AND COMPLETE**

I have read the [Supporting Documents Guidance](https://www.gla.ac.uk/myglasgow/registry/finance/funds/discretionarychildcare/#d.en.873159) and attached to this application:

* Bank Statement(s) (including spouse/partner if cohabiting)
* Tenancy Agreement/Mortgage Statement
* 2022/23 Award Notification Letter - SAAS/SFE/SFNI/SFW
* Birth Certificates for Dependent Children (if applicable)
* Tax/Universal Credit Statement (if applicable)
* Registered Childcare Pro Forma (if applicable)

**11 - STUDENT DECLARATION – PLEASE CHECK AND COMPLETE**

I confirm that the information I have provided on this application is correct:

I will notify the Financial Aid Team immediately if my financial or student status change, including:

* Childcare arrangements/hours
* Registration status (withdrawn, suspended, leave of absence etc.)

|  |  |
| --- | --- |
| **Name:** |  |
| **Student Number:** |  |
| **Signature:** |  |
| **Date:** |  |

**12 - PRIVACY NOTICE – PLEASE READ AND COMPLETE**

**Privacy Notice for Student Financial Aid (HEI Discretionary & Childcare Fund)**

**Your Personal Data**

***The University of Glasgow*** *will be what’s known as the ‘Data Controller’ of your personal data processed in relation to* applications for student financial aid. *This privacy notice will explain how The University of Glasgow will process your personal data.*

**Why we need it**

*We are collecting your basic personal data such as email address/contact details and, where relevant, limited special categories data (such as financial data and documentary evidence of your income and expenditure) in order to assess your eligibility for financial aid*.  *We will only collect data that we need in order to provide and oversee this service to you.*

*In addition, you may choose to include special categories data in the Applicant’s Statement section of your application form to explain your request for financial aid. Special categories data is defined as:*

*• Racial or ethnic origin  
• Political opinions  
• Religious or philosophical beliefs  
• Trade union membership  
• Genetic data, biometric data for the purpose of uniquely identifying an individual  
• Health data  
• Sex life or sexual orientation*

***Legal basis for processing your data***

*We should have a legal basis for processing all personal data. In this instance, the legal basis for processing the personal data contained in your application is contract. The legal basis for processing special categories data included in your application form is explicit consent.*

*In addition the legal basis for sharing your data with SAAS for fraud investigations and for the annual audit will be public task/official authority.*

**What we do with it and who we share it with**

* *All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.* *We may also contact the providers of the documentary evidence that you submit with your application in order to verify the content or authenticity of these documents.*
* *Information included in the application may be used to identify you for additional financial support offered via various charitable trusts which the Financial Aid team administers. Therefore your personal data may be shared with external charitable trusts if you are given an additional award.*
* *Information on your application and any subsequent award from the funds may be shared with Student Awards Agency Scotland (SAAS), who distribute the funds to Universities each year. This includes external auditors, who will examine a sample of applications each year to comply with SAAS guidelines.*

**How long do we keep it for**

*Your data will be retained by the University for* ***3* years**. *After this time, data will be securely deleted.*

**What are your rights?\***

*You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.]*

*If you wish to exercise any of these rights, please contact* [*dp@gla.ac.uk*](mailto:dp@gla.ac.uk)*.*

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>

**I give my explicit consent for the University to process any special categories data that I include in my application form.**

**I have read and understand how my personal data will be used.**

**Signed: …………………………………………………………………………………………………………**

**Date: ……………………………………………………………………………………………………………**