

EXAMPLE SAAS AWARD NOTICE



Student Awards Agency Scotland
Saughton House,
Broomhouse Drive,
Edinburgh, EH11 3UT

t / 0300 555 0505
w / www.saas.gov.uk

08 July 2018

Award Notice 2018 – 2019

SAAS reference number: (you will need this number to contact us)

College or University: GLASGOW UNIVERSITY

Course:

Year of course:

SAAS payments

We will pay the following amount of tuition fees directly to your college or university £1,820.00

Loan payments



SLC reference number:

The Student Loans Company (SLC) will pay your loan of £6,750.00. You have claimed the maximum available. They will send you more information about your loan payments separately. You should also contact the SLC immediately if your bank details change.

EXAMPLE STUDENT FINANCE AWARD LETTER (UNDERGRADUATE)



studentfinanceengland
the student finance experts

You need to write your Customer Reference Number on every document you send us.

07328

Student Finance England
PO Box 210
Darlington
DL1 9HJ

www.gov.uk/studentfinance
0300 100 0607

/sf_england /SFEEngland

7 May 2018

Customer Reference Number:

Dear

Your 2018/19 student finance application has been approved

Your application for student finance was successful, and we can now confirm how much you'll get for this academic year.

Total Student finance we'll pay to your university or college:	£
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Total Student finance we'll pay to you:	£
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These student finance amounts relate to the following course details:

Your current course details:

University or College: UNIVERSITY OF GLASGOW
Campus name: GLASGOW UNIVERSITY
Course: CHEMISTRY WITH WORK PLACEMENT
Course year:

Important information

- A full breakdown of your student finance amounts and payment dates is available on your online account. Log into your account at www.gov.uk/studentfinance to view this.
- Your university or college may ask to see the payment information we've provided. You need to keep this letter safe, and may need to take it with you when you register. Your first payment will **only** be made after your attendance has been confirmed to us by your university or college.

SFE_STUDFINENTS.LIM_008



**GOV.UK****Student finance account**

We're always trying to improve our service – [your feedback](#) helps us do this.

studentfinanceengland

[Your profile](#)[Your finance](#)[Letters & emails](#)[Logout](#)

[Home](#) > [Your finance](#) > [Payments](#)

Payments

We'll make payments within 3-4 working days of the expected payment date.

We'll only pay you when your attendance has been confirmed by your university or college.

Maintenance Loan and grants

paid to you

What's being paid	Expected payment date	Payment	Bank account	Status	Amount
Maintenance Loan	10 Sept 2018	First		Paid	£1,200.00
Maintenance Loan	07 Jan 2019	Second		<u>Scheduled</u>	£1,200.00
Maintenance Loan	08 Apr 2019	Third		<u>Scheduled</u>	£1,200.00
Total:					£3,600.00

2018/19

University or College Payment Advice

Please keep this letter in a safe place.
It should be given to your university or college should they ask for it.



Student Support Number:

7 May 2018

Name:

Customer Reference Number:

Your current course details:

University or College: UNIVERSITY OF GLASGOW

Campus name: GLASGOW UNIVERSITY

Course: CHEMISTRY WITH WORK PLACEMENT

Tuition Fees

Payment Timetable for Tuition Fee Loan

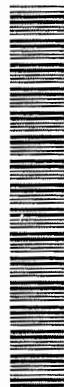
This will be paid directly to the university or college.

Expected payment date	Amount	Course year	University or college to be paid	Course
17 October 2018	£		UNIVERSITY OF GLASGOW	CHEMISTRY WITH WORK PLACEMENT
06 February 2019	£		UNIVERSITY OF GLASGOW	CHEMISTRY WITH WORK PLACEMENT
01 May 2019	£		UNIVERSITY OF GLASGOW	CHEMISTRY WITH WORK PLACEMENT
Total	£			

Student Finance Summary

George Healing will also receive the following student finance for academic year 2018/19:

Maintenance Loan £
Grants £





studentfinanceengland
the student finance experts

You need to write your Customer Reference Number on every document you send us.

✉ Student Finance England
PO Box 210
Darlington
DL1 9HJ

www.gov.uk/postgraduatel oan
0300 100 0031

🐦 /SF_england 📘 /SFEngland

11 June 2018

Customer Reference Number:

Dear [Name]

Postgraduate Master's Loan – your loan has been approved

We've enclosed your Postgraduate Master's Loan summary, which confirms how much loan you're getting and when you'll be paid this year. We've also included some additional information to help answer any questions you might have.

What you need to do next

Make sure all the details in your loan summary are correct. If anything is wrong you need to let us know right away.

If you're claiming benefits

This loan helps towards the costs of your education and day-to-day living costs, and might affect any benefits you get.

What if you take a break from your studies or withdraw from your course?

To find out what happens, you should go to www.gov.uk/studentfinance to find out more information about taking a break from your studies or withdrawing from your course.

Your account details

Your Customer Reference Number, password and secret answer have not changed. Continue to use these whenever you contact us.

Remember to keep them safe and don't share them with anyone.

Yours sincerely

Student Finance England

00051

PGL_NOTEENT_008



Postgraduate Master's Loan summary - Year 1

11 June 2018

Your name:

Customer Reference Number:

Keep this loan reference safe for your records.

If any details in your loan summary are incorrect, please let us know. If any of your details change, we'll send you a new summary.

Your university and course details

University name	University Of Glasgow
Course name	
Start date	10 September 2018

A breakdown of your loan entitlement

Total approved Postgraduate Master's Loan amount	£10609.00
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Your total loan will be split evenly over the duration of your course.

Amount to be paid to you in Year 1	£10609.00
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Expected payment schedule

The following table shows expected payment dates so you can get a rough idea of when you'll be paid. Please allow 4 or 5 working days around the payment date for your money to appear in your account.

Expected payment date	Payment amount
10 September 2018	£3500.97
07 January 2019	£3500.97
15 April 2019	£3607.06
Total Postgraduate Master's Loan	£10609.00





HM Revenue
& Customs

EXAMPLE TAX CREDIT AWARD NOTIFICATION

Helpline 0345 300 3900

Textphone 0345 300 3909

For our opening hours go to
www.gov.uk/contact-hmrc

TCO PRESTON 5
TCO
GOVERNMENT BUILDINGS
PRESTON
LANCS
PR1 0YP

Date 06 August 2018

Tax credits award for 06/04/2018 to 05/04/2019

Summary

Tax credit for the period - see Part 2

Child Tax Credit

Amounts still to be paid to you for the period shown above - see Part 3

Child Tax Credit to

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/hmrc/your-charter

Why we are writing to you

Thank you for the information you gave us about your tax credits claim. This award notice gives details of your tax credits award for the period 06/04/2018 to 05/04/2019.

What to do now

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete.

It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

If your payments have gone down

If you cannot meet your essential living expenses because your payments have gone down, please contact us. We may be able to make extra payments.

Other help you may get

Receiving tax credits may mean you can get other benefits that are not provided by us. For more information, please phone the Helpline.

The information below may help you apply.

You currently receive the maximum amount of tax credit due in your circumstances because you receive a qualifying benefit.

Part 1 Personal circumstances

Your tax credits are based on your personal circumstances. We hold the following details on 02/08/2018. Please tell us immediately if anything is wrong, missing or incomplete because if you receive more money than you are entitled to, you will have to pay the money back.

Claimant

You claimed tax credits as an individual. You must tell us if you marry or enter into a civil partnership, or start to live with someone as if you are married or in a civil partnership. This award will then end, and you will need to make a new claim with your partner, if appropriate.

You receive income-based Jobseeker's Allowance or income-related Employment and Support Allowance. Please tell us if you stop receiving it.

Qualifying children and young people

For children born on or after 06/04/2017 we normally only pay the child element for up to 2 children and young people. The children and young people we are paying child element for are detailed in Part 2 of this letter. For more information see the notes.

