



Please read these notes carefully before completing the application form and
detach this sheet before submitting your form

Who is eligible to apply?

The HEI Discretionary and Childcare Funds were established as part of arrangements for student support for UK resident students, alongside the Student Loans Company Ltd loans. The funds exist to assist students who experience financial difficulty at some point in the academic session, and provide means-tested, needs related and non-repayable awards to full and part-time degree students. Students would be expected to make reasonable adjustments to their expenditure before submitting an application for assistance. Awards are based on demonstrating a monthly shortfall.

The HEI Discretionary Funds are provided to institutions by the Student Awards Agency for Scotland. Guidelines issued by SAAS suggest that where a student is eligible to take out an SLC Ltd. loan and has not done so then it would be reasonable to conclude that his or her circumstances were not sufficiently difficult to warrant assistance from the HEI Discretionary or Childcare Funds. Any student eligible to apply for a loan will therefore be required to produce documentary proof of their full student loan entitlement when submitting an application form. It will also be assumed that any assessed parental contribution is received in full unless a letter is provided detailing contrary circumstances.

In order to apply for a grant from the HEI Discretionary and Childcare Fund you must:-

- Be a full-time or part time (studying 60 credits or more), UK resident, Undergraduate or Postgraduate student studying for a University degree.
- Be in receipt of your full student loan entitlement (if eligible, including postgraduate courses).
- Experiencing financial difficulty at some point during the academic year.

Who is not eligible to apply?

- EU/International Students (excluding EU students who have been ordinarily resident in the UK prior to starting their course and who are in receipt of the full student loan entitlement if eligible).
- UK resident students who live in their parents home or family owned accommodation during term-time and have no dependants.
- Students who have not taken out their full SLC loan entitlement (if eligible)
- Nursing and Midwifery students – please see separate application form for Nursing HEI Discretionary Fund.

What type of assistance can I apply for?

HEI Discretionary Fund:-

- **Accommodation Costs**
Grants for accommodation costs will only be made to those students who are living in their own home, students staying in accommodation rented from a private landlord or a Council/Housing Association, accommodation sub-leased from the University; or to students who stay in the University residences. A subsidy will not be provided where a student's accommodation costs are substantially below average, specifically below £35 per week.
- **Dependant Child(ren)/ Registered Childcare**
Students with dependant child(ren) or who have dependant child(ren) who are in registered childcare but cannot access the Childcare Fund.
- **Disability and or Special Needs**
Students with additional costs arising out of a disability or special needs which are not already met by a grant awarding agency. Detailed letter must be submitted by student outlining needs along with documentary evidence.
- **Independent Student Premium**
Students who are 25 or over on the first day of the current academic year of their course, or who are under 25 but have been granted independent status by their funding agency and who are experiencing hardship may be eligible to receive an additional premium from the fund. If you are in receipt of any young student bursaries or allowances then you will not be considered as an Independent student.
- **Part time study (undergraduate students only)**
Students on an undergraduate degree programme who are enrolled on courses weighted at 60 credits or more may be eligible for assistance with books and travel costs.
- **Students who are carers**
Students who have additional costs arising from caring for a family member/relative.

Childcare Fund:-

- **Registered/Formal Childcare Costs and Lone Parent Childcare Grant**

Grants can be made towards registered or formal childcare costs which are not covered from ANY other source. Students will be expected to have applied for the childcare element of Tax Credits/Universal credits/Local Authority funding if eligible.

If you are a Lone Parent please ensure you have applied to SAAS for the Lone Parent Grant and this is shown on your SAAS award notice before submitting your application form. Failure to show this could delay your application being processed.

Please note, we will check with your childcare provider that the information provided is accurate and authentic. We will also check in January and March with your childcare provider(s) that your child(ren) are still receiving childcare from that provider and payments are up to date. It is your responsibility to pay your childcare provider directly. Failure to pay your childcare provider could result in future instalments being withheld. Contact the Financial Aid Team if you need to discuss your situation - reg.finaid@admin.gla.ac.uk.

When will I be notified of the outcome of my application?

You will be notified of the outcome of your application by email to your University of Glasgow email address. The email will advise whether your application has been successful or not. We will aim to process applications within 4 weeks of receipt of the **complete form and all supporting documentation**. During peak times this may be longer.

Payment will be paid into your bank account via BACS. Ensure that your bank account details are up to date on mycampus for the account you wish payment to be made to.

Please note that it is impossible to say in advance of allocation the amount of award that may be given in any particular case; although it should be noted that the total amount available is unlikely to be sufficient to meet all needs.

How will my award be paid to me?

Awards will be paid in monthly instalments. First instalment paid upon application approval (at least 4 weeks from submission of complete application form and all supporting documentation), and monthly thereafter.

If your award has been given for **short term** assistance this may be given to you in one instalment. You will be advised by the Financial Aid Team.

Further Information

Priority will be given to applicants in the following groups:-

- Students with at least one dependent child
- Part-time students
- Care experienced students
- Final year students
- Students who are carers
- Students who receive full time or part time Postgraduate fee support from SAAS.

Please return your complete form and all supporting documents to Financial Aid Team via the HEI Discretionary and Childcare drop box on Level 2 of the Fraser Building.

Incomplete applications will be returned to you. You will be notified by email to your student email account that your application is incomplete and available for collection from Level 2 of the Fraser Building. Please **do not** submit a new application form. This is not necessary and can further delay your application.

Awards are provided for the full academic year therefore only **one** application per year is considered.

If your financial circumstances significantly change, please contact the Financial Aid Team to discuss your situation - reg.finaid@admin.gla.ac.uk

For further information regarding the fund(s), please call into Level 2, Fraser Building between the hours of 10.00am to 4.00pm, Monday to Friday, and a member of the Financial Aid Team will be happy to advise you further. Alternatively, please email reg.finaid@admin.gla.ac.uk with your enquiry.

Please note students are encouraged to apply as early in the academic year as possible as applications are processed on a first come, first served basis. The funds will close on 24th May 2019 (or earlier if all funds have been allocated/spent before this date) for academic year 2018-19.