1. Go to Self-Service>Student Centre
2. Click on Financial Aid Applications Link
STEP 1: SEARCHING AND SELECTING FUNDS TO APPLY FOR

All the Academic Year/Terms that the student is activated for will be displayed.

1. Select the term that you wish to apply for funding for.

This will display all Financial Aid Terms valid for students and the most recent term will have an icon.

2. Click on the Search Funds to Apply button.

3. Click on “Hardship” then “Continue” to search for the Discretionary and Childcare Funds.
4. **Click on “Fund Search” then “Continue” to display the Discretionary and Childcare Funds**

   ![Fund Search and Continue](image)

   Generic Student
   Search Funds for Financial Aid
   
   ![Search Funds](image)

   Returned Funds: 0

   Aid Year: 2019
   Selected Fund Types: Hardship
   Funding Organisation: 
   Fund Name: 
   Fund Search

   Return to Home Page

   HOW TO SEARCH AND APPLY FOR FUNDS

5. **Click on “View Fund Details” and read all information on the funds and the documents required in support of your application.**

   ![View Fund Details](image)

   Generic Student
   Search Funds for Financial Aid
   
   ![Search Funds](image)

   Returned Funds: 0

   Aid Year: 2019
   Selected Fund Types: Hardship
   Funding Organisation: 
   Fund Name: 
   Fund Search

   Select All Clear All

   Search Results
   
<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Type</th>
<th>Deadline</th>
<th>View Fund Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAAS Discretionary &amp; Childcare</td>
<td>Hardship</td>
<td>30/06/2020</td>
<td>View Fund Details</td>
</tr>
</tbody>
</table>

   ![View Fund Details](image)

   Add to Selection Apply for selected funds

   Return to Home Page

   HOW TO SEARCH AND APPLY FOR FUNDS

These funds will not be visible on MyCampus until you have completed full registration for the academic year.

If you do not see the SAAS Discretionary & Childcare Funds when searching, please check you are eligible for the funds and if so, email reg.finaid@glasgow.ac.uk.
6. Select “Apply for this Fund”, if you wish to apply for funding.
7. Click “Fund Details” then “View Fund Regulation and Other Info” to view full online guidance regarding the funds (recommended before beginning any application).
8. Click on and review the GDPR Privacy Notice and confirm you are happy with this and give your consent for any special categories data that you include in your application form to be processed by the University of Glasgow.

9. After you have checked the GDPR boxes, you can click “Begin Application”. When you have selected “Begin Application”, you be directed to the application questionnaire.
STEP 2: COMPLETING & SUBMITTING QUESTIONNAIRE

1. Ensure the address details listed match your current term time address as per your mortgage or tenancy agreement:

   Generic Student
   Application Form

   Please complete the following application and when complete tick box below

   The information displayed below is taken from data currently held in your record.
   If incorrect, please update via your student record.

   PERSONAL DETAILS

   Details pulled from your Student Record
   Student ID
   Full Name(s)
   Full Term Time Address
   Mobile Number:
   Gender:
   Date of Birth
   Age:
   Note: (Please provide your age at the start of this current term)
   Are you married or living with partner?
   Residency Status:
   Nationality

   2508968
   Ms Generic Student
   1 University Avenue Glasgow G12 312
   07860234567
   U
   12-Aug-1993
   0.00
   01
   GBR
2. If not, update your address via your MyCampus Student Center:

- **Academics**
  - Enrollments
  - My Classes
  - My Academic Record
  - My Absence
  - My Good Cause
  - My Results
  - Other options...

- **Financials**
  - My Account
    - Account Inquiry
    - Banking Details
    - Direct Debt
  - Financial Aid
    - View Financial Aid
    - Accept/Decline Awards
    - Financial Aid Applications
  - Other financial...

- **Personal Information**
  - Emergency Contact
  - Disability Data
  - Names
  - Statistical Information
    - Addresses

- **Contact Information**
  - Term Address
    - 1 University Avenue
    - Glasgow
    - Glasgow City G12 8QQ
    - United Kingdom
  - Contact Phone
    - None
  - University Email
    - Alan.McCormel@glasgow.ac.uk

- **Registration & Enrollment Help**
  - Registration Information
  - Self-Service Enrollment Guides
  - School Enrollment Information

- **Help & Support**
  - IT Helpdesk

- **Academic Registration**
  - Term: 2019 2019-20
  - Career: Undergraduate
  - Status: Completed

- **Financial Registration**
  - Term: 2019 2019-20
  - Career: Undergraduate
  - Status: Completed
3. Answer all questions on the application and provide figures where requested.

This section should reflect your household income/expenditure, including partner/spouse income as appropriate.

4. Pay attention to the on screen notes and messages which appear when you answer questions as these are important to your application.

If you see one of these messages, please ensure you click “Yes” after reading:

5. Income and Expenditure

- Please ensure the figures provided match your bank statements and are clearly highlighted on your bank statements.

- If a question does not apply to you, please enter zero instead of leaving the section empty.

- Undergraduate students should spread income/expenditure over 9 months e.g.:
  £6750 Student Loan = £750 per month

- Postgraduate students should spread income/expenditure over 12 months e.g.:
  £4500 Student Loan = £375 per month

- If you have listed “other” income and/or expenditure, use the section underneath your income/expenditure total to explain what the “other” figure is made up of.

6. Short Term / Long Term Assistance

You are only required to complete one personal statement here, not both.
7. When you have answered all questions and entered all figures, tick “Mark your application completed” then “Save and go back to Application”.

This box will only appear when you have answered all necessary questions and entered figures for all income and expenditure questions.

Where you have no income or expenditure, enter zero instead of leaving the box blank.

If you have not completed the questionnaire, you can still click “Save and go back to Application” to save the information you have entered.
8. Read and complete both sections of the Student Declaration, then click “Submit Application”.

A confirmation will appear advising that the application has been submitted successfully but is incomplete and the checklist must be completed separately.

You will also receive an automated email with full details of the supporting documents required to complete your application.
STEP 3 – COMPLETING CHECKLIST AND UPLOADING SUPPORTING DOCUMENTS

After answering the application questions, **you must upload all required supporting documents before your application can be processed by the Financial Aid Team.**

**Not all documents listed are required for all applications – further information below.**

You will receive an email regarding the supporting documents required for a Discretionary and/or Childcare Fund application.

While your application is still pending documents, these will appear on your To Do List via your Student Center. You can click on individual documents to read further detail on the requirements.

The online application checklist details the documents required and there is also a guide below for reference.

**Viewing the checklist from the Financial Aid Application Home Page:**

![Financial Aid Application Home Page screenshot](image-url)
Viewing the checklist from your Student Center:

**Academics**
- Enrollment
- My Classes
- My Academic Record
- My Absence
- My Good Cause
- My Results

**Academic Registration**

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Year</th>
<th>Career</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2019-20</td>
<td>Undergraduate</td>
<td>✔ Competed</td>
</tr>
</tbody>
</table>

**Holds**
- My Holds.

**To Do List**
- 2 Months BankStmts (Partner)
- 2 Months BankStmts (Student)
- Birth Certs Dependent Children
- Completed Childcare Proforma
- Copy of P45
- Disability/Special Needs Costs
- Evidence of Debt
- Evidence of Savings
- Housing Benefit Notification
- PT Student Book Costs
- PT Student Travel Costs
- Recent Monthly Payslip Partner
- Recent Monthly Payslip Student
- Rent/Mortgage Costs
- SAAS Award Notice
- SLC Payment Schedule Letter
- Student Finance Award Letter
- Universal/Tax Credit Award Letter

**Finances**
- My Account
  - Account Inquiry
  - Banking Details
  - Direct Debit
- Financial Aid
  - View Financial Aid
  - Accept/Decline Awards
  - Financial Aid Applications

**Financial Registration**

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Year</th>
<th>Career</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2019-20</td>
<td>Undergraduate</td>
<td>✔ Completed</td>
</tr>
</tbody>
</table>

**Personal Information**

To update any of your personal information click the hyperlinks below or select from the drop down menu.
1. From the email and checklist, identify which documents you are required to upload i.e. which documents are relevant to your circumstances and the fund(s) you are applying for.

2. Source the required documents and save on your PC, laptop, memory stick etc., naming them appropriately, as per the email received and the online checklist.

3. **Click the “Upload Documents” section of your application:**

4. **Click “Upload Document” again.**
5. Click “Browse” to locate your documents
6. Locate your files and upload individually by clicking "Open", then "Upload" then repeating as necessary for all required files:
7. After uploading all documents, click “Save and Go Back”

View Upload Documents for Financial Aid Fund Application

Generic Student

Aid Year: 2019  
Financial Aid Year 2019-2020
Application No: 0000000001  
Application Date: 13/08/2019
Fund: 9100700001  
SAAS Discretionary & Childcare
Fund Type: Hardship

Funding will not be awarded for applications which are missing documents.
Discretionary and Childcare Funds - Summary of Documents

**Required**

**PROOF OF INCOME (ALL STUDENTS)**

Scottish Student?
- **SAAS Award Notice 2019/20 (all pages).**
  
  *Log in to your SAAS account to download this letter.*

Rest of UK Student?
- **Student Finance England/Northern Ireland/Wales Award Notification Letter (all pages) 2019/20.**
  
  *Log in to your Student Finance account to download this letter.*

All UK Students
- **Student Loans Company (SLC) Payment Schedule Letter 2018/19.**
  
  *You can request a copy by contacting SLC*  
  *https://www.gov.uk/government/organisations/student-loans-company*

- **Most recent monthly payslip showing you and your partner’s earnings/benefits.**
  
  *If paid weekly provide payslips covering income for one month.*
  
  *If employment has ceased during the academic year submit a copy of your P45.*

- **Universal/Tax Credit Award Notification 2018/19 (all pages).**
  
  *Annual statement ok as long as figures match values showing on your bank statements.*

- **Housing Benefit statement.**

**EVIDENCE OF RENT/MORTGAGE COST (ALL STUDENTS)**

- **Rent/Mortgage Statement**
  
  *Proof of tenancy, lease or annual statement required.*
  
  *Document should include your name, property address dates of agreement, weekly/monthly costs.*

**BANK STATEMENTS (ALL STUDENTS)**

- **Two months most recent bank statements for ALL accounts held by you and your partner.**

- **Highlight and itemise all income and expenditure (except food and social costs) on your bank statement(s), matching the figures provided on your online Financial Aid applications.**

**DEBT/SAVINGS (ALL STUDENTS)**

- **Most recent statement(s) for all debts listed on your application, including current balance, recent payments made and minimum payment requirements.**

- **Additional Debt Pro Forma.** Please complete and upload this document if there is not enough space on the online application for all of your debts.
• Evidence of savings at the start of term and evidence of your savings being used. Your first student loan instalment does not count as savings.

**CHILDCARE/CHILDREN (IF APPLICABLE)**

• Birth certificate(s) of Dependent Children (children for whom you are still in receipt of child benefit).

• Completed Registered Childcare Pro Forma. *Required for all Childcare Fund applications.*
  [https://www.gla.ac.uk/myglasgow/registry/finance/funds/#/discretionary&childcarefunds](https://www.gla.ac.uk/myglasgow/registry/finance/funds/#/discretionary&childcarefunds)

**OTHER (IF APPLICABLE)**

• Evidence of books and travel costs for UG part-time students only. *Receipt showing at least one book purchase and copy of the book list for your degree. Evidence of travel costs required i.e. bus/train ticket for one return journey.*

• Letter detailing weekly/monthly costs incurred by disability/special needs (if applicable).
DELETING APPLICATION

If an application has not yet been submitted you can delete this and this will be completely removed from your Financial Aid Application Home Page.

Select the “Delete Entire Application” button under “Applications Not Yet Submitted”. The application will be completely removed with no record of this held in MyCampus.
CANCELLED APPLICATION

If an application has been submitted, you can cancel this application and the status of the application will be updated to Cancelled, but it will not be removed from the Home Page.

Select “Cancel Entire Application”. This will change the Status to ‘Cancelled’ but the data and application will still be stored in MyCampus.