



University  
of Glasgow

HEI  
Discretionary and Childcare Fund  
2018-19  
Registered Childcare Form

This form should be submitted along with your completed application form if you are applying for assistance with registered childcare costs from the HEI Discretionary & Childcare Fund.

The fund will close on Friday 24<sup>th</sup> May 2019, or earlier if all funds have been used.

This form should be completed by the manager/proprietor of your childcare provider only.  
If you have more than one childcare provider a separate form should be completed.

If there are **any** changes to your childcare you must inform the Financial Aid Team immediately.

*Please print clearly*

Student Name:

GUID:

Name of Child(ren):

Name of Childcare Provider:

Address:

Email:

Telephone number:

Childcare Registration number: CS

Childcare costs should be the amount that is payable by the student *after* any subsidies or local authority funding.

If weeks are not applicable or the provider is closed, please add 0 to the total costs for that week.

**SEMESTER 1**

Week Beginning	Cost per session	No. of Sessions per week	Total costs per week	Week Beginning	Cost per session	No. of Sessions per week	Total cost per week
27 August				29 October			
3 September				5 November			
10 September				12 November			
17 September				19 November			
24 September				25 November			
1 October				3 December			
8 October				10 December			
15 October				17 December			
22 October				24 December			

## SEMESTER 2

Week Beginning	Cost per session	No. of Sessions per week	Total costs per week	Week Beginning	Cost per session	No. of Sessions per week	Total cost per week
31 December				18 March			
7 January				25 March			
14 January				1 April			
21 January				8 April			
28 January				15 April			
4 February				22 April			
11 February				29 April			
18 February				6 May			
25 February				13 May			
4 March				20 May			
11 March				27 May			

### DATES FOR LONGER TERM COURSES AND POSTGRADUATES ONLY.

We cannot pay childcare costs outside term time

Week Beginning	Cost per session	No. Sessions per week	Total costs per week	Week Beginning	Cost per session	No. of Sessions per week	Total cost per week
3 June				22 July			
10 June				29 July			
17 June				5 August			
24 June				12 August			
1 July				19 August			
8 July				26 August			
15 July				2 September			

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

**Name:**

**Position:**

**Signed:**

**Date:**

Payments are made directly to the student each month and it is the student's responsibility to pay their childcare provider.

We will contact the childcare provider each semester to ensure payments are being made.

If the fund does not meet all of the student's childcare costs it is the student's responsibility to meet the remaining costs.

Please provide either an official stamp below or a letter on headed paper confirming your company name, address, registration number and details of the child(ren) in your care.

Financial Aid Team  
 Registry, Fraser Building  
 University of Glasgow  
 0141 330 8778/2216  
 Email: reg.finaid@admin.gla.ac.uk

Official stamp