Childcare costs

You have no qualifying childcare costs. If you start to pay for childcare and you qualify for Working Tax Credit you may be able to claim the childcare element of Working Tax Credit. Contact us for details.



HM Revenue
& Customs

Tax credits award for 06/04/2018 to 05/04/2019

HM Revenue & Customs

National Insurance number

Continued

Has your income changed?

Please tell us if your income goes up or it goes down. This helps us to keep your payments on the right track.

Income gone down? – tell us now, you may be due more tax credits

If you are due more tax credits, we will increase your remaining payments straightaway. After 5 April 2019 we will send you a Renewal Pack. Once you have told us your actual income for the year from 6 April 2018 to 5 April 2019, we will check your whole award. If we owe you any money we will pay it.

Income gone up? - tell us now to keep your payments on the right track

This does not usually affect your tax credits payments for this year. They will stay the same until 5 April 2019 as long as there are no other changes in your income or circumstances.

From 6 April 2019 your payments will be based on the income you have told us about. If your income has gone up and you do not tell us until you complete your Renewal Pack, you may be paid too much from 6 April 2019 onwards. If you are, we will reduce your payments to collect back any overpaid amount.

What to do if you think that something is wrong

If you think that something on this award notice is wrong or missing then contact us straightaway and we will try to put it right. If we cannot resolve your problem and you are not satisfied, write to us at the address on page 1 and ask us to look at the decision again.

You must do this within 30 days of the date of this award notice. We call this mandatory reconsideration.

When we have looked at the decision again, we will send you a notice to tell you what we have done. If you are still unhappy with the decision, the notice will tell you how to appeal.

For more information:

- go to www.gov.uk/tax-credits-appeals-complaints or
- phone our helpline and ask for our factsheet WTC/AP What to do if you think our decision is wrong.

Part 2 How we work out your tax credits

The amounts shown in this Part are provisional until your actual income and personal circumstances are known and we make a final decision after 5 April 2019.

Tax credits are made up of elements. The elements you receive and the periods you receive them for are shown below. Your income may reduce the amount of tax credits you receive. We show any reductions below.

Working Tax Credit elements

You are not entitled to Working Tax Credit.

Child Tax Credit elements

A child element may be paid for a child from birth until the day before 1 September following their 16th birthday.

After that, a child element may be paid for a young person under 20 who is studying for a qualification up to and including A level, NVQ level 3 or Scottish national qualifications at higher or advanced level or equivalent, or who is on an approved training course. This does not include studying for a university degree or similar qualification.

You must tell us straightaway if a child over 16 and under 20 enters or leaves full-time non-advanced education or approved training. A child element for a young person aged 16, 18 or 19 will automatically stop each year unless you tell us they are continuing in full-time non-advanced education or approved training. If you are receiving the child element for a young person aged 17 and they are continuing in full-time non-advanced education or approved training, you will automatically continue to receive the child element.

A child element may also be paid for 20 weeks after a young person leaves full-time non-advanced education, provided they are still under 18 and have registered for work or training with a careers service, Connexions or equivalent. To claim this, you must tell us about that registration within 3 months of the date they leave full-time non-advanced education.

Child elements for children

from 06/04/2018 to 05/04/2019 (365 days)

Family elements

Basic from 06/04/2018 to 05/04/2019 (365 days)

Total Child Tax Credit elements

Reduction due to your income

£0.00

Amount for the period

Qualifying benefits

For the period(s) shown below, you receive the maximum amount of the tax credit elements due to you, on account of receiving a qualifying benefit.

Income-based Jobseeker's Allowance or income-related
Employment and Support Allowance from 06/04/2018 to 05/04/2019



HM Revenue
& Customs

Tax credits award for 06/04/2018 to 05/04/2019

National Insurance number

Continued

Part 3 Payments

Amount to be paid

Child Tax Credit

Total. See Part 2 for details

Minus

Payments already made by us

Amount due to you

Your tax credit payments have gone down. This is because a change in your circumstances means you have received too much so far this year. Your lower payments should prevent you being overpaid by the end of the tax year. If you cannot meet your essential living expenses, you can contact us. We may be able to make extra payments which you will need to pay back.

Please contact us as soon as possible if you think any of these details are wrong. If you need to discuss financial hardship with us, help is available online or by phoning the helpline.

Summary of Payments

Child Tax Credit still to be paid to

Child Tax Credit

Amount still to be paid to

Account details

We will pay all your Child Tax Credit into this account, so it is important to tell us immediately if these details are wrong or change.

TSB BANK PLC

Account name

Account number

Sort Code

Building society reference (if any)

Payment dates and amounts

10/08/2018

Then every week until further notice

We will usually pay you on a Friday.

Payments in 2019-2020

These are the payments we will make provisionally. They take account of changes that we can predict - for example a child reaching 16 or a young person reaching 18 or 19.

12/04/2019

Then every week until further notice

EXAMPLE BANK STATEMENT

Mandatory for all applicants. Applications missing this document will be rejected.

Students must also provide spouse/partner's bank statements where applicable.

Document must show the last 30 days transactions from the date of application for **all** accounts held in your name (and your partner/spouse's name where applicable).

Online statements and transaction lists are acceptable. Excel spreadsheets and word documents are not.

Bank statements **must** be highlighted clearly and annotated showing the income and expenditure as per your application form.

Food and social costs do not require to be highlighted on bank statements however all other expenditure must be highlighted clearly on your bank statement.

Transfers between accounts must be labelled and clearly explained.

Out of date bank statements and statements that are not highlighted/annotated appropriately will be rejected.

Below is a good example of how a student (single, no dependents) bank statement may look.

The example clearly highlights income and expenditure for the member of staff processing the application.

BANK OF UoG

Mr Homer Simpson

123 Any Street

Glasgow

G12 34A

Your Account Summary:

1st October 2020 - 31st

October 2020

DATE	PAYMENT TYPE	DETAILS	DEBIT	CREDIT	BALANCE
		STATEMENT OPENING BALANCE			-£87.55
01 October 2020	CASHPOINT	ATM BYRES RD	£40.00		-£127.55
01 October 2020	CARD PAYMENT	PETROL STATION	£50.00		-£177.55 MONTHLY TOTAL PETROL £93 - THIS IS ABOUT NORMAL MONTHLY COST
01 October 2020	CARD PAYMENT	ALDI	£12.30		-£189.85
01 October 2020	DIRECT DEBIT	NETFLIX	£10.00		-£199.85
02 October 2020	BANK TRANSFER	FRANK REYNOLDS	£6.00		-£205.85 PAYING FLATMATE FOR SHARE OF TV LICENCE
03 October 2020	CARD PAYMENT	SCOTTISH GAS & ELEC	£140.00		-£345.85
03 October 2020	DIRECT DEBIT	GLASGOW GYM	£15.00		-£360.85
03 October 2020	BANK CREDIT	FRANK REYNOLDS		£70.00	-£290.85 PAYMENT FROM FLATMATE FOR SHARE OF GAS/ELEC BILL
07 October 2020	CARD PAYMENT	WAITROSE	£41.60		-£332.45
07 October 2020	CARD PAYMENT	TRAIN STATION	£7.20		-£339.65
07 October 2020	CARD PAYMENT	JUST EAT	£12.00		-£351.65
07 October 2020	CARD PAYMENT	QMU BAR	£18.60		-£370.25
07 October 2020	BANK CREDIT	SAAS		£175.00	-£195.25 SAAS PAYMENT - LETTER ATTACHED TO APPLICATION
07 October 2020	BANK CREDIT	SLC		£550.00	£354.75 STUDENT LOAN - LETTER ATTACHED TO APPLICATION
08 October 2020	BANK CREDIT	FRANK REYNOLDS		£330.00	£684.75 FLATMATE SHARE OF RENT
10 October 2020	CASHPOINT	ATM BYRES RD	£30.00		£654.75
10 October 2020	STANDING ORDER	GLASGOW PROPERTY LTD	£660.00		-£5.25 RENT - TENANCY AGREEMENT ATTACHED TO APPLICATION
14 October 2020	CARD PAYMENT	MARKS & SPENCER	£51.23		-£56.48
14 October 2020	CARD PAYMENT	TRAIN STATION	£14.20		-£70.68
14 October 2020	DIRECT DEBIT	INSURANCE LTD	£63.20		-£133.88 CAR INSURANCE
15 October 2020	CASHPOINT	ATM SAUCHIEHALL STREET	£20.00		-£153.88
15 October 2020	DIRECT DEBIT	EE	£38.00		-£191.88 MOBILE BILL
15 October 2020	BANK CREDIT	BAR 123		£222.63	£30.75 PART TIME WAGES, NORMALLY 200-250 A MONTH (WAGE SLIP ATTACHED TO APPLICATION)
17 October 2020	DIRECT DEBIT	INSURANCE LTD	£14.68		£16.07 PHONE INSURANCE
18 October 2020	CARD PAYMENT	LIDL	£18.90		-£2.83
22 October 2020	CARD PAYMENT	UOG LIBRARY	£19.99		-£22.82
25 October 2020	CASHPOINT	ATM SAUCHIEHALL STREET	£40.00		-£62.82
28 October 2020	CARD PAYMENT	PETROL STATION	£43.00		-£105.82 MONTHLY TOTAL PETROL £93 - THIS IS ABOUT NORMAL MONTHLY COST
28 October 2020	CARD PAYMENT	ASDA	£31.20		-£137.02
29 October 2020	CASHPOINT	ATM BYRES RD	£20.00		-£157.02
30 October 2020	CARD PAYMENT	CREDIT CARD	£38.00		-£195.02 CREDIT CARD MINIMUM PAYMENT (DEBT PRO FORMA ATTACHED TO APPLICATION)
31 October 2020	CASHPOINT	ATM BYRES RD	£20.00		-£215.02
31 October 2020	BANK CREDIT	09-09-99, 01234567		£220.00	£4.98 TRANSFER FROM SAVINGS ACCOUNT TO CLEAR OVERDRAFT. SAVINGS STATEMENT ATTACHED TO APPLICATION
		STATEMENT CLOSING BALANCE			£4.98



Please complete and submit this document along with your application form.

This is compulsory if you have added debt/finance/informal expenditure and/or you have other expenditure on your application form.

Only minimum debt repayments will be accepted when your application is assessed.

If you have not completed this document your application will be returned to you.

	Account/Creditor Details <i>e.g. Halifax Mastercard</i>	Balance	Minimum Monthly Payment
1	Halifax Mastercard	£2000	£60
2	Barclaycard Mastercard	£500	£25
3	Littlewoods Catalogue arrears	£300	£10
4	Glasgow Housing Association arrears on old property.	£450	£45
5	Clydesdale Bank Personal Loan	£600	£20
6		£	£
7		£	£
8		£	£
9		£	£
10		£	£
	TOTALS	£3850	£160

	Other Expenditure <i>e.g. TV licence</i>	Monthly Amount
1	<i>TV licence</i>	£12
2	<i>Repaying loan from parents (£200)</i>	£30
3	<i>Contact lenses subscription</i>	£15
4		£
5		£
6		£
7		£
8		£
9		£
10		£
	TOTALS	£57



University
of Glasgow

**Discretionary and Childcare Fund
2020-21
Debt and Other Expenditure Pro Forma**

Please complete and submit this document along with your application form.

This is compulsory if you have added debt/finance/informal expenditure and/or you have other expenditure on your application form.

Only minimum debt repayments will be accepted when your application is assessed.

If you have not completed this document your application will be returned to you.

	Account/Creditor Details <i>e.g. Halifax Mastercard</i>	Balance	Minimum Monthly Payment
1		£	£
2		£	£
3		£	£
4		£	£
5		£	£
6		£	£
7		£	£
8		£	£
9		£	£
10		£	£
	TOTALS	£	£

	Other Expenditure <i>e.g. TV licence</i>	Amount
1		£
2		£
3		£
4		£
5		£
6		£
7		£
8		£
9		£
10		£
	TOTALS	£



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: HOMER SIMPSON	GUID: 2012345
Name of Child: MAGGIE SIMPSON	
Name of Childcare Provider: SESAME STREET NURSERY	
Address: 123 SESAME STREET	
Email: MANAGER@SESAMESTREET.CO.UK	
Childcare Registration Number: CS1234567891	

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 Beginning	Cost Per Session	Sessions Per Week	Total Weekly Cost	Week Beginning	Cost Per Session	Sessions Per Week	Total Weekly Cost
24 August				26 October	£50	4	£200
31 August				2 November	£50	4	£200
7 September				9 November	£50	4	£200
14 September	£50	4	£200	16 November	£50	4	£200
21 September	£50	4	£200	23 November	£50	4	£200
28 September	£50	4	£200	30 November	£50	4	£200
5 October	£50	4	£200	7 December	£50	4	£200
12 October	£50	4	£200	14 December	£50	4	£200
19 October	£50	4	£200	21 December			

SEMESTER 2							
Week Beginning	Cost Per Session	Sessions Per Week	Total Weekly Cost	Week Beginning	Cost Per Session	Sessions Per Week	Total Weekly Cost
28 December				15 March	£50	4	£200
4 January	£50	4	£200	22 March	£50	4	£200
11 January	£50	4	£200	29 March	£50	4	£200
18 January	£50	4	£200	5 April	£50	4	£200
25 January	£50	4	£200	12 April	£50	4	£200
1 February	£50	4	£200	19 April	£50	4	£200
8 February	£50	4	£200	26 April	£50	4	£200
15 February	£50	4	£200	3 May	£50	4	£200
22 February	£50	4	£200	10 May	£50	4	£200
1 March	£50	4	£200	17 May	£50	4	£200
8 March	£50	4	£200	24 May	£50	4	£200

LONGER TERM AND POSTGRADUATE COURSES ONLY

31 May				19 July			
7 Jun				26 July			
14 June				2 August			
21 June				9 August			
28 June				16 August			
5 July				23 August			
12 July				30 August			

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

Name: **BIG BIRD**

Position: **MANAGER**

Signed: **Big Bird**

Date: **1ST OCTOBER 2020**

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

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

Official Stamp:





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: HOMER SIMPSON

GUID: 2012345

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: Homer Simpson

DATE: 1st OCTOBER 2020

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:

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 Beginning	Cost Per Session	Sessions Per Week	Total Weekly Cost	Week Beginning	Cost Per Session	Sessions Per Week	Total Weekly Cost
24 August				26 October			
31 August				2 November			
7 September				9 November			
14 September				16 November			
21 September				23 November			
28 September				30 November			
5 October				7 December			
12 October				14 December			
19 October				21 December			

SEMESTER 2							
Week Beginning	Cost Per Session	Sessions Per Week	Total Weekly Cost	Week Beginning	Cost Per Session	Sessions Per Week	Total Weekly Cost
28 December				15 March			
4 January				22 March			
11 January				29 March			
18 January				5 April			
25 January				12 April			
1 February				19 April			
8 February				26 April			
15 February				3 May			
22 February				10 May			
1 March				17 May			
8 March				24 May			
LONGER TERM AND POSTGRADUATE COURSES ONLY							
31 May				19 July			
7 Jun				26 July			
14 June				2 August			
21 June				9 August			
28 June				16 August			
5 July				23 August			
12 July				30 August			
<i>I confirm that I am the manager/proprietor and all information provided is accurate.</i>							
Name:				Position:			
Signed:				Date:			
<i>Please provide an official stamp or Letter on headed paper confirming provider name, address, registration number and details of child(ren) in your care:</i> <i>Financial Aid Team, Registry University of Glasgow, G12 8QQ childcarefund@glasgow.ac.uk</i>				Official Stamp:			



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:
<p>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.</p> <p>If you are asking for consideration for a partial award, please indicate the amount required below.</p>	
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:
