



## Discretionary and Childcare Fund 2020-21 Registered Childcare Pro Forma

1. Manager/proprietor of childcare provider only to complete pro forma (one per provider/per child).
2. Awards paid direct to student, in arrears. Student is responsible for paying childcare provider and meeting any remaining costs.
3. Any changes to childcare must be reported to the Financial Aid Team immediately.
4. Costs will be verified in liaison with childcare providers and fraudulent claims reported.
5. Childcare Fund is only to be used to cover childcare during study time i.e. not during employment.
6. The Financial Aid Team will correspond with childcare providers by email, therefore it is important this information is included on the pro forma.

Student Name	GUID:
Name of Child:	
Name of Childcare Provider:	
Address:	
Email:	
Childcare Registration Number: CS	

Please list amount payable by the student **after** any subsidies or local authority funding.

Please list £0 total cost for weeks with no childcare or when provider is closed.

SEMESTER 1							
Week Beg.	Cost Per Session	Sessions Per Week	Total Weekly Cost	Week Beg.	Cost Per Session	Sessions Per Week	Total Weekly Cost
24 Aug	£		£	26 Oct	£		£
31 Aug	£		£	2 Nov	£		£
7 Sept	£		£	9 Nov	£		£
14 Sept	£		£	16 Nov	£		£
21 Sept	£		£	23 Nov	£		£
28 Sept	£		£	30 Nov	£		£
5 Oct	£		£	7 Dec	£		£
12 Oct	£		£	14 Dec	£		£
19 Oct	£		£	21 Dec	£		£

SEMESTER 2							
Week Beg.	Cost Per Session	Sessions Per Week	Total Weekly Cost	Week Beg.	Cost Per Session	Sessions Per Week	Total Weekly Cost
28 Dec	£		£	15 Mar	£		£
4 Jan	£		£	22 Mar	£		£
11 Jan	£		£	29 Mar	£		£
18 Jan	£		£	5 Apr	£		£
25 Jan	£		£	12 Apr	£		£
1 Feb	£		£	19 Apr	£		£
8 Feb	£		£	26 Apr	£		£
15 Feb	£		£	3 May	£		£
22 Feb	£		£	10 May	£		£
1 Mar	£		£	17 May	£		£
8 Mar	£		£	24 May	£		£

LONGER TERM AND POSTGRADUATE COURSES ONLY							
Week Beg.	Cost Per Session	Sessions Per Week	Total Weekly Cost	Week Beg.	Cost Per Session	Sessions Per Week	Total Weekly Cost
31 May	£		£	19 Jul	£		£
7 Jun	£		£	26 Jul	£		£
14 Jun	£		£	2 Aug	£		£
21 Jun	£		£	9 Aug	£		£
28 Jun	£		£	16 Aug	£		£
5 Jul	£		£	23 Aug	£		£
12 Jul	£		£	30 Aug	£		£

**I confirm that I am the manager/proprietor and all information provided is accurate.**

**Name:**

**Position:**

**Signed:**

**Date:** / /

*Please provide an official stamp or letter on headed paper confirming provider name, address, registration number and details of child(ren) in your care:*

**Official Stamp:**

**Financial Aid Team, Registry**  
 University of Glasgow, G12 8QQ  
 childcarefund@glasgow.ac.uk

# Discretionary and Childcare Fund 2020-21

This section to be completed and signed by all students applying for assistance with registered childcare costs. If incomplete, your application will be returned.

Student Name:

Guid:

Please indicate below if you are asking the Childcare/Discretionary fund to consider the full weekly amounts entered on the Registered Childcare Pro Forma, or if you are seeking partial support e.g. childcare fees are £170 per week; you can pay £100 so are asking the fund for support with £70 per week.

If you are asking for consideration for a partial award, please indicate the amount required below.

FULL AMOUNT: YES

NO

PARTIAL AMOUNT:

£

SIGNED:

DATE:

For office use only:

Confirmation of childcare from provider:

TERM 1: DATE

TERM 2: DATE

TERM 3: DATE

## AWARD CALCULATION:

August/September Amount £

March Amount £

October Amount £

April Amount £

November Amount £

May Amount £

December Amount £

June Amount £

January Amount £

July Amount £

February Amount £

August Amount £

Comments: